



*"To Know Jesus Christ and Make Him Known"*

## VESTRY MEETING MINUTES

Monday, June 19, 2023 - 6:30 PM

Live Meeting at Burtenshaw Hall

**Present:** Foster FitzHugh, Junior Warden; Amanda Cantelmo, Corrine Hofstetter, Melissa Lehigh, Sam Locklear, Barry Mansell, George Stalle, Karen Vernon

**Clergy:** Reverend W. Reginald Simmons, Rector and Josh Hilton, Deacon

**Treasurer and Vestry Member:** Mareed Meek Stollman (by phone)

**Clerk:** Melanie Hembree (by phone)

**Welcome/Opening Prayer:** Meeting opened @ 6:33 PM with a prayer by Fr. Reggie Simmons.

### Devotion: Matthew 9:35-10:8

<sup>35</sup> Then Jesus went about all the cities and villages, teaching in their synagogues and proclaiming the good news of the kingdom and curing every disease and every sickness. <sup>36</sup> When he saw the crowds, he had compassion for them because they were harassed and helpless, like sheep without a shepherd. <sup>37</sup> Then he said to his disciples, "The harvest is plentiful, but the laborers are few; <sup>38</sup> therefore ask the Lord of the harvest to send out laborers into his harvest." **10** Then Jesus<sup>[a]</sup> summoned his twelve disciples and gave them authority over unclean spirits, to cast them out, and to cure every disease and every sickness. <sup>2</sup> These are the names of the twelve apostles: first, Simon, also known as Peter, and his brother Andrew; James son of Zebedee and his brother John; <sup>3</sup> Philip and Bartholomew; Thomas and Matthew the tax collector; James son of Alphaeus and Thaddaeus;<sup>[b]</sup> <sup>4</sup> Simon the Cananaean and Judas Iscariot, the one who betrayed him. <sup>5</sup> These twelve Jesus sent out with the following instructions: "Do not take a road leading to gentiles, and do not enter a Samaritan town, <sup>6</sup> but go rather to the lost sheep of the house of Israel. <sup>7</sup> As you go, proclaim the good news, 'The kingdom of heaven has come near.'<sup>[c]</sup> <sup>8</sup> Cure the sick; raise the dead; cleanse those with a skin disease; cast out demons. You received without payment; give without payment.

The next Devotion – at the July Vestry Meeting – will be given by Wade Hembree.

*Devotion and Vestry Responsibility Schedule for 2023 – July through November* UPDATED 6.19.23:

August: George Stalle	October: Missy Lehigh
September: Amanda Cantelmo	November: Sam Locklear

### **Approval of Minutes – May Regular Vestry Meeting:**

A motion was made by Sam Locklear to accept the May 15, 2023 Meeting Minutes and Barry Mansell seconded the motion. The motion passed unanimously.

### **Financial Review**

**Mareed Stollman**

The Finance Committee Treasurer Report for the month of May, 2023 was presented.

#### St Aidan's Episcopal Church Financial Highlights

<b>Total Cash in Checking/Savings</b>	<b>\$317,030.83</b>
<b>Funds Reserved in Restricted Accounts</b>	<u>\$211,476.46</u>
<b>Total Operating Funds</b>	<b>\$105,554.37</b>

#### **May 2023 Revenue & Expense Highlights:**

- Total Revenues were \$71,680 for the month of May- 112.13% of the budgeted \$63,923.
  - Contribution Revenue of \$59,375 for the month was 123.5% of Budget.
  - Other Revenue for the month of May of \$12,304 was 77.65% of budget.
- Total Expenses for the month of May were \$68,888 – 99.57 % of budget.
- Net Operating Total for the month was a (positive \$2,791)
  - Projected (Budgeted) Net Loss for the month was (\$5,262).



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

*Total Actual Revenues = \$362,960; YTD Revenue Budget = \$342,387; 106.01% of budget.*

*Total Actual Expenses = \$334,997; YTD Expense Budget = \$346,824; 96.58% of budget.*

*Net Operating Total (Revenue less Expense) is a positive \$27,983 for 2023.*

### St. Aidan's Preschool Financial Highlights

#### **May 2023 Cash Position:**

**Total Cash in Checking/Savings \$117,627.50**

#### **May 2023 Revenue & Expense Highlights**

1. Total Preschool Revenue was \$17,481 for the month of May.
2. Total Expenses for the month of May were \$31,711.
3. Net Operating Total for the month Revenue less Expense was a negative \$14,230. This is normal as pre-paid tuition and fees were collected earlier and salaries and supplies cost paid each month.

#### ITEMS FOR ATTENTION:

1. We plan to convert the Preschool to a calendar year to coincide with the Church. They have historically been on a fiscal year reporting cycle (August through July).
2. A joint effort is in progress with Steve Trumbo of CRI and Charlene Smith to complete missing Bank Reconciliations for the Church and Preschool for 2021 and 2022. Church bank reconciliations are now caught up through June of 2022. Preschool still a work in progress.
3. An Audit Firm has been engaged and is working on 2021 and 2022 Audits.

*Discussion: There were questions regarding bank fees. The payment /giving kiosk in the narthex costs \$30 / month. It was recommended to begin tracking how often utilized and review the cost benefit analysis.*

*James Jordan and Assoc. has been engaged to perform the audit. They are very experienced with diocese and church finances. The cost for the combined 2021 and 2022 audits is \$15,000. Target completion date of September. Preschool is also a part of the audit.*

*It was noted that there was a spike in utility fees for May. All utilities are on auto draft from the bank account.*

### New Business

**Fr. Reggie Simmons**

1. Diocesan tithe – 2024 Assessment amount is 10% of 3 year rolling average of revenue \$73,079  
Discussion: 10-15% of the parishes are funded in full by the diocese. Diocese supports local and national ministries of the Episcopal Church.  
Sam made a motion to accept, Foster 2<sup>nd</sup>, approved unanimously.
2. Conference and meeting space is needed for the parish. Long range plan to include entire physical plant and best use of property. There is an existing plan that can be looked at again.
3. Barry made a motion to add Sam and Pam Locklear and Jo Woodard to the Memorial Garden Committee. Foster seconded the motion and it was approved unanimously.



## VESTRY MEETING MINUTES

Monday, June 19, 2023 - 6:30 PM

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4. A Parish workday was recommended to clean out closets and trailer, paint Burtenshaw, and other 'punchlist' type items. The Jr. Wardens will coordinate with Amanda and Corrine, who will then schedule and advertise.

### Old Business – Committee Reports

Communications Committee Report below emailed 6/19/2023 Barry Mansell and George Stalle

The Communications Advisory Committee met June 14 at 4:30 pm. Josh, George, and Barry were in attendance.

1. Josh announced an organizational change for communications. Heather will become the Communications Director for the church. Josh will take over pastoral care responsibilities. This will consolidate all the communications responsibilities under Heather. For future vestry meetings George and Barry will do the communications report as a result of the change.
2. We are still working on a plan with Charlene Smith for Realm. This is work in progress and there is no easy fix.
3. The web site has been updated to reflect only the current year plus last year's vestry minutes. Only the most recent annual report is posted on the website.
4. Josh is in the process of forming a bulletin board committee to maintain the boards throughout the church. Burtenshaw Halls board has been updated to show VBS activity.
5. George and Heather will work on the newcomers' flyer for the coming year.
6. Fr. Reggie reviewed with George and Barry what the church is doing to address special donations, memorial gifts, and volunteers. Stacey is in charge of notifying Fr. Reggie of any such gifts and well as the family of the deceased. This item from the strategic planning assessment has been completed.
7. Josh has worked this past month on updating the website as follows: children's/youth page added; lectionary page; organized the preschool staff; added Tom Reynolds for lay worship; updated outreach to reflect on current programs; and fellowship.
8. Next meeting will be in August.

*Discussion: Josh will become Curate, come in on Saturday's, and take over Pastoral Care. Heather went to Caffeinated Church workshop in Diocese which is media and communications focus.*

*Mareed Stollman is resigning from Vestry due to an extended recovery from major surgery, but will remain as treasurer. There were 12 members and now have 11 members so the position will need to be filled.*

Music Committee Report below emailed 6/19/2023 Mareed Stollman, Foster FitzHugh, Karen Vernon

1. Committee composed of Mareed, Karen, and Foster.
2. Mareed out due to shoulder surgery and Karen traveling. Email updates from Karen, Foster and Charles make up the majority of this report. Mareed is recovering reasonably well at this point.
3. Karen, Mareed, and Foster continue to advise Charles on various issues. 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.
4. Discussions continue regarding paid performers, resident artists, and special events with choir council participating. A Fall and Spring working calendar has been formulated.
5. Recent scheduled choir council postponed for 2 weeks based on members not being available.
6. The Grand Christmas Concert is scheduled for Sunday, December 17<sup>th</sup>, 2023 at 7:00 pm. We will be charging more for tickets this year to help offset costs and create revenue for Friends of Music Designated. Ticket price TBD.
7. Charles meeting with Dr. Wanda Yang Temko on Thursday, June 29<sup>th</sup> to do an assessment of this past years choristers program and what we can do to increase participation.
8. Sunday, July 2<sup>nd</sup> there will be a grand, patriotic music (*not a concert*) at the 8:15 and 11:00 am services. Professional opera soprano Jeanne Brown will sing a rousing version of *God Bless America* at the Offertory.
9. There are currently a total of 36 choir members/folder assignments, all of whom are volunteers.
10. And finally, as of June 9<sup>th</sup>, 2023 the current Friends of Music (1-008121) Designated account has a current balance of \$6,703.56.



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Monday, June 19, 2023 - 6:30 PM

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Preschool Committee                      Report below emailed 6/15/2023                      Missy Lehigh and Mareed Stollman

1. Mareed and Missy met with Julie in May to secure an update on pre-school activities, needs, etc. Julie has one more slot to fill for the new Board. It was decided that a former parent would fill the last position. The first meeting will be in July whether or not the last position is filled.
2. There was a recent inspection of the playground and equipment. Few improvements needed, save the continuing drainage problem. The Property Committee is aware of the issue.
3. Missy and Julie will meet again on 6/21 to discuss July Board agenda and some future goals for 2025 school term. (2023 goals/program is already already set. )

Family Ministries Committee      Report below emailed 6/19/2023                      Amanda Cantelmo and Steve Burns

Deacon Josh, Steve, and Amanda met on June 15<sup>th</sup> to review events and make plans for the fall.

### Parish Festival

- o Approximately 100 attendees
- o One service worked well and allowed people from both services to mingle
- o Spring time frame seems to work well
- o Set-up the morning of the event worked well
- o Thoughts for next year:
  - Need committee for food coordination/set-up
  - Ask Boy Scouts for help with set-up, particularly tables, chairs, etc.
- o Maybe do a fall picnic with similar format?

### VBS

- o 12 kids attended this year
- o 3 youth volunteers
- o 6 adult volunteers
- o Service projects – cards for kids at CHOA, made posters for Backpacks of Love
- o Planning committee in place for next year – to meet in Fall to determine budget needs and dates

### Plans for the fall

- o Children's Chapel to continue in its current form
  - average spring attendance is 8 children
  - not all children in the church attend Children's Chapel so that is not a complete measure of youth at St. Aidan's
- o Adding a children's option for the Sunday School hour – this will allow parents to attend classes
  - Will need more volunteers to facilitate to keep us Safe Church compliant
- o Christmas Pageant
  - Young children without speaking roles do not need to attend rehearsal, can show up on the 24<sup>th</sup> and get an animal costume.
  - Josh will gauge interest and assign speaking roles for older kids
  - Will work in conjunction with choristers again this year

*Discussion: None*

Rector's Committee                      No Report                      Curtis Mills and Sam Locklear

Pastoral Care and Grief                      Report below emailed 6/19/2023                      Corrine Hoffstetter and Wade Hembree

1. Had initial monthly meeting to review Pastoral Care list with Heather, Director of Pastoral Care
2. Spoke with Nancy Babcock to discuss prayer ministry and soliciting her feedback: Her desire would be prayer list placement in another area of newsletter. She also verbalized one area of concern was reaching out to individuals who have asked someone to be added to prayer list and getting no feedback from them. One case in particular involved someone finally giving feedback that person had died several months ago. Nancy does a very good job of checking on ongoing prayer requests, this has been my personal experience.



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Monday, June 19, 2023 - 6:30 PM

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3. To be completed: Speak to Kathy Bump about Community of Hope International and get her thoughts on possibly recruiting new members and training. Find out what is needed to get Prayer station restarted and how it will fit in worship.
4. Ongoing discussion: Visitation for Hospital, Crisis, Death, Home, Care Facilities.  
\*Laity Involvement when clergy not available-Recruitment, Training (to include: Safe Sanctuary Training), logistics of call list, how does a call go to Laity Member and how to get notification that a Laity member is needed for visitation.
5. Consideration of a Meal Ministry. Birth, Illness, Death, Stressors or other life events where it would benefit a family to receive a meal. How do we promote, recruit and logistics for assignments and delivery.

### Rector's Report

**Fr. Reginald Simmons**

Nationwide, the average Sunday attendance in Episcopal Church is 63. St. Aidan's average Sunday attendance YTD is 157, which is an indicator of a healthy parish.

### Jr Warden's Report

**Steve Burns and Foster FitzHugh**

1. The Jr. Wardens distributed 19 cubic yards of playground "certified" mulch within the playset on front/side lawn, completed prior to the Family Festival (7" to 9" deep).
2. Removed inactive hornet's nest from front walkway of church (that Foster had previously "bombed" prior to Family Festival).
3. Active Pest Control made a non-scheduled call prior to Festival to address fire ant hills (missing one, however).
4. Foster negotiated with ProSquare (cleaning company) to improve services or face losing business
  - a. Addressed inconsistency of replacing restroom supplies given they are to handle.
  - b. Church and school will both be cleaned 3 days (vs. current 2 days church/3 days, pre-school)
  - c. Former service, Abernathy, has been asked to re-quote TBD.
5. Spoke with ADT regarding fire alarm and sprinkler systems.
  - a. Fire extinguishers will be inspected/recharged, date TBD
  - b. Exit signs repaired (batteries, bulbs as necessary) were replaced, however, EXIT sign in Narthex was broken by ADT in the process (holding invoice until corrected).
  - c. Annual reinspection of Alarm/sprinkler due in the Fall
  - d. Milton Fire Department (MFD) may reinspect later this summer
  - e. Additional work on sprinkler system is TBD, ADT will confirm next steps
  - f. ADT has provided "single point of contact".
  - g. John Foley instrumental in getting ADT's attention—thanks, John.
6. Supplied generator for "bouncy house" for Family Festival, but was not required
7. Narthex floor and office hallway carpet and LVP reinstalled (thanks, Barry Mansell for handling LVP reinstall)
8. HVAC inspections/maintenance by Blue Mountain, LLC was completed 4/27/23
9. Dumpster
  - a. An "under video surveillance" sign was installed near dumpster (assume by Republic)
  - b. The alternative supplier to Republic, Roadrunner, declined quoting dumpster/recycling program (not enough volume at \$300/mo).
10. Requests for kitchen cleaning out to two vendors ("deep clean" for Burtenshaw Hall).
  - a. Requested quote for just vent hood and quote for entire area.
  - b. Expect to receive by June 23
11. Need to complete evaluation of preschool playground equipment that needs to be repaired/replaced:
  - a. Noncommercial playground equipment
  - b. Spacing between swings
  - c. Drainage in play area
    - i. significant expense to be investigated
    - ii. Include proposal for 2024 fiscal budget

*Discussion: Boy Scout Troop has planted annuals, built benches and picnic tables, and have been very active around the St. Aidan's campus. There is a new cleaning crew that is doing a much better job. If we need more work done, cleaning*



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*windows, wax floors, etc. need to get a quote from the company. This includes a deep clean. Thanks again to John Foley for working with ADT account.*

### Sr Warden's Report

**Curtis Mills**

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

### Dates to Remember

Monday-Thursday, 6/19-6/22 – 9:00 a.m. to 12:00 p.m.	Summer Camp
Saturday, June 24 – 2:00 to 4:00 p.m.	Josh Hilton Ordination – St. Phillips Cathedral
Monday and Tuesday, July 3 and 4	Office Closed for Holiday
Monday-Thurs, 7/10-13 – 9:00 a.m. to 12:00 p.m.	Summer Camp
Monday, July 10 – 7:00 p.m.	Finance Committee, BH Library
Tuesday, July 11 – 6:00 p.m.	Worship Committee, BH Library
Thursday, July 13– 7:00 p.m.	Stewardship Committee, BH Library
Monday, July 17 – 6:30 p.m.	Vestry Meeting, BH Library

***Ended with prayer***

***Adjourned at 7:50 pm***

***Submitted: Melanie Hembree, Clerk of the Vestry***