



"To Know Jesus Christ and Make Him Known"

VESTRY MEETING MINUTES
Monday, November 27, 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

Clerk: Melanie Hembree

Visitor: Ann Christensen, Bob French (by phone)

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

Devotion: John 21: 15-17

Missy Lehigh

Discussion: Connected the scripture to the poem "Abou Ben Adhem" by Leigh Hunt. The love of others is the connection from the Gospel passage to the poem. Discussed how this passage parallels Peter's denial of Jesus 3 times as well. While works and love of others is important, only God knows our hearts and knows if the key motivation is love, versus checking a box.

Devotion and Vestry Responsibility Schedule December and January 2024 - UPDATED 11.27.23:

December: Karen Vernon	January: Kim Hottenstein
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Approval of Minutes – October Regular Vestry Meeting:

A motion was made by Curtis Mills to accept the October 16, 2023 Vestry Meeting Minutes as published in the vestry packet. Karen Vernon seconded the motion. The motion passed unanimously.

Special eMail Clergy Housing Cost Resolution on November 3, 2023

A motion was made by Barry Mansell to accept the Clergy Housing Cost Resolution from November 3, 2023 and include the original detailed attachment to the church file record. The motion was seconded by Foster FitzHugh. It passed unanimously.

Financial Review

Mareed Stollman

1. The Treasurer's Financial Summary Report for October 2023

A. St Aidan's Episcopal Church Financial Highlights

Total Cash in Checking/Savings	\$212,539
Funds Reserved in Restricted Accounts	<u>\$184,214</u>
Total Operating Funds	\$ 28,325 (Decrease of \$30,674 from September))

I. October 2023 Revenue & Expense Highlights:

- a Total Revenues were \$57,929 the month of October – 89.77% of the budgeted \$64,529
 - i. Contribution Revenue of \$43,801 for the month was 88.88% of the budgeted \$49,282.
 - Plate Receipts and Pledge Payments were under budget, with Plate at 83.54% of budget and Pledge Payments at 76.98% of budget. Non-Pledged Giving was up this month, 165.68% of our budgeted goal.
 - ii. Other Revenue for the month of September was \$14,128 – 92.67% of the budgeted \$15,246.
 - Revenues were received from Release Restricted-Salary Support, Preschool Operations Fee and Breakfast Revenue (which exceeded budget by 12.35%).
- b Total Expenses for the month of October were \$88,711– exceeding the month's budget by \$21,557 – 132.30%
 - i. Administration Expense was \$22,206 - where \$4,139 was budgeted:
 - Audit Fees of \$15,775 were paid in October. These were budgeted to occur in June.
 - Comprehensive Insurance of \$3,749 was paid this month (budgeted for November).
 - Vanco Online Giving Fees and Bank Fees exceeded budget, with variances of 159.87% and 206.58% respectively.



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- ii. Building & Grounds Expense was \$10,814 – where \$7,621 was budgeted:
 - Building Supplies & Building Cleaning were both overbudget, with variances of 142%. Pro-Squared was paid for final cleaning for the first week of November. Their contract has been cancelled, with Abernathy starting November 7.
 - Electric (Sawnee EMC) reflects payments for two months – September & October.
 - Pest Control reflects duplicate payments for October.
- iii. Breakfast Expenses of \$460 were 135.17% of budget for the month.
- c. Net Operating Total (Revenue less Expense) for the month of October was a (negative \$30,782).
 - i. Projected (Budgeted) Net Profit for the month was a (negative \$2,525).

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

- a. Total Actual Revenues = \$638,952; YTD Revenue Budget = \$672,876 – 94.96% of budget.
- b. Total Actual Expenses = \$697,399; YTD Expense Budget = \$694,655 – 100.39% of budget.
- c. Net Operating Total (Revenue less Expense) is a negative (\$58,447) through October of 2023.
 - i. Projected budget was negative (\$21,779).

ITEMS FOR ATENTION:

1. The Preschool has reimbursed the Church for the Elevator Repairs of \$9,762; this was deposited in the Maintenance Reserve Designated Account, bringing that balance up to \$11,899.
2. With expenses running at 100% of our YTD budget, we need to carefully monitor spending for November and December, paying close attention to the following categories: Administration (at 93.69% of the annual budget), and Building & Grounds (at 87.60% of the annual budget). Any elective and unbudgeted spending should be carefully considered.

B. St. Aidan's Preschool Financial Highlights

October 2023 Cash Position:

Total Cash in Checking/Savings \$116,950 (Decrease of \$4,376 from September)

I. October 2023 Revenue & Expense Highlights

- a. Total Preschool Revenue was \$42,194 for the month of October – 93.27% of the budgeted \$45,240.
 - i. Tuition of \$ 39,257 was 94.74% of the budgeted \$41,435.
 - ii. Fundraising, Field Trips and After School Care were all under budget - at 79.58%, 68.80%, and 46.07% of budget respectively
- b. Total Expenses for the month of September were \$49,775– 166.48% of the budgeted \$29,89.
 - i. Maintenance expenses were \$9,762, this is the amount paid by the Preschool to reimburse the Church for the elevator repairs.
 - ii. Computer Support fees were \$604 over budget. A \$500 start-up fee for HeadMaster was paid to ACS Technologies; also, subscription fees to both Our School Hangout and ACS were made as we transition to the new system for revenue collection
- c. Net Operating Total (Revenue less Expense) for the month was a (negative \$7,581). A profit of \$15,341 was expected.

Discussion: Question on utilization of Costco card for supplies vs. supplied by cleaning vendor. It was noted that the cleaning vendor can more efficiently and effectively fill supplies in a more consistent and timely manner. Also questions on duplicate payments for pest control and electric and it is being reviewed as due to auto draft from account.

Note: Preschool paid total of \$9762 for the full elevator repair as major users. Also, preschool is reverting to Headmaster program which is fully integrated with ACS. Two training sessions have occurred to date for Headmaster. Balance sheet out of balance for last 2 months. Request to have all accounts balanced by next meeting. \$63000 is needed by end of December to meet budget.



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2. Stewardship update

Wade Hembree

To date 86 pledges totaling \$446,806 have been received. Campaign goal is \$545,000 with 'reach' goal of \$600,000
Total for 2023 Pledges received at this time last year: \$445,544
Actual 2023 Pledge total: \$474,948

3. Budget Preparation Update and Schedule

Mareed Stollman, Bob French, and Ann Christensen

The Finance Committee has been working diligently on the 2024 budget. Ann Christensen was recognized for her work with the spreadsheets and detail of additional notes presented. Note that the budget numbers come from a combination of 2023 data, staff and ministry budget submissions, and actual quotes from vendors for 2024 rates.

- I. Forecasted Revenue is currently \$624,352. Contribution Revenue is budgeted at \$519,371 and Other Revenue is budgeted at \$104,981. The remaining Salary Support funding from a prior year's donation is included in Other Revenue. This will no longer be available in 2025.
- II. Total Requested Expenses submitted was \$911,559
 - a Fixed Expenses of \$784,328 account for 86% of this total expense.
 - b Proposed Variable Expenses of \$49,471 would give a total Proposed Budget of \$833,799.
- III. The difference between current revenue estimates and proposed Fixed Expense budget is (\$159,976). When the Variable Expenses are included, the total difference equals (\$209,447).

Discussion: As this was the first draft budget presentation, there was a great deal of discussion. Due to the complexity of information it was proposed to have a vestry worksession on Monday, December 5. This will give members time to further review the data. The pledge amounts as of December 5 will be included.

New Business

1. Staff Member Raise Proposal

Father Reggie Simmons

It was proposed to give Stacey a 10% raise effective November 2023. She has not received a pay increase in her 3 year tenure as Parish Administrator. This can be a one time bonus or salary increase going forward.

Missy Lehigh made a motion to give a bonus to Stacey at year-end totaling the 10% increase for November and December. An annual raise to be re-evaluated in January 2024. Kimberley Hottenstein seconded the motion. The vote tally was 2 no, 9 in favor.

Discussion: As church office hours are published as 9:00 am – 4:00 pm, it appears that the work week does not total 40 hours. Hours need to be changed to reflect the hours worked by staff.

2. Proposal for Sunday Coffee Service

Karen Vernon

Brewable is a Fulton County non-profit dedicated to the employment and enrichment of adults with intellectual and developmental disabilities. This was presented as an alternative to Sunday Breakfast. The menu is a la carte and are rates that are more than our current breakfast fee. The rates not only cover the basic cost, but also support the non-profit. It was decided to table this discussion. It was noted as a worthy cause that can be properly discussed after the budget process.

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. Committee with Charles Higgs and Ann Christensen met Friday, November 17 to review Music Ministry 2024 budget.
- 2. Two choristers participated in an event at St. Luke's Episcopal.
- 3. There are 32 choir members and the first Folk Mass had attendance of 25.
- 4. Christmas Concert ticket prices have been finalized and are being advertised. As of November 24, there were 111 tickets sold with revenue of \$1745.00.
- 5. Lessons and Carols service will be Sunday, December 3 at 10:00 am. Choristers will join the adult choir for the service.



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Preschool Committee	No report	Missy Lehigh
Family Ministries Committee		Amanda Cantelmo & Steve Burns
The Fall Festival was a great success.		
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

1. **Attendance** has been steady and still averaging 158 per Sunday.
2. **Morale** – We have had breakfast between services three times in the past month to include one dedicated to Newcomers. The Parish Festival was a huge success which has kept morale high.
3. **Curriculum** — Children' Chapel, Confirmation Class, the Gifts Class and the Essentials of Christian Theology are our Sunday school offerings for the fall.
4. **Communications** – the website remains updated; the newsletter continues to be a reliable source of information and error free and eblasts are timely and of high quality. Livestreaming is consistent with no hiccups in the past month.
5. **Pastoral Care** – Our shut-ins are being called and/or visited. Performed last rites for 3 people transitioning.
6. **Bible Study** – Our Lectionary Bible study continues Tuesday mornings, and we have resumed our Genesis – Revelation study on Wednesday evenings.
7. **Church services** – we held 8 Sunday masses – 4 Rite I services & 4 Rite II services. An Evening Prayer was led by Tom Reynolds on 1 November to commemorate the Feast Day of All Saints Day.
8. **Community** – Continued as Milton City Police Chaplain and attended the Interfaith Thanksgiving Service at St. Thomas Aquinas Catholic Church on 14 November. Attended monthly board meeting.
9. **Building and Grounds** – see Jr. Warden report
10. **Staff** – Stacey celebrated 3 years with St. Aidan's on 1 November.
11. **Preschool** – Their will be a 3 -5% raise given to Preschool Teachers in January. There are 96 kids enrolled.
12. **Fundraising** – we have met and exceeded our \$10,000 goal as \$15,000 has been secured for Fundraising for the 2023 program year.

Jr Warden's Report

Steve Burns and Foster Fitzhugh

1. Proposed Greenway has been staked out and appears to compromise a portion of the main St. Aidan's sign. Awaiting appraisal and subsequent offer from the City of Milton for frontage easement.
2. Received partial reimbursement of \$7,116.42 from insurance for the plumbing repair in Narthex area. This was posted to Capital Reserve Account.
3. Extended hours for pre-school continues to be promoted, even though certification has not been applied for or received (as of November 10, 2023).
4. Commercial grade thermocouple was installed on faulty oven in Burtenshaw at approximate cost of \$250.00
5. Playground equipment adjustments still under review; extended hours for preschool may be a contributing factor based on certification review.
6. Brotherhood insurance has advised that 2024 premium will remain the same as 2023. This will hold true as long as there are no changes to existing base for coverage.
7. Side security access panel door to Burtenshaw Hall repaired and now working properly.
8. ADT has not responded to the request for itemized invoice. Quote of \$1500/yr was received from All Star Fire Protection for comparable services and it was higher than ADT at \$1150.
9. Quote received from Sawnee Electric for additional parking lot lighting.
 - a. Two flood lights to be installed on the edge of the parking lot (one near the dumpster and the other in the southeast corner toward Cogburn Road):
Initial cost: \$800 per power pole (2X or \$1600) + \$2200 for a transformer (only one required) = Total, \$3800.00
Ongoing cost per flood light will be **\$22/month**, or **\$44/month total** for service
10. Men's restroom wall repaired and a wall plate is to be installed to prevent future damage.



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11. In response to Pre-school request for child height railings, we are waiting on a quote, to include method of installing on metal railing.

Sr Warden’s Report - no report

Curtis Mills

Dates to Remember

Day / Date / Time	Description	Location
Tuesday, 11/27, 6:30 p.m. to 8:30 p.m.	Nov Vestry Meeting	Library
Sunday, 12/3, 10:00 a.m.	Advent Lessons and Carols (One Service)	Sanctuary
Sunday, 12/3, (Immediate after service)	Advent Wreath making	Burtenshaw Hall
Wednesday, 12/6, 12 p.m.	Advent Soup Lunch starts	Burtenshaw Hall
Thursday, 12/7, 11 a.m. to 2 p.m.	Preschool dance recital	Burtenshaw Hall
Saturday, 12/10, 4 p.m. to 6p.m.	Confirmation	Cathedral St. Phillips
Tuesday, 12/12, 6 p.m. to 8 p.m.	Boy Scout pack meeting	Burtenshaw Hall

Dismissed with prayer led by Fr. Reggie Simmons.

Adjourned at 8:54 pm

Submitted: Melanie Hembree, Clerk of the Vestry