



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

# VESTRY MEETING MINUTES

Monday, October 16, 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, George Stalle, Karen Vernon, Kim Hottenstein, Missy Lehigh, Barry Mansell

**Not Present:** Sam Locklear

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

**Treasurer:** Mareed Stollman (by phone)

**Clerk:** Melanie Hembree

**Visitor:** Paula Kress, Auditor with James B. Jordan CPA, LLC

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

**Devotion:** Psalm 23

Melanie Hembree

*Discussion: This Psalm spoke to the need for comfort and intercession due to the atrocities happening in the Middle East. Discussed the purpose and need for intercessory prayer, how it is the one thing that we can do when we are unable to fix a situation or help one another.*

*Devotion and Vestry Responsibility Schedule November 2023 through January 2024 - UPDATED 10.16.23:*

November: Missy Lehigh	December: Karen Vernon	January: Kim Hottenstein
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**Approval of Minutes – September Regular Vestry Meeting:**

A motion was made by Curtis Mills to accept the September 18, 2023 Meeting Minutes and Corrine Hofstetter seconded the motion. The motion passed unanimously.

**Financial Review**

Mareed Stollman

**1. The Treasurer’s Financial Summary Report for September 2023**

**A. St Aidan’s Episcopal Church Financial Highlights**

<b>Total Cash in Checking/Savings</b>	<b>\$237,749</b>
Funds Reserved in Restricted Accounts	<u>\$178,750</u>
<b>Total Operating Funds</b>	<b>\$ 58,999 (Decrease of \$19,528 from August)</b>

**I. September 2023 Revenue & Expense Highlights:**

- a Total Revenues were \$50,376 for the month of September – 62.48% of the budgeted \$80,624.
  - i Contribution Revenue of \$34,288 for the month was 55.28% of the budgeted \$62,028.
    - Non-Pledged Revenue and Pledge Payments were significantly under budget, with Non-Pledged Giving at 34.52% of budget and Pledge Payments coming in at 60.71% of the budgeted goal.
  - ii Other Revenue for the month of September was \$16,087 – 86.51% of the budgeted \$18,596.
    - Miscellaneous Revenue of \$761 was received from the Boy Scout Troop. The Preschool Operations Fee included an additional \$1,125 for their contribution to the Audit this month. Breakfast Revenue was 133.82% of budget.
    - No Fundraiser Revenue was recorded, and \$2500 was budgeted.
- b Total Expenses for the month of September were \$62,237 – 91.29% of the budgeted \$68,175.
  - i Building & Grounds was under budget by \$2,579 this month, as duplicate payments made in August for Building Cleaning, Electric, Gas & Pest Control were corrected.
  - ii Audit Fees of \$15,775 have not yet been invoiced; this will be paid in October. .
  - iii Breakfast Expense was 209% of budget for the month.
  - iv Reductions from Restricted Accounts include \$2,656 from Maintenance Reserve for Elevator Repair Diagnosis, and \$1,975 given to Backpacks of Love.
- c Net Operating Total (Revenue less Expense) for the month of September was a (negative \$11,862).
  - i Projected (Budgeted) Net Profit for the month was a positive \$12,450.



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### II. Overall Year-to-Date Summary for Revenue & Expense – as of September 31, 2023:

- a. Total Actual Revenues = \$581,023; YTD Revenue Budget = \$608,347 – 95.51% of budget.
- b. Total Actual Expenses = \$608,689; YTD Expense Budget = \$627,602 – 96.99% of budget.
- c. Net Operating Total (Revenue less Expense) is a negative (\$27,665) through September of 2023.
  - i. Projected budget was negative (\$19,255).

### ITEMS FOR ATTENTION:

1. The Auditors' Final Report for 2021 and 2022, accompanied by their Recommendations, was received on October 4, 2023. Although there are a few areas of improvement noted, we received a favorable review for both years. St. Aidan's Audit Manager, Paula Kress, will be presenting the Audit Results at the October Finance Committee and Vestry Meetings.

2. A new restricted account for Security Systems Upgrade was added and has a balance of \$3,000.

*Discussion: Breakfast resumed in September and to date is losing money. Discussed issues of unpredictable attendance, getting dates on the calendar, volunteer needs, menu, and pricing. Fundraising line in budget has not been successful this year. There was a check received from the Boy Scout troop. It was noted that the furnace for that trailer needs to be replaced and air-conditioning does not work. Recommended that the proceeds from the troop be marked for HVAC update.*

### B. St. Aidan's Preschool Financial Highlights

September 2023 Cash Position:

Total Cash in Checking/Savings \$121,326 (Decrease of \$3,283 from August)

#### I. September 2023 Revenue & Expense Highlights

- a. Total Preschool Revenue was \$40,636 for the month of September – 91.08% of the budgeted \$44,615.
  - i. Tuition of \$ 35,930 was 86.71% of budget.
  - ii. Registration/Supply Fees were \$2,285. (Zero was budgeted for this month).
- b. Total Expenses for the month of September were \$45,946 – 114.62% of the budgeted \$40,084.
  - i. Payroll Expense was 126% of budget; Due to the implementation of the new Time & Attendance module of ADP in August, the pay date was changed from 8/31 to 9/5. This resulted in only one Payroll for the month of August. September Payroll costs were therefore overbudget as the extra pay days for August were paid this month.
- c. Net Operating Total (Revenue less Expense) for the month was a (negative \$5,310). A profit of \$4,531 was expected.

## 2. Budget Preparation Update and Schedule

All submissions are in and being assimilated into a spreadsheet. Jr. Wardens are working with maintenance vendors to get estimates for the coming year and Treasurer is getting those figures from administrative vendors. Finance Committee will present the first draft of the 2024 budget at the next Vestry meeting on November 27.

### New Business

#### 1. Audit Report Review

**Paula Kress**

The audit for 2021 and 2022 resulted in St. Aidan's receiving a Favorable Review. The auditors concluded that the church is financially responsible and proper accounting has been utilized to date. The church was commended for the percentage of budget utilized for outreach and ministry. The staff and laity worked diligently and there was excellent communication with the auditor and the church. The reports are compiled and ready to be forwarded to the Diocese. Of note, parishes with receipts over \$500,000 are required to perform annual audits. James B. Jordan CPA, LLC has provided a proposal for the years 2023 – 25, which will lock in a fixed rate for the coming years.



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2. Visitor Management **Curtis Mills**  
How do we manage visitors? Father Reggie to make initial contact and each visitor assigned a Vestry member as follow up. Currently a visitor will receive a letter and a personal phone call from staff.
3. November meeting is scheduled for Monday, November 27. **Curtis Mills**
4. Greenway Land Frontage Update **Curtis Mills and Fr. Reginald Simmons**  
The City of Milton is planning to incorporate the sidewalk along Cogburn Rd as a part of the Green Belt Trail system. A representative will come and stake off area in the front property line that would be established as an easement area for this part of the trail. City may make an offer based on an appraisal. Father Reggie and Curtis Mills will report back to the Vestry as they learn more. **Mareed Stollman**
5. Approval of 2024 Church Insurance Plan (5 minutes) Insurance increasing 7%.  
The Finance Committee recommended a health insurance plan to be the base plan paid for each employee  
Motion to approve plan as approved by Finance Committee and recommended by Mareed was made by Barry Mansell. 2<sup>nd</sup>: Curtis Mills Motion passed unanimously.

### Old Business

#### **Operations Report Work Group Progress Updates**

Communications Committee	No report	Barry Mansell and George Stalle
Music Committee	Summary of vestry packet report	Foster FitzHugh and Karen Vernon

1. Choir retreat was held in October with attendance of 29 people out of 32 members.
2. Folk Mass will be held on Saturday, October 21 at 4:00 pm.
3. Choristers will be singing with the Adult Choir on Sunday, October 22 at the 11 am service.
4. The program and ticket prices for the Christmas Concert have been determined and marketing materials are being designed.

Preschool Committee	Summary of vestry packet report	Missy Lehigh
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1. Preschool board met the week of October 8th. Financial report was presented and will be shared at the Vestry meeting.
2. Substantial interest from parents in expanding the hours of the program. They will do research on requirements with the State of Georgia and if certification will be required. A budget will be prepared with an action item list to be presented to the Vestry upon completion.
3. Director is pleased with the elevator repair and is requesting handrails accessible for young children be installed on the main stairway. Jr Wardens will look into this request.

*Discussion: Recommended that a mission statement and roles be formulated for the Preschool Board. Foster FitzHugh advised that a certification is required per state law and that failure to secure the certification prior to extending operating hours would put the school, vestry, and church in a position of jeopardy/liability.*

Family Ministries Committee	Amanda Cantelmo & Steve Burns
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1. Children's Sunday School is available for children aged 4-10 years old and attendance is growing.
2. Children's Chapel for the same age group continues during the 11 am service. Attendance is averaging 13.
3. Family Fellowship meets monthly, and Youth Group meets the 3<sup>rd</sup> Thursday of the month.
4. Christmas Pageant planning will soon begin.
5. Great need for Children's Ministry volunteers to sustain and grow programming. VBS committee is already planning for summer 2024.
6. Fall Festival is coming up on Sunday, October 29<sup>th</sup> with activities for all ages. People are signing up to bring chili, cakes or trunk or treat items. Encouraging all in the parish and guests to participate.

Rector's Committee	No Report	Curtis Mills & Sam Locklear
Pastoral Care and Grief	No report	Corrine Hoffstetter & Wade Hembree



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**Rector's Report**

**Fr. Reginald Simmons**

1. Attendance has been steady and still averaging 158 per Sunday. Programming for Sunday School has been well attended and include children's class, Gifts Class (ended 10/8), Confirmation and Christian Theology.
2. The website, newsletter and eblasts are consistently maintained in a timely manner and Livestreaming for the Sunday services is available on the web.
3. Pints with Priests was very well attended on October 4.
4. Pastoral care is offered to those homebound regularly with visits or phone calls.
5. Small groups and bible studies continue to meet on a weekly basis and are enjoyed by attendees.
6. Father Reggie continues his community involvement by service as Milton City Police Chaplain, an Invocation leader at City Hall and attends a monthly community board meeting.
7. Stacey Hatch will celebrate 3 years as Parish Administrator on November 1.

*Discussion: None*

**Jr Warden's Report**

**Steve Burns and Foster Fitzhugh**

1. Elevator was repaired by Schindler after a second bid was received. The preschool will pay for 50% of the cost.
2. Consistently following up with Brothers Insurance regarding claim payment for the Narthex plumbing repair bill.
3. Janitorial service is being transferred to Abernathy as of November 7.
4. ADT account is up to date. Service was performed October 4 to replace Exit light batteries and recharge /replace fire extinguishers. Milton Fire Department will re-inspect the facility this week.

*Discussion: Note that the preschool actually paid the entire elevator repair bill.*

**Sr Warden's Report**

**Curtis Mills**

Discussion on Initiative Planning for Member Growth

Vestry members were challenged to think through growth strategies and goals for 2024 and beyond. This includes operational initiatives and goal numbers for ASA. We want to see upward change in trends, versus just maintaining the status quo. Please bring ideas to the next Vestry meeting.

**Dates to Remember**

Day / Date / Time	Description	Location
Tuesday, 10/17, 6:00 p.m.	Cub Scout Pack Meeting	Burtenshaw Hall
Thursday, 10/19, 7:00 p.m.	Special Choir Meeting	Burtenshaw Hall / Sanctuary
Saturday, 10/21, 9:00 a.m. to 3:00 p.m.	Boy Scouts Carnival	Front Lawn
Saturday, 10/21, 4:00 p.m.	Folk Mass	Sanctuary
Sunday, 10/22, 5:00 p.m.	Stewardship Dinner	Burtenshaw Hall
Saturday, 10/28, 9:00 a.m.	Friends for Life	Burtenshaw Hall
Sunday, 10/29, All Day	Annual Fall Festival	Multiple Areas
Tuesday, 10/31, Preschool Day	Trunk or Treat	Parking Lot, or Burtenshaw
Sunday, 11/5, 10:00 a.m.	Stewardship Day (single service)	Sanctuary, Burtenshaw Hall
Wednesday, 11/8, 10:00 a.m.	Center Stage Book Club	Burtenshaw Hall
Fri/Sat, 11/10 and 11	Annual Council Weekend	
Saturday, 11/14, 6:00 p.m.	Cub Scout Pack Meeting	Burtenshaw Hall
Sunday, 11/15	Preschool Thanksgiving Setup	Burtenshaw Hall
Monday, 11/16, 9:00 a.m. – 2:00 p.m.	Preschool Thanksgiving	Burtenshaw Hall
Monday, 11/27, 6:30 p.m. – 8:30 p.m.	Vestry Meeting	Library

***Dismissed with prayer led by Fr. Reggie.***

***Adjourned at 8:54 pm***

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