

Vestry Meeting Minutes November 19, 2024

Present: Susan Chase, *Senior Warden*, Al Snell, *Junior Warden*, Fr. Eric Mills, Paul Bailey, Rick Pearce, Marygrace Barber, Craig Allen, Michele Barkalow, Margaret Bearden, Bill Happer, Ross Lively

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

Absent: Ross Lively

Fr. Eric opened the meeting with a prayer.

Deacon Pam led a devotion based on Proverbs 18:15. “An intelligent mind acquires knowledge, and the ear of the wise seeks knowledge.” A quote from Bishop W. F. Houston, Jr., “An open mind is not only a sign of wisdom but also a doorway to God’s endless possibilities.” was also used. Discussion followed.

Strategic Planning/ Leadership Reflection

Rick Pearce led a discussion about leadership, what defines leadership and what makes a good leader.

Discussion followed.

2025 Budget Discussion

Bob Fuchs made the following report.

Since there is a considerable increase in requested expenses for 2025 and we don’t believe expected revenues (especially pledges) will be enough to pay for all the expenses, F&F discussed several options to balance the budget/handle the budget deficit, which are presented below.

Budget Highlights

To lower expenses:

- Requested \$12,000 contributions each to the Maintenance Reserve and to the Insurance Deductible Reserve were removed from the budget. Similar to this and prior year’s, the contributions will be made at the end of the year if the budget is running a surplus. These contributions were made in 2023 and are planned to be made in December for 2024.
- A requested \$5,000 pool that could be used for staff bonuses was removed. If there is a request for a bonus during the year, the request will be considered in relation to how the budget is doing at that point in time.
- Other previously discussed modifications to Salary & Benefits remain in this iteration.
- Through Sunday November 10, \$681,876 has been pledged for 2025. There are 55 families who pledged a total of \$154,442 for 2024 but have not pledged for 2025. Reviewing these people and their giving history, we added 37 pledges for \$121,960 in the pledge budget.
- Delay the hiring of the Facilities Coordinator position by three months to April (it is unlikely that we would be able to identify and hire a Facilities Administrator much before the end of March anyway).

With these items, the budget has a \$7,627 deficit. Every year, our goal is to approve a balanced budget.

F&F Recommendation

The 2024 budget is projected (as of the end of October) to end the year with a \$62,000 surplus, which would increase our cash reserves. While it is a serious concern to use the prior year surplus/cash reserves to cover a deficit budget, we believe we should do this for 2025. There are strategies that must be funded to prepare St. Philip's to meet our growth goals in future years. However, there is no guarantee that the additional expenses in this and future year budgets will be covered by additional revenues in those budgets. However, there are times when you must "spend money to make money" and trust that our strategies will succeed.

After much discussion and questions **Rick Pearce made a motion to accept the Finance and Facilities proposed budget. Dorothy Haviland seconded the motion which passed unanimously.**

Craig Allan made a motion to receive the Treasurer's Report. Paul Bailey seconded the motion which passed unanimously.

Consent Items

Information/Updates/Questions/Discussion

- Board Minutes – no questions or discussion, The ministries are doing well and are working on the policy review process. Parish Life has submitted their policies and Spiritual Resources is working on theirs.
- Annual Meeting is scheduled for December 8 where the new Vestry members and Convention Delegates will be elected. Fr. Eric asked that the strategies be ready to update the congregation on their strategy progress (what's been done, what they are doing, what is planned); Each returning Vestry member is asked to remain in the Sanctuary after the annual meeting for a business meeting with the entire 2025 Vestry. The treasurer, clerk and wardens must be determined.
- The Columbarium update was presented by Susan Chase. There will be a presentation in January to the congregation by the committee and Columbarium Planners to determine the interest level, monetary costs and how and when the project will get funded.
- Facilities Update – Paul Bailey reported that the repairs to the east wall of the sanctuary are underway. Some areas of moisture damage were repaired. The new siding will be painted to match the existing siding. Gutters must be cleaned on a regular basis. The entire sanctuary will be pressure washed. Bids are being sought on the flat roof repairs. The steeple restoration will occur in the next couple of weeks with roof repair following that. The Kitchen renovation is nearly complete. The extent of further water damage is to be determined. The Elevator is working. The Chapel Annex door has been repaired and checked by the "door repairman" and Johnson controls (locks)

Rector's Comments

Fr. Eric reported that there has been some interest by parishioners in being Delegates to the Diocesan Convention. This will be updated at the Annual Meeting. These new delegates will serve in 2025. A ballot will be prepared to elect delegates if necessary.

There will be no Vestry meeting in December. Dorothy Haviland indicated to Fr. Eric that she would not be attending the scheduled Vestry Retreat in January.

All new vestry will be gotten up to speed in depth at the retreat so that any vestry member can discuss any strategy with parishioners.

All vestry should be at BOTH SERVICES on December 12 for Vestry installation. Installation will occur at the end of the 8:00 service and at announcements at the 10:00.

Strategy Updates

Strategy 1 – All green. An organizational chart has been developed and will be in the annual report. The next step is to educate the parish about the availability of services.

Strategy 2 – Is in the “hand off” phrase as items are completed. They will continue to review the roles of the Vestry according to the Bylaws and work on plans for continuity among vestries. Future financial requirements will also be discussed and developed..

Strategy 3 – Met with the Outreach Board Chair to determine overlap and areas of collaboration. Looking at merchandising St. Philip’s merchandise (caps, T-shirts) .

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

Pam Hayes closed the meeting with a prayer.

Michele Barkalow moved to adjourn the meeting which was seconded by Margaret Bearden and passed unanimously.

Respectfully submitted

Lorraine Beamer

Clerk of the Vestry.

Treasurer's Report to Vestry

October 15, 2024

Operating Budget	2024 FY Budget	2024 YTD Actual	2024 YTD Budget	2024 YTD Variance	September Actual	August Actual	Monthly Change
Revenues							
Pledges	708,739	597,919	560,529	37,390	49,384	18,738	30,646
Flower Revenue	6,600	4,915	4,950	-35	75	75	0
Identified Offerings	70,000	56,656	49,770	6,886	4,474	2,272	2,202
Loose Plate	15,000	10,890	11,220	-330	931	301	630
Parish Hall Rental	1,200	1,150	900	250	350	100	250
Endowment Operating Inc	4,000	3,102	3,000	102	0	0	0
Miscellaneous Receipts	16,060	10,296	13,820	-3,524	1,004	273	731
Total Revenues	821,599	684,928	644,189	40,739	56,217	21,758	34,459
Expenses							
Parish Staff	521,438	381,466	397,812	16,346	29,140	23,779	-5,361
Administration	30,833	21,685	23,175	1,490	2,567	2,088	-478
* Buildings & Grounds	106,839	78,403	81,268	2,865	14,941	12,085	-2,856
Vestry	19,955	13,399	17,155	3,756	1,288	736	-552
Diocesan Pledge	72,132	54,099	54,099	0	6,011	0	-6,011
Spiritual Resources	4,138	2,624	3,461	837	838	0	-838
** Outreach	4,000	3,000	3,000	0	0	0	0
Parish Life	11,130	7,260	9,680	2,420	856	856	0
Pastoral Care	2,537	1,153	2,537	1,384	903	0	-903
Worship	46,785	36,926	41,425	4,498	1,196	937	-259
Total Expenses	819,787	600,017	633,612	33,595	57,740	40,482	-17,259
Net Total	1,812	84,911	10,577	74,333	-1,523	-18,723	17,201

* 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.

Mortgage	September Balance	August Balance	Monthly Change
MIF Mortgage	424,115	425,204	-1,089
Total	424,115	425,204	-1,089

Revenues for September are less than expenses by \$1,523 and greater than expenses YTD by \$84,911.

Revenues for September are greater than the budget by \$3,352 and greater than the budget YTD by \$40,739.

Pledges for September are greater than the budget by \$4,638 and greater than the budget YTD by \$37,390.

Expenses for September are less than the budget by \$13,346 and less than the budget YTD by \$33,595.

Asst Priest's Continuing Education is \$1,370 over budget YTD. Substitute Clergy is \$3,470 over budget YTD.

Maintenance & Repairs, Electric & Water, Diocesan Convention, Safety & Security, Welcome Ministry, Stephen Ministry, Music Program, Flower Expense and Summer Ministry Expense are all more than \$1K under budget YTD.

Director of Pastoral Care expenses are using unspent Assistant Priest budget.

Work continues on the 2025 Budget. A proposal to balance the budget will be discussed at the Finance & Facilities Board meeting and sent to the Vestry for review.

Lightning strike repairs continue. Expenses, less the \$5,000 deductible will be submitted to the insurance company for reimbursement.

Respectfully submitted,

Bob Fuchs

Treasurer