



"To Know Jesus Christ and Make Him Known"

VESTRY MEETING MINUTES

Monday, January 22, 2024 at 6:30 p.m.

Live Meeting at Burtenshaw Hall

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

Not Present:

Clergy: Reverend W. Reginald Simmons, Rector (by phone); Reverend Josh Hilton, Curate

Treasurer: Mareed Stollman

Clerk: Melanie Hembree

Finance Committee representatives: Bob French - Chair (by phone) and Ann Christensen – Budget Lead

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

Devotion: Breath (Ruach) and Spirit

Kim Richards

John 20:22 And with that, he breathed on them and said to them, "Receive the Holy Spirit."

John 6:63 It is the spirit that gives life. The flesh is useless. The words that I have spoken to you are spirit and life.

1 Peter 3:4 Rather, let your adornment be the inner self with the lasting beauty of a gentle and quiet spirit, which is very precious in God's sight.

Ruach is a Hebrew word and in English can mean breath, spirit or wind. Many times it represents the Holy Spirit, such as this verse, "Breath on me, breath of God, fill me with life anew, that I may love what thou dost love, and do what thou wouldst do." Physiologically, we can use our breath to induce calm and even focus on breathing as part of meditation or prayer. Discussed how we use this breath when interacting with others, and how we will use the Spirit that God has given us to further his kingdom.

Devotion and Vestry Responsibility Schedule: February - leader TBD

Approval of Minutes – December 2023 Regular Vestry Meeting:

A motion was made by Curtis Mills to accept the December 2023 vestry meeting minutes as distributed. Sam Locklear seconded the motion. The motion passed unanimously.

Financial Review

Mareed Stollman

1. The Treasurer's Financial Summary Report for December

A. St Aidan's Episcopal Church Financial Highlights

Total Cash in Checking/Savings	\$ 191,926
Funds Reserved in Restricted Accounts	<u>\$126,231</u>
Total Operating Funds	\$ 65,695 (Increase of \$4,826 from November)

I. December 2023 Revenue & Expense Highlights:

- a. Total Revenues were \$68,849 the month of December – 68.11% of the budgeted \$101,091.
 - i. Contribution Revenue of \$54,952 for the month was 66.61% of the budgeted \$82,495.
 - Plate Receipts were \$1,383 – 30.47% of budgeted \$4,539.
 - Non-Pledged Giving was \$15,725 - 70.68% of our budgeted goal of \$22,248
 - Pledge Payments were \$37,660 - 66.19% of budgeted \$56,895.
 - Processing Costs contributions were \$184; since this is a new revenue category, the budget was \$0.
 - ii. Other Revenue for the month of December was \$13,896 – 74.73% of the budgeted \$18,596.
 - No revenues were received for the categories of Miscellaneous Revenue, Revenue from Fundraiser and Rent – a total of \$3,350 was budgeted.
 - Breakfast Revenue was \$130 – 38.24% of the budgeted \$340.
- b. Total Expenses for the month of December were \$69,311– \$102.8% of the budgeted \$67,424
- c. Building & Grounds was over budget by 170.59% for the month; Unplanned repairs of \$5,418 for work done by ADT last summer was the major cause of this variance.
 - i. Net Operating Total (Revenue less Expense) for the month of December was positive \$462.00.



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

- a. Total Actual Revenues = \$815,405; YTD Revenue Budget = \$831,984 - .98.01% of budget.
- b. Total Actual Expenses = \$832,348; YTD Expense Budget = \$831,984 – 100.04% of budget.
- c. **Net Operating Total (Revenue less Expense) reflects a loss of \$16,943.**
 - i. This will be recorded to Net Assets Without Restrictions on St. Aidan's Balance Sheet.

III. ITEMS FOR ATENTION:

- a. After receiving numerous donations for the HVAC Systems replacement, the balance in the designated Maintenance Reserves account is \$47,810. This will cover the replacement cost of the two major HVAC Units which serve the Sanctuary.

B. St. Aidan's Preschool Financial Highlights

December 2023 Cash Position:

Total Cash in Checking/Savings \$ 116,258 (Decrease of \$153 from November)

I. December 2023 Revenue & Expense Highlights

- a. Total Preschool Revenue was \$39,127 for the month of December – 90.43% of the budgeted \$43,265.
 - i. Tuition Revenue was \$37,302.
 - ii. Fundraiser Revenue was \$981; \$500 in Supply Fees was received.
- b. 37,302
- c. Net Operating Total (Revenue less Expense) for the month was a negative (\$2,566).

Discussion: December budget 2023 was likely overcalculated on the revenue side. This is the first year in the past 7 years where there was a loss. This may be due to the smaller attendance for the Christmas Eve services this year. Christmas Eve occurred on the 4th Sunday of the month, so this may account for attendance variable. Christmas Concert brought in approx. \$2000 over expenses and the total will be confirmed and distributed to Vestry members. Senior tickets were priced at \$10 each this year. Tickets prices will be evaluated by the Music Committee for 2024.

2. Budget Preparation Update and Schedule

Ann Christensen and Bob French

- A. Finance Committee tasked with presenting Vestry balanced budget. They have provided prioritized scenarios based on staff and committee recommendations. The 2024 budget is based on the assumption that the fixed costs for 2024 are \$728,887. Staff salary and benefits represent 59% of fixed costs. Diocese policy dictates benefit structure for staff and clergy, including health insurance, percentage for pension, etc. Church currently staffed for growth, such as a 300 ASA church, versus the current 158 ASA, as staff cost are 59% of the budget. Strategic decision Curate and Communications director salary support donated for the 2024 fiscal year.
- B. Based on the fixed costs noted above, Ann Christensen presented Gap Analysis Spreadsheet. The spreadsheet provided three scenarios for the Parish Admin. Salary and Benefits, which ultimately determines funding available for various ministry costs. The options are part-time up to 28 hrs/week, Full-time with non-election of benefits, and Full-time with complete benefits. Sr. Rector recommendation: Church needs to be open 5 days a week, especially as the parish is poised for growth. Comfortable with current temporary employee being a parish member. Consideration of position, satisfaction with position if overqualified, salary level, part-time may not be feasible to perform position. It was recommended that the church budget for the position versus the individual. Another option of part-time administrator with additional support provided by volunteers was discussed. Volunteers have already been recruited to count the offering and deposit, which will take 3-5 hours from the parish administrator role.

Motion made by Amanda Cantelmo that the position of Parish Administrator be approved as part-time for a maximum of 28 hours/week at a salary of \$35,000/year. It was seconded by Foster FitzHugh. Vote was by show of hands with 11 in favor and 1 opposed.



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Barry Mansell moved to approve Option 1 as presented in the Gap Analysis Spreadsheet. Wade Hembree seconded the motion.

Discussion: Spring and Fall Festivals, as well as parish events, need funding in order to occur, which is important for growth. There is currently not the participation desired in Choristers, despite the excellent leadership by Wanda Temko. This appears to be due to the conflicts with sports and other activities available for children. The consensus was to revise the Choristers budget.

Barry Mansell revised the motion as follows: Accept Option 1 as presented in the Gap Analysis Spreadsheet with 2 revisions. First, drop \$3120 Choristers and replace with January only Choristers of \$1040. Second, subsequent savings of \$2080 will be designated to Fellowship and Events to be managed by that committee. Wade Hembree seconded the motion.

Discussion: It was noted that the Outreach Budget is low for the budget size of the parish. Spring and Fall festival wonderful family event, which is an example of important events for the life of the church. The Outreach Budget can be supplemented by fundraising events. These events are more effective when there is a specific outreach ministry designated. There was a call for the vote and the motion passed unanimously.

Regarding fundraising, while a fundraising goal was set for 2023, it was not fulfilled until the end of the year due to a lack of preparation and planning. Fr. Reggie secured the fundraising goal through requested donations. Fundraising can be successful if there is a plan to go with the goal. Wade and Melanie Hembree volunteered to head up a Fundraising / Events group for 2024. It was noted that Fundraising revenue can increase to \$10,000 as a placeholder (goal) and the budget can be evaluated quarterly to determine if the budget needs to be adjusted as the year progresses.

New Business

1. Approval for 2024 Compensation Increase for Josh Hilton

Mareed Stollman

Curtis Mills made a motion to accept Curate salary increase, which is fully funded by a donation. Sam Locklear seconded the motion. There was no discussion and the motion passed unanimously.

2. Request for Pre-School Security System, Funded

Missy Lehigh

A request was made to provide updated security for the preschool. Needs include an intercom system between classrooms and a security camera with controlled access lock at the building entrance. Building entrance will be controlled by preschool staff through the system.

Discussion: This should be a compatible component of the overall security plan for the parish. Steve Burns and Ann Christensen have been researching parish security. Will review how these options can be bundled so that the preschool security can be installed ahead of the whole parish installation. The Preschool and Ann Christensen to meet, review recommendations and bring proposal back to the Vestry for approval. The Preschool considers this an urgent need.

Old Business

1. Operations Report Work Group Progress Updates

Communications Committee	No report	Barry Mansell and George Stalle
Music Committee	No report	Foster FitzHugh and Karen Vernon
Preschool Committee	See “New Business”	Missy Lehigh
Family Ministries Committee	No report	Amanda Cantelmo & Steve Burns
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 (Summary of Vestry Packet Report)

Fr. Reginald Simmons

- Ended 2023 with an ASA of 160
- Parish ended 2023 on a high note with the Christmas concert (435 attendees), Christmas pageant and weekly worship services. The Bishop's visit on January 7 worship started 2024 with a boost.
- Adult bible and book studies for Sunday School, Tuesday morning and Wednesday evening continue to be offered. There was an Advent book study as well.
- Parish Communications of via website, emails and newsletter consistently updated and livestreaming of services have gone well to date.

Jr Warden's Report (Summary of Vestry Packet Report by Steve Burns and Foster Fitzhugh)

1. Greenway Right of way: no update
2. Fire Protection: Paid \$5400 invoice for Fire Protection update and repair. Will not be able to qualify a third party to replace ADT at this time.
3. Pre-school: Still waiting on a quote for the handrail as it is more complicated to attach on metal rail side. Replaced draft motor on unit serving lobby for \$1120. Heat pumps had difficulty performing with the extreme cold weather.
4. HVAC: Originally scheduled to begin installation tomorrow, but vendor did not have adequate equipment planned to get units in place. Scheduled for Wednesday of this week. Final price for two 15-ton units is \$42,700.
5. Water heater in kitchenette to be installation will begin Friday, 1/26 with completion on Monday, 1/29.

Open issues for 2024:

- a. Additional capital outlays for aging HVAC units (all remaining units are 18 to 22 years old).
- b. Parking lot will need attention.
- c. Handrails for Burtenshaw (at children's height)
- d. Surveillance camera/remote door access for Burtenshaw Hall (for Preschool)
- e. HVAC for Scout trailer
- f. Playground equipment. Repair and meet recommended safety standard.
- g. Flooding/mud on preschool playground. This year's repair did little or nothing to mitigate the issue.

Steve Burns is creating a handoff list and will meet with new Jr. Warden to review and walk through the church and grounds.

Sr Warden's Report

Curtis Mills

Wade Hembree, Corrine Hofstetter, Amanda Cantelmo and Steve Burns terms on the Vestry are ending, and tonight is their last meeting. Their service to St. Aidan's was recognized.

Dates to Remember

Day / Date / Time	Description	Location
Sundays, starting 1/21/24 9:45 a.m.	Children and Adult Sunday School	Burtenshaw Hall
Wednesdays, 6:00 p.m.	Bible Study	Burtenshaw Hall
Wednesdays, 1/21 – 3/20 12:00 p.m.	Lenten Book Study and Soup Lunch	Burtenshaw Hall
Tuesday, 2/13, 5:30 p.m.	Shrove Tuesday Pancake Dinner - \$5.00 per person, \$12.00 per family	Burtenshaw Hall
Wednesday, 2/14, 12:00 and 7:00 p.m.	Ash Wednesday	Burtenshaw Dining Room
Monday, February 19 th , 6:30 p.m.	Vestry Meeting	Library
Saturday, 2/24 9:00 a – 2:30p	Vestry Retreat	Burtenshaw Hall

Dismissed with prayer led by Fr. Reggie Simmons.

Adjourned at 9:28 pm

Submitted: Melanie Hembree, Clerk of the Vestry