



"To Know Jesus Christ and Make Him Known"

VESTRY MEETING MINUTES

Monday, July 17, 2023 - 6:30 PM

Live Meeting at Burtenshaw Hall

Present: Steve Burns and Foster FitzHugh, Junior Wardens; Wade Hembree, Corrine Hofstetter, Barry Mansell, George Stalle, Karen Vernon

Clergy: Reverend W. Reginald Simmons, Rector; Reverend Josh Hilton, Curate

Treasurer: Mareed Meek Stollman (by phone)

Clerk: Melanie Hembree

Guest: Emily Gray Shurr – facilitator for August Vestry retreat (by phone)

Welcome/Opening Prayer: Meeting opened @ 6:30 PM with a prayer by Fr. Reggie Simmons.

Devotion: Romans 8:12-25

Wade Hembree

¹² So then, brothers and sisters, we are obligated, not to the flesh, to live according to the flesh— ¹³ for if you live according to the flesh, you will die, but if by the Spirit you put to death the deeds of the body, you will live. ¹⁴ For all who are led by the Spirit of God are children of God. ¹⁵ For you did not receive a spirit of slavery to fall back into fear, but you received a spirit of adoption. When we cry, "Abba! Father!" ¹⁶ it is that very Spirit bearing witness with our spirit that we are children of God, ¹⁷ and if children, then heirs: heirs of God and joint heirs with Christ, if we in fact suffer with him so that we may also be glorified with him. ¹⁸ I consider that the sufferings of this present time are not worth comparing with the glory about to be revealed to us. ¹⁹ For the creation waits with eager longing for the revealing of the children of God, ²⁰ for the creation was subjected to futility, not of its own will, but by the will of the one who subjected it, in hope ²¹ that the creation itself will be set free from its enslavement to decay and will obtain the freedom of the glory of the children of God. ²² We know that the whole creation has been groaning together as it suffers together the pains of labor, ²³ and not only the creation, but we ourselves, who have the first fruits of the Spirit, groan inwardly while we wait for adoption, the redemption of our bodies. ²⁴ For in hope we were saved. Now hope that is seen is not hope, for who hopes for what one already sees? ²⁵ But if we hope for what we do not see, we wait for it with patience.

The next Devotion – at the August Vestry Meeting – will be given by George Stalle.

Devotion and Vestry Responsibility Schedule for 2023 – July through November UPDATED 7.17.23:

September: Amanda Cantelmo	November: Sam Locklear
October: Missy Lehigh	

Approval of Minutes – June Regular Vestry Meeting:

A motion was made by Foster FitzHugh to accept the June 19, 2023 Meeting Minutes as amended in the meeting and Corrine Hoffstetter seconded the motion. The motion passed unanimously.

Financial Review

Mareed Stollman

- The Finance Committee Treasurer Report for the month of June 2023 was presented.

St Aidan's Episcopal Church Financial Highlights

Total Cash in Checking/Savings	\$301,075
Funds Reserved in Restricted Accounts	\$204,653
Total Operating Funds	\$96,421 Decrease \$9,133 from May

June 2023 Revenue & Expense Highlights:

- Total Revenues were \$48,458 for the month of June- 88.25% of the budgeted \$54,911.
 - Contribution Revenue of \$37,512 for the month was 104.04% of Budget.
 - Other Revenue for the month of June of \$10,946 was 58.05% of budget.
- Total Expenses for the month of June were \$66,894 – 94.21% of budget.
- Net Operating Total for the month was a (negative \$2,338)
 - Projected (Budgeted) Net Loss for the month was (\$16,098).

Overall Year-to-Date Summary for Revenue & Expense – as of June 30,2023:



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- A. Total Actual Revenues = \$411,418; YTD Revenue Budget = \$397,298; 103.55% of budget.
- B. Total Actual Expenses = \$401,292; YTD Expense Budget = \$417,832 96.04% of budget.
- C. Net Operating Total (Revenue less Expense) is a positive \$10,126 through June of 2023.

St. Aidan's Preschool Financial Highlights

June 2023 Cash Position:

Total Cash in Checking/Savings

\$117,283 Decrease of \$344 from May 2023

June 2023 Revenue & Expense Highlights

- A. Total Preschool Revenue was \$8,720 for the month of June.
- B. Total Expenses for the month of June were \$14,897.
- C. Net Operating Total for the month Revenue less Expense was a negative \$6,177. This is normal as pre-paid tuition and fees were collected earlier and salaries and supplies cost paid each month.

ITEMS FOR ATENTION:

- A. Fundraiser revenue is budgeted at \$10,000 for the year and we have not had any major collections with that revenue account. Only \$1,633 YTD When at this point in the year we had budgeted to have taken in \$5000.
 - B. Communications expense was over budget for this month because we paid \$2500 for the vestry retreat speaker facilitator. And technically this should go to vestry expense account. We should re-classify that in August as we will owe another \$2500 to the speaker.
 - C. Pension payments for Stacy and Charles are paid ahead by one month.
 - D. Balance Sheet is out of balance due to reconciliations from prior years. Working corrections to balance it.
 - E. 2024 Budget season is right around the corner. We hope to start in late August.
 - F. Audit is ongoing for 2021and 2022 for Church and Pre School. Auditors are on track to complete 9/1/23.
 - G. The reason so far under budget is that there are budgeted items that have not yet been paid from operations; these include fire inspections through ADP, workers compensation and outreach payments.
 - H. Preschool budget is being finalized for 2023-24 in advance of the August 1 Budget formation process for 2024.
2. 2023 Fund Raiser Revenue – Actual to Plan Mareed Stollman

Discussion: A fall festival was discussed as a fundraiser for November. The point person has been ill and it is on hold at the moment. No other fundraisers are planned at this time.

3. Ideas for Incremental Revenue George Stalle

Potential development of an endowment fund. Facilities use fees for events. There are several congregations locally that are endowed, such as All Saints and St. Davids. An endowment is started with a significant gift as a part of an estate. Sam has been researching information and Beth Burns researched it as well previously.

New Business

Fr. Reggie Simmons

1. New Doors in Office Corridor (10 minutes)
- Milton Police has been contacted regarding an active shooter safety presentation for the congregation and staff. Because of safety concerns during the week, a door in corridor in front of sacristy as well as from the narthex to the office space are proposed. A key code and intercom / buzzer system may be an option to provide additional security. The exterior door by the sacristy should also remain locked at all times as is not actively monitored.
- Discussion: The doors and access need to be well thought out so that parishioners do not feel excluded. How to be accessible and yet provide a safe environment? To provide consistent security, a lock should also be installed at the sliding door at the mailbox room.*



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Motion was made by George Stalle for Father Reggie and Jr. Wardens work with a security professional to create a security plan for the office, and it shall be presented at the next Vestry meeting. The motion was seconded by Karen Vernon and passed unanimously.

2. Vacant Vestry Seat

Kim Hottenstein has expressed a desire to be on the Vestry. She will be a welcome addition and Father Reggie plans to appoint her. She leads the Family Fellowship group and helps with Children's Church. The selection was well received by the Vestry members.

Old Business

Fr. Reggie Simmons

a. Operations Report Work Group Progress Updates

Communications Committee

Barry Mansell and George Stalle

The Communications Advisory Committee did not meet in July. They plan to meet in August once Heather Okuda is established in her new role.

Music Committee

Report below emailed 7/16/2023

Foster FitzHugh and Karen Vernon

1. Choir and choir council have decided to have Advent Lessons and Carols on Sunday December 3 festivities as a morning event due to concern of many congregation members driving at night.
2. Bass section leader is now in place with no change in revenue dispersed. New section leader is a professor of voice at local college and he and family have been looking for a new church home.
3. Charles and Wanda Yang Temko have formulated a plan to increase Choristers membership by advertising to local schools. This type of "recruiting" has worked well with other churches.
4. There is a Choir Council which meets regularly and are invited to attend a Music Committee meeting.
5. There are currently a total of 36 choir members/folder assignments, all of whom are volunteers.
6. Christmas concert planning continues; Milton PD has been contacted regarding traffic control, music stands to be borrowed from local church have been booked, etc.
7. Choir retreat has been scheduled for October 6 and 7 at local church with no expense for venue.
8. Charles has borrowed musical scores from local churches, which has resulted in savings of several hundreds of dollars to date.

Preschool Committee

No report

Missy Lehigh

Family Ministries Committee

No report

Amanda Cantelmo and Steve Burns

Rector's Committee

No Report

Curtis Mills and Sam Locklear

Pastoral Care and Grief

No report

Corrine Hoffstetter and Wade Hembree

b. Cottage Move Plans

Fr. Reggie Simmons

At this time, the cottage will not be moved offsite, as the plan proposed by Curtis Mills was not approved by the City of Milton. The cottage may have black mold and it may need to be demolished if no other options are available.

Rector's Report

Fr. Reggie Simmons

- Attendance – we began the year with attendance of 77. Thankfully, average Sunday attendance (ASA) as of 9 July is 158. We finished fiscal year 2022 with an average Sunday attendance of 140.
- Morale – The summer brings with it a natural slowdown however both the parish and staff appear to be enjoying the decrease in programming.
- Curriculum – *The Study of Anglicanism* by Stephen Sykes, John Booty and Jonathan Knight continues as we are in Part Five – Church, Sacraments and Ministry.



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- Bible Study – Our Lectionary Bible study continues to meet on Tuesday morning, however, our Genesis – Revelation study on Wednesday will resume in the Fall semester.
- Church services – we held 8 Sunday masses – 4 Rite I services & 4 Rite II services.
- Building and Grounds – We need doors in Office area of the parish. (*See New Business #2*)
- Staff – Josh was ordained to the priesthood on 24 June at the Cathedral of St. Philip and the parish showed its full support.
- Preschool – Summer camp for the Preschool has been a success and ends on 28 July.

Jr Warden's Report

Steve Burns and Foster FitzHugh

1. Quote received for annual cleaning of preschool classrooms and addition of upstairs carpets. Work to be performed by current cleaning contractor.
2. Supplies for cleaning to now be delivered through current cleaning contractor to insure availability.
3. Backup in ladies bathroom handicap stall in Narthex resolved by FitzHugh.
4. Active pest control notified to spray for "critters" in preschool classrooms.
5. Need to schedule backflow prevention inspection.
6. New insurance policy for workers comp to be underwritten by current insurance provider. Basically, the cost is the same as previous company. Preschool will reimburse for their portion.
7. Need to resolve temperature issue in choir stall area. Lack of HVAC direct venting results in area becoming "uncomfortably hot" for choir when robed. Consider small floor fans. Estimated cost of \$50/fan. Found floor fans at Costco that have low db level, 3 speeds, and remote controls. Purchased and took to church Sunday morning. Per choir, they worked fantastic, Total outlay was \$107 for two fans.
8. Need to have Bernie check for the issues noted in the playground inspector report, fix those noted, and remove the equipment that does not meet current standards for school/commercial application. Cost to be absorbed by preschool.
9. Deep cleaning of kitchen vent hood/equipment still to be scheduled. Will tie to completion of painting of Burtenshaw Hall/clean up to avoid conflict.

Discussion: Corrine and Amanda still plan on meeting with Jr. Warden's to plan a parish work day.

Sr Warden's Report

Steve Burns for Curtis Mills

1. We serve as ambassadors – Please wear nametags and greet all visitors.

Dates to Remember

Tuesdays at 9:45 a.m.

Saturday, July 22, 9:00 a.m. to 5:00 p.m.

Saturday, July 29 – 8:00 a.m. to 3:00 p.m.

Sunday, July 30 – 12:30 to 2:00 p.m.

Thursday, August 10 – 5:30 to 7:30 p.m.

Saturday, August 12 – 8:00 a.m. to 3:00 p.m.

Sunday, August 19 – 5:00 to 10:00 p.m.

Monday, August 20 – 6:30 to 8:30 p.m.

Sunday, September 10

Lectionary Study, Burtenshaw Library

Karen Dubin Community Event, Burtenshaw Hall

Rise Against Hunger, Burtenshaw Hall

Family Fellowship Group, Burtenshaw Hall

Pints with Priests, location TBD

Vestry Retreat, Burtenshaw Library

Boy Scouts Movie Night, Burtenshaw Hall

Vestry Meeting, Burtenshaw Library

Fall Kickoff ! Breakfast, Sunday School, etc.

Emily Shurr noted how the Vestry seems to enjoy each other and works well. She looks forward to working with the group August 12 for the Vestry Retreat.

Dismissed with prayer led by Fr. Reggie.

Adjourned at 8:05 pm

Submitted: Melanie Hembree, Clerk of the Vestry