



"To Know Jesus Christ and Make Him Known"

VESTRY MEETING MINUTES

Monday, September 18, 2023 - 6:30 PM

Live Meeting at Burtenshaw Hall

Present: Curtis Mills, Senior Warden; Steve Burns and Foster FitzHugh, Junior Wardens Wade Hembree, Corrine Hofstetter, George Stalle, Karen Vernon, Kim Hottenstein, Missy Lehigh, Sam Locklear, Barry Mansell

Not Present: Amanda Cantelmo

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

Treasurer: Mareed Stollman (by phone)

Clerk: Melanie Hembree

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

Devotion: Value of Listening

Barry Mansell

Discussion: How to listen more effectively in the meeting? 1) Be concise in speaking as a respect of others' time. 2) Limit obfuscation. 3) Take a moment at start of meeting for silence and focus on doing God's work as vestry. 4)

Closing prayer p. 832

Devotion and Vestry Responsibility Schedule for 2023 – October through December UPDATED 9.18.23:

October: Melanie Hembree	December: Karen Vernon
November: Missy Lehigh	January: Kim Hottenstein

Approval of Minutes – August Regular Vestry Meeting:

A motion was made by Curtis Mills to accept the August 21, 2023 Meeting Minutes as amended in the meeting and Sam Locklear seconded the motion. The motion passed unanimously.

Financial Review

Mareed Stollman

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

St Aidan's Episcopal Church Financial Highlights

Total Cash in Checking/Savings	\$270,950
Funds Reserved in Restricted Accounts	<u>\$192,423</u>
Total Operating Funds	\$ 78,527 (Decrease of \$ 13,011 from July)

August 2023 Revenue & Expense Highlights:

1. Total Revenues were \$62,823 for the month of August – 91.62% of the budgeted \$68,568.
 - a. Contribution Revenue of \$40,177 for the month was 75.35% of the budgeted \$53,321. While Plate Receipts and Pledge Payments came in under budget, receipts for Non-Pledged Revenue equaled \$12,028 – just over the budgeted \$12,010. However, the Estate Gift of \$7,700 received in July was moved from Non-Pledged Giving to Future Endowment Fund Restricted, as requested by the Vestry.
 - b. For the first time this year, Pledge Payments did not meet the monthly budget, coming in at 85.35%.
 - c. Other Revenue for the month of August was \$22,546 – 148.53% % of the budgeted \$15,246. Release-Restricted Salary Support reflects an additional \$12,033 to correct several previous months of under allocation.
 - d. Processing Costs is a new line item; paid by Vanco when a donor selects this option with online giving.
2. Total Expenses for the month of August were \$75,902 – 111.46% of the budgeted \$68,096.
 - a. Building & Grounds was over budget by \$6,553 this month (201%). A procedural error related to the accounting of auto-drafts for Electric, Gas & Water has resulted in some payments being recorded twice. There is an estimated \$3,100 in these associated payments which will be corrected. A deep cleaning of the kitchen hood, appliances and floors was done for an unbudgeted cost of \$1,200. Building Cleaning and Pest Control invoices for both August and September were paid in August. Increased costs for Building Cleaning have been occurring the past three months.
 - b. Expected Audit Fees of \$15,800 have not yest been invoiced; anticipate this to be paid in September.
 - c. Staff Singers (Music) under budget, due to summer break for Children's Choir and Choristers Director.



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- d. Vestry expenses of \$2523 in August for the Vestry Retreat were unbudgeted, but are offset through expense reductions in 2023 Communications.
- e. An Outreach Donation of \$6,100 was made to Rise Against Hunger (\$5,720 from Outreach Program; and \$380 from designated account); Meals by Grace received a \$1,500 donation from designated Special Outreach. The Outreach Program has \$280 remaining, while Special Outreach has \$4,536.
3. Net Operating Total (Revenue less Expense) for the month of August was a (negative \$13,079).
 - a. Projected (Budgeted) Net Profit for the month was a positive \$472.

Overall Year-to-Date Summary for Revenue & Expense – as of August 31 ,2023:

1. Total Actual Revenues = \$538,422; YTD Revenue Budget = \$527,723 – 102.03% of budget.
2. Total Actual Expenses = \$546,451; YTD Expense Budget = \$559,427 – 97.68% of budget.
3. Net Operating Total (Revenue less Expense) is a negative (\$8,029) through August of 2023.
 - i. Projected budget was a negative (\$31,704).

St. Aidan's Preschool Financial Highlights

August 2023 Cash Position:

Total Cash in Checking/Savings **\$124,609 (Increase of \$6,121 from August)**

August 2023 Revenue & Expense Highlights

1. Total Preschool Revenue was \$51,174 for the month of August – 106.25% of the budgeted \$48,165.
2. Total Expenses for the month of August were \$33,618 – 61.63% of the budgeted \$54,549.
 - a. Due to the implementation of the new Time & Attendance module of ADP, the pay date was changed from 8/31 to 9/5. This resulted in only one Payroll for the month (on 8/15). We expect September Payroll costs to be overbudget as payroll costs are "trued-up"
 - b. A Pension Plan payment for Julie has been made; the amount is \$11,194, which represents five years of unpaid pension due to Julie. This error was discovered by our HR Administrator Charlene Smith. Charlene spent considerable time and effort, working with Fidelity and the Diocese, to arrive at the back pension payment amounts owed to Julie.
 - c. Playground landscaping and carpet cleaning was completed for the new school year.
3. Net Operating Total (Revenue less Expense) for the month was positive \$17,556. A loss of \$6,384 was expected.

ITEMS FOR ATENTION:

1. Bank Reconciliations for the Church and Preschool were completed for all of 2022. The Audit for 2021 and 2022 was completed on September 1; We are awaiting the Auditors' Final Report and Recommendations. The Audit went very well, with no indication that we will receive anything other than a favorable review.
2. A new Restricted Account – Future Endowment Fund – has been created. The balance of \$7,700 in this account represents the gift received in July from a parishioner's estate, which was originally posted to Non-Pledged Revenue.
3. Balance Sheet is out of balance by \$24.80; this will be corrected by adjusting entries from our Auditors.
4. The Preschool Budget for August through December 2023 has been loaded to ACS.

Discussion:

- *There is an \$8,000 savings with the position filled by Charlene Smith over budget.*
- *What are policy variables to setup and manage endowment fund? There are Diocesan guidelines for endowment that we can review. Should be in separate bank account and principal is not to be spent. There was an Endowment formulated in 2009, but not enacted as no funds actually designated. Sam Locklear volunteered to lead a group to update the Endowment outline.*



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- *The preschool is contributing to the cost of the audit which is approximately 15% of cost of audit. There is now a process in place to be sure that pensions are paid for the Preschool Director in a regular manner.*

New Business

1. Security Upgrade Expenditure Fr. Reginald Simmons
Discussion: Finance Committee requested a professional review the security plan to be sure that new doors do not impede egress (Life Safety). Fr. Reggie did an informal survey of area churches and their security plans. They ranged from volunteer or paid security teams to Another professional from MG Systems will come in to provide plan and quote. Committee of Fr. Reggie and Jr. Wardens to work with security professional and consider the following:
 - *Existing security measures: Weekday measures for the preschool (Burtenshaw) and the office are different from the needs on Sunday mornings.*
 - *What are exposures and how to deter: Desire a deterrent vs a lockdown campus. A police officer on campus may serve as a deterrent for large events/worship.*
2. Elevator repair Steve Burns and Foster FitzHugh
Door controller is now obsolete and needs to be replaced. Current contract is with Schindler and Phoenix will be onsite to review and provide a quote.
3. *November meeting currently scheduled for Monday, November 20, which is the week of Thanksgiving. Consensus with members to move the meeting to Monday, November 27.*

Old Business

Operations Report Work Group Progress Updates

Communications Committee Summary of vestry packet report Barry Mansell and George Stalle
The Communications Advisory Committee met at 9:00 a.m. on September 5. Heather Okuda, Barry Mansell and George Stalle and Corrine Hofstetter were in attendance.

1. Reviewed Budget proposal.
2. Realm usage was discussed as currently used for giving. Seems to be underutilized and need to promote getting parishioners to sign up and use it. Can setup online directory, but need someone to be in charge and of setup and promotion.
3. Monthly eNews not necessary at this time, but working to spotlight parishioners on a monthly basis.
4. Plans to request parishioner suggestions for eNews and parish communications to ensure meeting expectations.
5. Discussed website and Memorial Garden information will be updated. Ministry list also being updated.
6. Next meeting October 11 at 9am.

Music Committee Summary of vestry packet report Foster FitzHugh and Karen Vernon

1. Choir retreat scheduled for October at Alpharetta Presbyterian. No charge for venue
2. Budget presented to Finance committee.
3. Choristers Learning Program was a success with 8 children signed up for Choristers and all attended first practice.
4. A Tenor and an Alto have been added to the choir. Alto is mostly on a volunteer basis. Tenor will be paid performer with limited performances.
5. Choir now stands at 34 members.

Preschool Committee Summary of vestry packet report Missy Lehigh

The Board met 9/23. The roster for members is now complete with teacher liaison, parent representative, and member-at-large. Others present were Julie, fr. Reggie, and Missy. Enrollment is currently at 94, with the



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capacity to have a total of 102 students. There was continued discussion about a transitional kindergarten for children are not ready for kindergarten and the class size is estimated 10 children. The cost would be \$550 a month. There is also support among parents to expand the hours of the daycare program to a full day. The elevator is out of order and is problematic for staff and students. It will be repaired as soon as it is possible. The Financial Report was shared and will be distributed at Vestry meeting.

Family Ministries Committee Amanda Cantelmo & Steve Burns

- 1. Fall Festival plans reviewed and promotion is ongoing.

Rector’s Committee No Report Curtis Mills & Sam Locklear

Pastoral Care and Grief No report Corrine Hoffstetter & Wade Hembree

- Had meeting with Josh since Staff responsibility changes to have global discussion on Pastoral Care and Grieving in the Parish and discussed ways Laity can assist.
- To be done-discuss with Kathy Bump, recruitment and deployment of additional Community of Hope International Commissioned Lay Chaplains.
- Maintain contact with Nancy Babcock to see if additional assistance needed with Prayer Ministry-current consensus is that this ministry is very well maintained.

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

Given out to members – There will be a shortfall in funding as the fundraiser this year did not happen and December event is not viable.

Discussion: Average giving per average attendance is higher than 2013 and pre-Covid. Parochial report came out and this is a trend diocese wide. Attendance is averaging 150-160 per Sunday. To date, it is difficult to find a correlation between virtual attendees and giving.

Jr Warden’s Report **Steve Burns and Foster FitzHugh**

1. Junior Warden first round budget completed and submitted to Finance Committee.
2. Blue Mountain (HVAC) repaired a leak in an HVAC unit above the preschool, adding a safety switch that was apparently never added to prevent future incidents.
3. The elevator is out of service. Schindler’s quote to repair is \$7016.00. Soliciting a second quote from Phoenix Elevator as a double check.
4. “Deep cleaning” of kitchen and vent hood was accomplished at cost of \$1200.00.
5. Playground equipment adjustments are still under review.
6. Landscaping and landscape timbers to address flooding and mud on playground artificial grass have been installed.
7. Blue Mountain will hold maintenance contract cost thru 2024. Abernathy sent quote today for Cleaning Services and will not raise rates for 2024.

Sr Warden’s Report **Curtis Mills**

1. We serve as ambassadors – Please wear nametags and greet all visitors.
2. Vestry members are limited to 3 missed meetings per year.

Dates to Remember

Sunday, September 24 – 9:15 a.m.	Breakfast	Burtenshaw Hall
Sunday, September 24 – 9:45 a.m. (10 weeks)	Christian Formation	Library
Sunday, September 24 – 9:45 a.m. (10 weeks)	Discovering God Given Gifts	TBD
Tuesday, September 26 – 6:00 p.m. (Repeats)	Prayer Shawl Ministry	Library



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Wednesday, September 27 – 11:00 a.m. (Repeats)	Prayer Shawl Ministry	Library
Wednesday, September 27 – 5:00 p.m.	Choristers	Sanctuary
Wednesday, September 27 – 7:00 p.m.	Choir	Sanctuary
Sunday, October 8 – All morning	Backpacks of Love	Parking Lot
Sunday, October 8 – 9:15 a.m.	Breakfast	Burtenshaw Hall
Tuesday, October 10 – 6:00 p.m.	Worship Committee	Library
Wednesday, October 11 – 9:45 a.m.	Preschool Staff Meeting	Library
Wednesday, October 11 – 10:00 a.m.	Center Stage Book Club	Burtenshaw Hall Stage

Dismissed with prayer led by Fr. Reggie.

Adjourned at 8:15 pm

Submitted: Melanie Hembree, Clerk of the Vestry

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