

## Vestry Meeting Minutes July 16, 2024

*Present:* Susan Chase, *Senior Warden*, Al Snell, *Junior Warden*, Canon Jim Hanisian, Paul Bailey, Rick Pearce, Marygrace Barber, Dorothy Haviland, Craig Allen, Michele Barkalow, Ross Lively, Margaret Bearden

*Absent:* Bill Happer; *Ex officio* – Bob Fuchs

*Ex officio:* Deacon Pam Hayes, *Vestry Chaplain*, Lorraine Beamer, *Clerk*

Canon Jim opened the meeting with a prayer.

Deacon Pam Hayes led the devotion on Romans 14:1-12. “As for the one who is weak in faith, welcome him, but not to quarrel over opinions. <sup>2</sup>One person believes he may eat anything, while the weak person eats only vegetables. ...” Discussion followed.

Susan Chase led the Strategic Planning/Retreat Reflection focusing on Vestry Leadership, the role of the Vestry as leaders in the congregation and the obligations and responsibilities associated with being on the Vestry. There is an immediate need for the Vestry to share their Strategic Plans and their progress with the congregation through Ministry in Focus and Come and See as well as communication with Boards that will be involved in the plans.

Dorothy Haviland will lead Strategic Planning/Retreat Reflection on August 20, 2024.

### Information/Consent Items

**Al Snell made a motion to receive the Treasurer’s report which was seconded by Dorothy Haviland and passed unanimously.**

**Michele Barkalow made a motion to approve the following resolution: “Whereas they have indicated willingness to serve, Treasurer Robert Fuchs, Assistant Treasurer Margaret Bearden, and Finance and Facilities Board Chair William Carney are hereby appointed as authorized signatories for the operating checking account held by St. Philip’s Episcopal Church at United Bank effective the date of the passage of this resolution. This authorization supersedes all previous authorizations”. Geoff Gersen seconded the motion which passed unanimously.**

**Geoff Gersen made a motion to approve the following resolution: “Whereas they have indicated a willingness to serve, Endowment Chair James Belvin, Treasurer Robert Fuchs, and Finance and Facilities Board Chair William Carney are hereby appointed as authorized to access the safe deposit box held by St. Philip’s Episcopal Church at United Bank effective the date of the passage of this resolution. This authorization supersedes all previous authorizations.” Michele Barkalow seconded the motion which passed unanimously.**

### Warden’s Comments

The 2025 Budget planning calendar was distributed.

There was a discussion concerning a parting gift for Mother Lisa from the Vestry. On July 28, 2024 a gift from the Parish (a “purse”) will be given to Mother Lisa during the sending liturgy planned for that day.

Al Snell asked the Vestry to review the Vestry Roles document, Implementation Guide, an VPOD Duties found in their Vestry binders in preparation for the budget season. Al also stressed that the strategy teams make presentation during the Ministry in Focus time for the month of August. This will provide the congregation with information about the work of the Vestry and an opportunity to ask questions after the services.

## **Strategy Updates**

Strategy 1 – Discussion about their progress, the impact of insurance costs on their plans, as well as other topics were discussed.

Strategy 2 – Described an increase that will be required in the operating budget based on their findings and the budget and fiduciary responsibilities of the Vestry as this process goes forward. Determination of the priorities of the boards was also discussed. Deacon Pam provided an update on the Columbarium planning.

Strategy 3 – Described the formation of a “Growth Team” and the Growth Tool Kit they will provide

Each Strategy presentation was followed by input, feedback and discussion from the Vestry.

## **Comments and Wrap- up**

Canon Jim praised the Vestry for their progress on the tasks set before them and their ability to work together to get things done. He commended them on a job well done.

Deacon Pam Hayes closed the meeting with a prayer.

Al Snell moved to adjourn the meeting.

Next meeting : August 20, 2024 4:00 PM

Respectfully submitted

Lorraine Beamer

Clerk of the Vestry.

## Treasurer's Report to Vestry

July 16, 2024

Operating Budget	2024 FY Budget	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	June Actual	May Actual	Monthly Change
<b>Revenues</b>							
Pledges	708,739	465,106	426,294	38,812	51,203	34,501	16,702
Flower Revenue	6,600	3,740	3,300	440	600	225	375
Identified Offerings	70,000	43,912	35,000	8,912	8,589	4,619	3,970
Loose Plate	15,000	8,048	7,630	418	958	1,111	-152
Parish Hall Rental	1,200	600	600	0	100	100	0
Endowment Operating Inc	4,000	2,049	2,000	49	0	0	0
Miscellaneous Receipts	16,060	8,613	11,380	-2,767	377	852	-475
<b>Total Revenues</b>	<b>821,599</b>	<b>532,069</b>	<b>486,203</b>	<b>45,865</b>	<b>61,827</b>	<b>41,407</b>	<b>20,420</b>
<b>Expenses</b>							
Parish Staff	521,438	262,170	260,511	-1,658	47,567	36,164	-11,403
Administration	30,833	13,578	15,317	1,738	2,050	2,269	219
* Buildings & Grounds	106,839	54,960	53,873	-1,088	15,137	9,123	-6,015
Vestry	19,955	10,823	14,255	3,432	736	357	-380
Diocesan Pledge	72,132	36,066	36,066	0	6,011	6,011	0
Spiritual Resources	4,138	1,744	2,358	614	113	98	-15
** Outreach	4,000	2,000	2,000	0	0	0	0
Parish Life	11,130	5,496	6,080	584	612	2,022	1,409
Pastoral Care	2,537	250	2,537	2,287	0	0	0
Worship	46,785	23,430	20,666	-2,764	10,049	8,139	-1,911
<b>Total Expenses</b>	<b>819,787</b>	<b>410,518</b>	<b>413,663</b>	<b>3,145</b>	<b>82,276</b>	<b>64,181</b>	<b>-18,095</b>
<b>Net Total</b>	<b>1,812</b>	<b>121,551</b>	<b>72,541</b>	<b>49,010</b>	<b>-20,449</b>	<b>-22,774</b>	<b>2,325</b>

\* The Buildings & Grounds budget does not include \$12K for the Maintenance Reserve or 10K for the Insurance Deductible because there is not sufficient revenue in the budget to cover these. These items will be spent if EOY actual revenues sufficiently exceed actual expenses.

\*\* The amount shown for Outreach is only the money moved from the operating budget to the Outreach Board for their use. The Outreach Board also receives money from the Outreach Endowment, Fund Raisers (especially the ECW Fall Festival) and donations from parishioners for outreach.

<b>Mortgage</b>	<b>June Balance</b>	<b>May Balance</b>	<b>Monthly Change</b>
MIF Mortgage	427,421	428,498	-1,077
Total	427,421	428,498	-1,077

Revenues for June are less than expenses by \$20,449 and greater than expenses YTD by \$121,551.

Revenues for June are greater than the budget by \$23,642 and greater than the budget YTD by \$45,865.

Pledges for June are greater than the budget by \$20,433 and greater than the budget YTD by \$38,812.

Expenses for June are greater than the budget by \$4,452 and less than the budget YTD by \$3,145.

Maintenance and Repairs is \$4,805 over budget YTD. Landscaping is \$1,065 over budget YTD.

Rector's Continuing Ed, Electric & Water, Diocesan Convention, Safety & Security, Welcome Ministry, Stephen Ministry, Music Program, and Flower Expense are all more than \$1K under budget YTD.

Respectfully submitted,

Bob Fuchs

Treasurer

## Budget Calendar 2025

<u>Activity</u>	<u>Target</u>
Send Budget Spreadsheets to Budget Owners	8/12/24
Send Request for Budget Input Spreadsheets to Vestry Strategy Teams	8/12/24
Receive Budget Input from Budget Owners	9/3/24
Consolidate Budget Owner Input	9/6/24
Send Consolidated Budget to F&F	9/6/24
F&F Review and Comment	9/10/24
F&F and Stewardship Committee Agree on Preliminary Pledge Goal	9/10/24
Follow Up with Budget Owners Regarding F&F Comments	9/13/24
Stewardship Mails Pledge Letter	9/15/24
Receive Budget Updates from Budget Owners	9/30/24
Consolidate Budget Updates	10/4/24
Send Consolidate Budget Updates to F&F	10/4/24
F&F Review and Update	10/8/24
Send Proposed Budget to Vestry	10/10/24
Mail Pledge Card & Budget Narrative	2nd or 3rd week of October
Vestry Review and Comment	10/15/24
Send Vestry Comments to F&F	10/18/24
Stewardship Ingathering Sunday	11/3/24
F&F Updates Based on Vestry Comments and Ingathering Results	11/5/24
Send Final Proposed Budget to Vestry	11/7/24
Vestry Review, Update and Approval	11/19/24
Present Budget at Annual Meeting	12/1/24