



"To Know Jesus Christ and Make Him Known"

VESTRY MEETING MINUTES

Monday, May 15, 2023 - 6:30 PM

Live Meeting at Burtenshaw Hall

Present: Curtis Mills, Senior Warden; Steve Burns and Foster Fitzhugh, Junior Wardens; Amanda Cantelmo, Wade Hembree, Corrine Hofstetter, Melissa Lehigh, Sam Locklear, Barry Mansell, George Stalle, Karen Vernon

Clergy: Reverend W. Reginald Simmons, Rector

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

Clerk: Melanie Hembree

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

Devotion: John 14: 15-21

¹⁵ "If you love me, you will keep^[a] my commandments. ¹⁶ And I will ask the Father, and he will give you another Advocate,^[b] to be with you forever. ¹⁷ This is the Spirit of truth, whom the world cannot receive because it neither sees him nor knows him. You know him because he abides with you, and he will be^[c] in^[d] you.

¹⁸ "I will not leave you orphaned; I am coming to you. ¹⁹ In a little while the world will no longer see me, but you will see me; because I live, you also will live. ²⁰ On that day you will know that I am in my Father, and you in me, and I in you. ²¹ They who have my commandments and keep them are those who love me, and those who love me will be loved by my Father, and I will love them and reveal myself to them."

The next Devotion – at the June Vestry Meeting – will be given by Foster Fitzhugh.

Devotion and Vestry Responsibility Schedule for 2023 – July through November UPDATED 5.15.23:

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

Approval of Minutes – April Regular Vestry Meeting:

A motion was made by Curtis Mills to accept the April 17, 2023 Meeting Minutes and Sam Locklear seconded the motion. The motion passed unanimously.

Financial Review

Mareed Stollman

The Finance Committee Treasurer Report dated May 9, 2023 was presented.

St Aidan's Episcopal Church Financial Highlights

April 2023 Cash Position

Total Cash in Checking/Savings **\$307,798**

Funds Reserved in Restricted Accounts **\$196,356**

Total Operating Funds **\$111,442**

* Major Restricted Accounts Expenditures Included \$16,500 for Plumbing Repairs and \$7,500 for Outreach

April 2023 Revenue & Expense Highlights:

1. Total Revenues were \$61,830 for the month of April- 100% of the budgeted \$61,514.
 - a. Contribution Revenue of \$43,403 for the month was 95% of Budget.
 - b. Other Revenue for the month of April of \$18,427 was 16% over budget.
2. Total Expenses for the month of April were \$64,201– 97% of budget.
3. Net Operating Total for the month was a (negative \$2,370)
 - a. Projected (Budgeted) Net Loss for the month was \$4,573.



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

- a. Total Actual Revenues = \$291,280; YTD Revenue Budget = \$278,464; 104.60% of budget.
- b. Total Actual Expenses = \$266,089; YTD Expense Budget = \$277,639; 95.84% of budget.
- c. Net Operating Total (Revenue less Expense) is a positive \$25,191 for 2023

St. Aidan's Preschool Financial Highlights

April 2023 Cash Position

Total Cash in Checking/Savings \$124,553

April 2023 Revenue & Expense Highlights

1. Total Preschool Revenue was \$37,398 for the month of April.
2. Total Expenses for the month of April were \$32,801.
3. Net Operating Total for the month was Revenue less Expense) was a positive \$4,597.

ITEMS FOR ATTENTION:

1. Church and Preschool Financial Statements for Revenue & Expense are now in one consolidated report.
2. The Preschool Budget Upload was completed only for the months of August 2022 through December 2022. Therefore, Budget to Actual Variances cannot be reported.
3. 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).
4. 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.

Discussion:

- Very clean reporting with reasonable budget numbers to actual.
- Church budget was running approximately \$30k surplus until recently. Paying bookkeeping + stipend for HR management + accounting services each month = net savings for Charlene Smith's services vs previous amount budgeted for all services.
- Bob French asked Ann Christianson to be on Finance Committee. It was noted that Vestry is supposed to vote on appointments per section 5.
Motion: Barry Mansell made a motion to appoint Ann Christianson to the Finance Committee on behalf of Bob French.
2nd: Missy Lehigh Discussion: None Motion passed unanimously.
- Closing Point: Please be prepared and review financials from the packet ahead of meeting. Note your questions in advance so that the meetings run more efficiently.

New Business

Curtis Mills

1. Vestry Retreat Update - Missy Lehigh

Per the report Missy distributed by email on 5/15, the Vestry Retreat is now scheduled for Saturday, August 12, 8:30-4:30. Donuts and coffee will be served in the morning, lunch at noon, with water available throughout the day. In the meeting, Father Reggie added that the Speaker/ Facilitator will be Emily Shurr. She is a graduate of the University of Tennessee and Yale Divinity School. She is a multi-talented professional who facilitates boards and vestries. The focus of the retreat will be the Vestry Resource Manual. Ms. Shurr will be paid from designated funds for Vestry retreat, and will include hotel, flight, and stipend totaling approximately \$2500.00. After discussion, the retreat schedule revised to the following:

9:00am – 11:30am	Morning session
11:30am - 12:30pm	Lunch
12:30pm – 3:00p	Afternoon session



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2. Parish Festival Update

Thanks to all who have volunteered to date. Need more clean-up volunteers. The parish is paying for the bounce house, magician, and charging \$5 for food to break even. Need vestry members to sign up for 30 min rotating shifts to collect money at the food table. There is only one worship service Sunday at 10:00 a.m., and the festival will directly follow.

3. Outreach Funding

Cutting checks this quarter for 1st outreach donations. Would like Time/Talent options for parishioners such as Rise Against Hunger (August good month), make, transport and handout meals at Church of the Common Ground. Desire noted to revive outreach ministries and propose lay leadership for each program. Father Reggie and Josh will get activities posted on calendar.

4. Communications Director Stipend

The donor for Communications Director stipend agreed to shift donation from this position to a stipend for Heather Okuda, Director of Pastoral Care and Grief Support. She is here +/- 15 hours/week conducting Grief Support, Pastoral Care, e-news in addition to sermon preparation and worship service participation. After discussion, a motion was made by Barry Mansell that the Donated Communications Director stipend to be shifted to Heather Okuda in the amount of \$1250/month. Sam Locklear seconded the motion.

Discussion: Role and hours to be in job description and placed in letter of agreement, will be retroactive to April 1, and will be copied to the Vestry. The position will be a 1099 which assumes full FICA.

The motion passed unanimously.

Old Business – Committee Reports

Communications Committee Report below emailed 5/14/2023

Barry Mansell and George Stalle

Committee met May 3 with Josh, Heather, Barry and George attending

1. Josh will do the communications update for Enews and the website at the Vestry meetings since Heather will not be attending.
2. Charlene Smith is planning a meeting with our committee to discuss how to better utilize Realm—Barry.
3. Vestry approval is requested to reduce the Vestry minutes inclusion on our webpage to the current year plus one as well as inclusion of the Annual Report for one year only.
4. An ad will be placed in the Enews for volunteer(s) to update and maintain the bulletin boards throughout the Church buildings—Josh/Heather.
5. An ad will be placed in the Enews seeking volunteer(s) with graphic design skills—Josh/Heather.
6. We will develop a new newcomers Church flyer for handouts—Josh/George
7. Protocols and process for acknowledging pledges, designated gifts, memorial gifts, and volunteer efforts are being developed—George is gathering ideas and will bring recommendations to the June Vestry meeting.
8. Our staff is operating at max expectation now. Additional plan implementation must consider current job demands and time available.
9. The Enews bulletin and website have shown significant improvement since the change in leadership in the Communications ministry and is meeting the expectations expressed in the Strategic Plan Assessment.

Our next meeting of the Communications Committee is June 13th at 4:30—Heather, Josh, George, and Barry. We plan to meet monthly going forward.

Meeting Discussion: Need to check on 501-3c requirements for transparency in publication prior to Vestry approval.

Music Committee

Report below emailed 5/15/2023

Mareed Stollman, Foster Fitzhugh, Karen Vernon

- Mareed continues to monitor appropriation of revenues and expenses to correct line items and shares information with Charles which enables him to better understand the financial side of the Music Ministry.



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- Karen interacted with 12 local senior citizen centers within a 5-mile radius of St. Aidans, invited them to Driving Miss Daisy with 14 attending the performance. The effort was to advise them of our Music Ministry, the church in general, invite to services, explore possible partnerships, and also advise of the breakfast meals. Positive responses from all.
- Karen, Mareed, and Foster continue to advise Charles on various issues including, cutting of stanzas in hymns to maintain timely service order, considerations for future events and the need to establish them on church calendar, continue to develop a standard spreadsheet for use with RFF for future events.
- Discussions continue regarding paid performers, resident artists, and special events.

Meeting Discussion: The choir is growing and is up 8 members from last year.

Preschool Committee Report below emailed 5/15/2023 Missy Lehigh and Mareed Stollman

The first meeting of the strategic planning committee for the preschool was held on May 10th with Julie, Mareed and Missy attending. The following topics were discussed.

- Better communication between preschool and church – Regular reports will be presented from the committee and Julie. Julie will attend vestry meetings with updates.
- Preschool Board – A Board has been established for the preschool with Mareed, Missy, Julie, George, Fr. Reggie, Addie Ann Monette, and a parent to be designated.
- Physical plans – Any plans which might impact the preschool should be coordinated with Julie, including spraying for bugs, playground inspection, etc.
- Hours of preschool – If the hours of the preschool across the board are lengthened to 3:15 PM, Julie will hire new staff with the proviso that they are available until that time. Julie has all the student slots filled for the fall. A discussion was also held for expanding the hours of the preschool until 6:00 PM to accommodate working families. Families will be polled to determine if this extension is needed as new staff would have to be available for the longer hours and additional fees would be required.
- Playground equipment – Preschool funds for the repairs are available, but the repairs have not been scheduled yet.
- The next meeting of the strategic planning committee will occur after the end of the school year.

Meeting Discussion: None

Family Ministries Committee Amanda Cantelmo and Steve Burns

- See New Business – Parish Festival

Rector's Committee No Report Curtis Mills and Sam Locklear

Pastoral Care and Grief No Report Corrine Hoffstetter and Wade Hembree

Rector's Report **Fr. Reginald Simmons**

1. Met with ADT today and will be satisfied once reports are received within 48 hours. Will evaluate their performance. John Foley working with Jr. Wardens to decipher ADT reporting.
2. Josh has been doing outstanding job building family ministry – accolades! Children's chapel has grown to 30 children ages 5 and up, and recruited more volunteers.
3. Fr. Reggie will not be taking Sabbatical this fall. He is completing plans for Sabbatical at some time in 2024.
4. The parish very healthy with average Sunday attendance of 161, and trending with continued growth.

Jr Warden's Report **Steve Burns and Foster Fitzhugh**

1. A major plumbing issue was resolved with replacement of fallen sewer line from Narthex to just outside Stacey's office. Cost came in at approximately \$16,500.00
2. Met with cleaning company and Fr. Reggie regarding issues related to church offices and preschool. Advised their representative they were close to being put on notice due nonperformance. Promises made by rep to resolve. Received quote from them regarding supplies and recommended that we proceed with them supplying towels, toilet tissue, and soap. We should realize savings on these based on their quote. Also advised we would move forward with a third cleaning day for the PRESCHOOL only (the expense directed to preschool).
3. Replacement of one light fixture in kitchen, as this is less expensive than replacing ballast in a non-working fixture.



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4. ADT: John Foley has scheduled a meeting on 5/15 to include Steve, Foster, and John Foley (Fr. Reggie, optional) and ADT representatives to attempt to resolve issues with their service and failure of service with respect to fire protection.
5. Preschool playground area inspected to meet insurance requirements. Found several "minor issues" that should be resolved with minimal effort. Identified one piece of equipment that is NOT certified for commercial use and therefore a violation. Also identified that the current level of wood chips does not meet the 9" standard. Preschool Director has also voiced concern due to poor drainage in the play area, the resolution of which will most likely be several thousand dollars in unplanned expense.
6. Continue to have locals dumping trash in dumpster. Previously asked supplier for a lock. We should consider adding a double gate with lock and/or mounting a placard indicating video surveillance. We are investigating a firm that provides dumpster service in tandem with a recycling program. It may be "cost neutral", but would be beneficial from an environmental standpoint. Steve has a Zoom call with their representative this week to explore further.
7. Foster, with Barry Mansell, went over treatment for fountain and algae. Added bromine tablets for treatment.
8. Barry Mansell arranged for wood AVP to be replaced in Narthex and carpet glued back down in office hallway with original contractor, at cost of \$875.00. Thanks to Barry for handling—he personally stripped the old adhesive from the AVP so that they could be reused, as new product is no longer available in 4" widths.

Meeting Discussion: Playground consists of both wood playground and preschool playground. Main item is increase amount of mulch. Note to watch for ground based flying insects as children have been stung. Preschool has funds to repair equipment. Rubber mulch is exceedingly more expense than wood mulch.

Sr Warden's Report

Curtis Mills

1. We serve as ambassadors – Please wear nametags and greet all visitors.
2. Gina Winch is working to fill visitor bags.

Dates to Remember

Sunday, May 21 – after 10:00 Service
Monday, May 22 – 6:00 p.m.
Tuesday, May 23 – 6:00 p.m.
Thursday, June 1 – 6:00 p.m.
Monday-Friday, June 5 – 9:00 a.m. to 12 p.m.
Saturday, June 10 – ALL DAY
Sunday, June 11- 8 a.m. to 2 p.m.
Monday- Friday, June 12-16 9 a.m.-12 p.m.
Monday, June 12- 7 p.m.
Monday, June 19 – 6:30 p.m. to 8:30 p.m.

Annual Parish Festival
Prayer Shawl Club - Burtenshaw Hall
Cub Scouts – Burtenshaw Hall
EYC - Burtenshaw Hall
VBS- Burtenshaw Hall
Tomlin Wedding-Sanctuary/Burtenshaw Hall
Lifesouth Blood Drive – Parking Lot
Pre-K Summer Camp - Burtenshaw Hall
Finance Committee Meeting – Library
June Vestry Meeting - Library

Submitted: Melanie Hembree, Clerk of the Vestry