



"To Know Jesus Christ and Make Him Known"

VESTRY MEETING MINUTES

Monday, August 21, 2023 - 6:30 PM

Live Meeting at Burtenshaw Hall

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

Not Present: Curtis Mills, Senior Warden

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: Romans 12:1-8

George Stalle.

Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. ²Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will. ³For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. ⁴For just as each of us has one body with many members, and these members do not all have the same function, ⁵so in Christ we, though many, form one body, and each member belongs to all the others. ⁶We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your^[a] faith; ⁷if it is serving, then serve; if it is teaching, then teach; ⁸if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead,^[b] do it diligently; if it is to show mercy, do it cheerfully.

Devotion and Vestry Responsibility Schedule for 2023 – August through November UPDATED 8.21.23:

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

Approval of Minutes – July Regular Vestry Meeting:

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

Financial Review

Mareed Stollman

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

St Aidan's Episcopal Church Financial Highlights

Total Cash in Checking/Savings	\$287,720
Funds Reserved in Restricted Accounts	<u>\$196,182</u>
Total Operating Funds	\$ 91,538 (Decrease of \$4,883 from June)

July 2023 Revenue & Expense Highlights:

1. Total Revenues were \$64,181 for the month of July - 103.76% of the budgeted \$61,857.
 - a. Contribution Revenue of \$52,988 for the month was 112.86% of Budget. An Estate Gift of \$7,700 from a former parishioner was received and has been recorded under Non-Pledged Giving.
 - b. Other Revenue for the month of July was \$11,193 - 75.09% of the budgeted \$14,906.
 - c. 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 July were \$69,533 – 94.60% of the budgeted \$73,499.
3.
 - a. Audit Fees of \$7,000 (budgeted for July) have not yet been paid; anticipate this in August & September.
 - b. Comprehensive Insurance of \$3,749 was paid out-of-cycle. Building & Grounds was over budget by \$1,717, primarily due to Pest Control - Birds & Wasps, and Building Cleaning/Cleaning Supplies.
 - c. Staff Singers (Music) under budget, due to summer break for Children's Choir and Choristers Director.
4. Net Operating Total (Revenue less Expense) for the month of July was a (negative \$5,351).



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- a. Projected (Budgeted) Net Loss for the month was (\$11,642).

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

1. Total Actual Revenues = \$475,599; YTD Revenue Budget = \$459,155 -103.58% of budget.
2. Total Actual Expenses = \$470,550; YTD Expense Budget = \$491,332 - 95.77% of budget.
3. Net Operating Total (Revenue less Expense) is a positive \$5,050 through July of 2023.

St. Aidan's Preschool Financial Highlights

July 2023 Cash Position:

Total Cash in Checking/Savings **118,488 (Increase of \$1,205 from June)**

July 2023 Revenue & Expense Highlights

1. Total Preschool Revenue was \$13,960 for the month of July. Summer Camp was \$1,200, with the remainder coming from Pre-paid Tuition and Registration/Supply Fees for the new school year.
2. Total Expenses for the month of July were \$14,782.
3. Net Operating Total (Revenue less Expense) was a negative \$822.

ITEMS FOR ATENTION:

1. The Balance Sheet is out of balance by \$1,675.20. due to reconciliations from prior years (2021 & 2022). The Preschool bank reconciliations were completed last week. The balance sheet corrections will be completed once the Auditors make adjusting entries. The audit is still on schedule for September completion.
2. 2024 Budget Proposal Requests, and detailed procedures for completing them, were sent to Ministry Heads on August 4th. The target date for receiving the first pass of submissions is September 15th.
3. The Audit for 2021 and 2022 for the Church and Pre School is in progress.
4. The Preschool Budget for August through December 2023 has been completed.

Discussion: Proposed to utilize the Estate Gift (July Revenue item 1a) as a seed for a future endowment. Foster Fitzhugh made a motion to move the contribution from operating fund to a restricted account as seed money for an endowment. The Finance Committee to further research how this fund shall be organized. Missy Lehigh seconded the motion and the vote was unanimous in favor.

Finance Committee has reviewed and approved the Pre-School budget. The vestry approved the budget for the remainder of 2023.

New Business

Fr. Reginald Simmons

1. Potential conversion of stage in Burtenshaw Hall to offices.

Father Reggie and staff have discussed enclosing the stage with a glass partition to utilize as a conference / classroom.

Discussion: Thoughts included moveable partition for a flex space, repurpose transitional kindergarten space (pre-school using for 3 yr. old classroom), or utilizing one of the trailer spaces. Question brought up regarding how to finance revision of any space.

2. Debrief on Vestry Retreat – Feedback on effectiveness to objectives.

Did We Accomplish Our Objectives?

- a. Stated Objectives
 - i. To explore how better to collaborate as a leadership team such that St. Aidan's and the surrounding community may be inspired to a deeper relationship with the Triune God.
 - ii. To cultivate an atmosphere of respect among one another



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Monday, August 21, 2023 - 6:30 PM

- iii. To embrace the role of the Vestry for the parish and as ambassadors of Christ’s care in the community
- iv. To be effective in the execution of administrative excellence, with demonstrable faith while making good use of available resources

Discussion:

- *Seemed to be a workshop on meditation and looking inward.*
- *Would like to have delved deeper into work to do to move the church forward and grow.*
- *There was brainstorming on holes in ministry. Goal setting would be great to add.*
- *Suggest distributing the retreat agenda to the vestry at the meeting preceding the retreat.*
- *Learned a great deal about each other, more so than through the regular vestry meetings. Great to delve into how God has worked in our lives. Like the first day of a 3-day event.*
- *Utilize local talent as cost was a great deal.*

Note: The upcoming Vestry Retreat will be mandatory for all vestry members and possibly held in February 2024. Hofstetters have a source for a possible free location for the retreat.

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 10:30a.m. on August 1st. Heather Okuda, Barry Mansell and George Stalle were in attendance. Discussion included:

1. The role and job description of the communications manager. Major responsibilities are communicating within the parish and community networking. This includes publishing content on social media, e-news and the church website.
2. The committee is providing input and assistance to Heather and will meet monthly.
3. New welcome brochure needed. Each newcomer will be emailed a welcome note that will include the new brochure. In addition, a small number of brochures will be available in the narthex.
4. Heather has been in touch with the Diocesan communications counterpart. The parish website was complimented and the Diocese provides a great resource for parish communications.
5. Pew pads have been removed.
6. Next meeting is September 12 at 9:00 a.m.

Discussion: Communications has improved significantly recently.

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

1. Choir Council met in early August.
2. Proposed music budget for 2024 completed. Information emailed to Committee and will meet with Charles once budget reviewed.
3. Choristers information event occurred on Saturday, August 19. (Six attended and eight have signed up.)
4. New bass section leader successfully in place for the choir and the choir continues to grow with new members.
5. Choir Council and Music Committee to meet together several times annually to review needs, programs, etc.
6. Christmas Concert planning includes scheduling Milton PD for traffic control and music stands reserved to borrow from local church.
7. Choir retreat scheduled October 6 and 7 at a local church with no venue fee.

Preschool Committee No report Missy Lehigh

Family Ministries Committee Summary of vestry packet report Amanda Cantelmo & Steve Burns
 No formal committee meeting month to date.



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1. Sunday School children's programming survey finds 70% of family adults interested in attending classes, 55% interested in volunteering to assist with children's activities. Josh presenting to Family Ministry Volunteers at August 20th meeting.
2. EYC launches August 7th with a cookout. Parents invited to attend.
3. Family Fellowship group meets once a month after Sunday Service. This group is aimed at parents with school aged children and will be advertised in eNews and website. Growing ministry that had 20 participants at the July gathering.
4. First Annual Fall Festival is planned for after church, Sunday, October 29th. Advertising to start in the next few weeks. Activities to include a Chili Cook Off, Trunk or Treat, Spooky Science Lab, Cake Walk & Fall themed games. Great opportunity to 'bring a friend to church' and have one service that day. Have invitations for guests, posters. Possibly charge a flat fee of \$10/person and parish members can buy passes for guests. Funds to go to the ministries of St. Aidan's.

Rector's Committee No Report Curtis Mills & Sam Locklear

Pastoral Care and Grief No report Corrine Hoffstetter & Wade Hembree

Rector's Report

Fr. Reginald Simmons

- **Attendance** – we began the year with attendance with 77. Thankfully, average Sunday attendance (ASA) as of 13 August is 157.
- **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.
- **Bible Study** – Our Lectionary Bible study continues 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** – see Jr. Warden's report
- **Staff** – Julie celebrated her 10-year anniversary with St. Aidan's on 13 August.
- **Preschool** – The Preschool year began on Wednesday, 16 August with 94 kids enrolled.
- **Fundraising** – we are behind in our goal of raising \$10,000.

Discussion: Three new families were in the 11:00 service this past Sunday. One is planning to come to the Family Fellowship group and a letter of transfer was also received this week.

Jr Warden's Report

Steve Burns and Foster FitzHugh

1. Carpet cleaning, orchestrated by Julie, performed by ProSquare (downstairs and upstairs).
2. Backflow prevention inspection: *AWAITING QUOTES FROM 3 VENDORS TO PERFORM INSPECTION*
3. Fans used in choir loft are working adequately according to choir members.
4. Will request that Bernie assist in making changes to playground equipment based on Inspection report (some equipment not certified, which will be addressed at a later date.
5. Burtenshaw Hall "Paint Party" TBD, but we anticipate the event to be held after the parish meeting.
6. "Deep cleaning" kitchen and vent hood cleaning. Meeting with vendor week of 8/21 to finalize date and cost. *Received one quote of \$1600 today and awaiting the second quote.*
7. Adjust Playground equipment per inspection (to be performed by Bernie)

Note: Replacement and renovation costs will be coded to new preschool account for playground maintenance.



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- 8. Landscaping, landscape timbers to address flooding of/mud on playground artificial grass, completed w/ Fr. Reggie's approval (coded to pre-school account?)
- 9. Security upgrade for office, dumpster, and preschool.

Extensive research has been ongoing and below are findings for the dumpster area and upgrade for office/preschool safety & monitoring. Quotes are being received and reviewed with a proposal forthcoming from the Jr. Wardens.

Dumpsters: There has been dumping from people outside of the parish resulting in higher weight/fees a couple of times this year.

1) Dumpster			
	Each	Quantity	Extended
Trail Cameras*	\$99.97	2	\$199.94
"Dummy" Cameras**	\$55.00	2	\$110.00
6 x 6 PT posts	\$46.28	2	\$92.56
Sakrete 80# bags	\$8.00	8	\$64.00
Labor (posts and mounting)			\$450.00
Subtotal			\$916.50
Total w/ Tax			\$949.16

*battery powered, w/ SD memory Card. Requires that the SD card be retrieved should there be an "event" to be investigated

**Cameras serve as visible deterrents, solar powered, no requirement to charge batteries.

Office Security

Researching adding one secure door at end of office corridor, adding locking hardware to existing door at narthex and securing rolling window at mailbox area. Quotes are still being assembled as one system requires conduit and wiring to be installed and the second system is run from Wi-Fi. Requested quotes from existing and new security vendors. Reviewing types of locking mechanisms, cameras, monitoring, and power systems to see which combination will be most cost effective while also functional for the staff/preschool on a daily basis.

Discussion: Steve noted that waiting for electrical quote from Samples Electric. If shift to EMC for security, then potential savings and upgrade to current security system. Paragon is current provider and has not been responsive. Can provide a solar powered camera on cellular network at the dumpster that has a motion sensor.

May be able to recover 20 -40% of the total cost of the narthex repair from the insurance company. Foster has been corresponding with the adjuster and following this process closely.

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 – August 26 – 8:00 a.m. to 4:00 p.m.

Sunday, September 10 (all day)

Monday, September 18 – 6:30 to 8:30 p.m.

Sunday, September 24

Lectionary Study, Burtenshaw Library

Partnership for Life, Burtenshaw Hall

Fall Kick-off, Burtenshaw Hall

Vestry Meeting, Burtenshaw Library

Breakfast is served, Burtenshaw Hall

Dismissed with prayer led by Fr. Reggie.

Adjourned at 8:18 pm

Submitted: Melanie Hembree, Clerk of the Vestry