

Saint Patrick's Episcopal Church

Vestry Minutes

October 23, 2017

Following a Vestry Eucharist the meeting was called to order at 6:56 p.m. Present was: Sally Brower, Assisting Rector, John Syme, Senior Warden, Cathy Hadden, Charlotte Lafon, Laurie Smith, Julie Lynch, Beryl Frey, clerk of the Vestry. Absent was: John Ritter, Junior Warden and Bob Smith.

I. Treasurer's Report

A.) Financial Statements - We are projecting the deficit by year end to be no more than \$39,000. Surplus money will be used to cover the deficit if required. The parishioners of St. Patrick's that made pledges for 2017 are, mostly, fulfilling their pledges. The deficit has been largely due to a lower than normal level of pledging as is often seen during an interim year. Pledge statements will be sent out this week.

II. Assisting Rector's Report

A.) Sally Brower - Sally showed the Vestry the doors for the votive cabinet. A new class is being formed on Sunday mornings for ages 4 years through third grade. So far one teacher has signed on. Others are being sought.

III. Ministry Reports

A.) Building and Grounds - Bob Smith was unable to attend the meeting but submitted his report in writing. Julie Lynch spoke about the topic of directional signs for the parking lot. Basically a problem exists with people exiting the parking lot of the Cram building and not being aware of where they are to go. A couple directional signs would help this. *B&G items: 1 ceiling light ballast in the Choir hallway and 1 in Sanctuary need replacing. Multiple bulbs in the Sanctuary ceiling require replacing. I'll be looking at an electrician to fix these items when I return to town in 2 weeks. I will be arranging interviews for a replacement cleaning service when I'm return as well. Julie has requested directional signage for the parking lot circle. Julie can describe better at the meeting, but we scoped out what is needed. Two directional arrows painted on the pavement and one no left turn sign posted on a median directing cars from the Cram building direction.*

B.) Communications - Laurie Smith reported that Communications has published press releases to the local media outlets for Blessing of the Animals and Be the Sermon Sunday. Laurie asked for articles to be included in the next Unity in Diversity newsletter.

C.) Finance - In John Ritter's absence Julie Lynch reported that a basic budget for 2018 has been put together. The Vestry and Finance Committee are working to get it ready to formalize and share.

D.) Outreach - Charlotte Lafon reported that it is "the quiet before the storm" as far as outreach goes. They will soon begin the winter ministry events. They are continuing to work on decorating the room for HOME.

E.) Parish Life - Cathy Hadden reported that the Newcomers sub-committees are meeting more. She also shared the Invite pamphlet published by members of the Invite Committee

along with Communications. A guide to various activities is being developed that would describe in detail all of the ministries happening at St. Patrick's. A Welcome Station is being planned for in the Narthex.

F.) Worship Support - John Syme reported solid worship support by many parish volunteers in all areas, with strong organizational support by Colleen Ramsey and Beryl Frey. Efforts continue to recruit volunteers for ushers, servers, readers, acolytes (youth) and sound ministry.

IV. Old Business

A.) Vestry Person of the Day - Cathy Hadden distributed copies of the VPOTD rota and reminded the Vestry that Rick Krumel's last day as Lay Person of the Day will be on Sunday, October 29th. The job description and coffee hour duties documents need to be updated and will be distributed once the updates are made.

B.) Vestry Size Resolution - The Vestry will examine the topic of Vestry size. The Vestry committed to address the number of Vestry members and the Vestry's organizational structure with the new Rector Time Certain, as a first order of business upon that person's arrival at St. Patrick's.

V. New Business

A.) John Syme reminded the Vestry that three members (possibly four) will roll off the Vestry in January. New Vestry members will be elected at the Annual Meeting on February 11th. Those rolling off are: Charlotte Lafon, Bob Smith, Laurie Smith. Charlotte and Bob will not be seeking re-election and Laurie is not eligible for re-election as he has served two consecutive terms.

B.) Calendar Review - The Vestry agreed to hold a combined November/December Vestry meeting which will be held on December 4th. It was also decided that the Annual Meeting of the Parish will be held on February 11, 2018.

C.) The dedication of the labyrinth is scheduled for Sunday, December 3rd.

VI. Action Item Recap

A.) Action items

- Submit Unity in Diversity articles to Laurie and Julie Smith.
- Beryl Frey to draft announcement about the shamrock on name tags.
- John Syme ask for names of people to help out with worship support.
- All - Be thinking about Vestry members for 2018.

St. Patrick's Episcopal Church
Income & Expenses vs Budget
September 2017

		Income			Expenses			
		BAD	-1.00		BAD	1.00		
		GOOD	1.00		GOOD	-1.00		
			Sept			YTD		
	Sep-17	Budget	Variance	YTD 2017	YTD Budget	Variance	Annual Budget	
Ordinary Income/Expense								
Income								
4070 — Unrestricted Income								
Pledges (2017)	26,508.85	28,959.23	-2,450.38	264,052.96	261,528.63	2,524.33	348,406.30	
Pledges in Excess 2017	445.00	385.00	60.00	4,089.22	1,410.00	2,679.22	6,800.00	
Prior Year Pledges	0.00	0.00	0.00	2,445.00	0.00	2,445.00	0.00	
Loose Plate Offerings	268.84	400.00	-131.16	2,699.74	4,075.00	-1,375.26	5,275.00	
Regular Contributions	2,700.00	2,250.00	450.00	26,048.00	20,950.00	5,098.00	26,250.00	
Gifts & Memorials	225.00	0.00	225.00	1,575.00	0.00	1,575.00	0.00	
Cell Tower Rent	2,075.14	1,043.82	1,031.32	10,450.76	9,394.38	1,056.38	12,619.77	
Preschool Program Contribution	1,797.17	1,150.00	647.17	5,002.17	2,500.00	2,502.17	5,000.00	
Total 4070 — Unrestricted Income	34,020.00	34,188.05	-168.05	316,362.85	299,858.01	16,504.84	404,351.07	
Unrestricted Other Income								
Transfer of Surplus Funds	679.36	0.00	679.36	6,394.87	0.00	6,394.87	0.00	
Gain/Loss on Sale of Investment	0.00	0.00	0.00	-63.92	0.00	-63.92	0.00	
7010 — Interest Income	21.00	20.00	1.00	210.29	180.00	30.29	240.00	
Miscellaneous Income	150.00	0.00	150.00	164.00	0.00	164.00	0.00	
7030 — Tax Refund	0.00	0.00	0.00	1,135.27	250.00	885.27	375.00	
Total Unrestricted Other Income	850.36	20.00	830.36	7,840.51	430.00	7,410.51	615.00	
Total Income	34,870.36	34,208.05	662.31	324,203.36	300,288.01	23,915.35	404,966.07	
Expense								
Aquesta Loan Expense								
Interest Expense - Mortgage	2,072.92	2,194.86	-121.94	19,034.17	20,025.73	-991.56	26,743.27	
Mortgage Principal	1,416.23	1,294.29	121.94	12,368.18	11,376.62	991.56	15,126.53	
Total Aquesta Loan Expense	3,489.15	3,489.15	0.00	31,402.35	31,402.35	0.00	41,869.80	
Building & Grounds								
Building Supplies/Cleaning Svc	2,226.95	430.00	1,796.95	7,033.90	3,840.00	3,193.90	5,130.00	
Fire Security	0.00	0.00	0.00	3,116.03	3,225.00	-108.97	3,225.00	
Garbage Service	78.90	80.00	-1.10	710.10	720.00	-9.90	960.00	
Landscaping	635.00	635.00	0.00	6,440.50	7,505.00	-1,064.50	9,975.00	
HVAC	-845.00	0.00	-845.00	1,615.00	2,150.00	-535.00	2,475.00	
Insurance	1,431.00	2,000.00	-569.00	9,418.75	10,170.00	-751.25	12,970.00	
Maintenance & Improvement	70.12	100.00	-29.88	1,191.00	900.00	291.00	1,200.00	
Utilities	1,482.27	1,680.00	-197.73	15,138.99	15,120.00	18.99	20,160.00	
Library	25.60	0.00	25.60	25.60	50.00	-24.40	100.00	
Total Building & Grounds	5,104.84	4,925.00	179.84	44,689.87	43,680.00	1,009.87	56,195.00	
Business Expenses								
Annual Audit	0.00	0.00	0.00	6,500.00	6,400.00	100.00	6,400.00	
Bank Fees	58.00	60.00	-2.00	548.00	540.00	8.00	720.00	
Bookkeeping	83.50	109.00	-25.50	1,355.50	1,072.00	283.50	1,399.00	
Brokerage Expenses	0.00	0.00	0.00	365.38	325.00	40.38	325.00	
Vestry Retreat/Dioc Convention	0.00	0.00	0.00	1,740.00	1,200.00	540.00	2,075.00	
Office Supplies	45.00	175.00	-130.00	1,302.08	1,100.00	202.08	1,500.00	
Phone	396.65	380.00	16.65	3,474.64	3,420.00	54.64	4,560.00	

St. Patrick's Episcopal Church
Income & Expenses vs Budget
September 2017

	Income			Expenses			
			BAD		BAD		
			GOOD		GOOD		
			Sept			YTD	
	Sep-17	Budget	Variance	YTD 2017	YTD Budget	Variance	Annual Budget
Postage	121.75	100.00	21.75	449.75	460.00	-10.25	750.00
Printing/Copying	562.69	550.00	12.69	5,625.70	4,300.00	1,325.70	6,200.00
Total Business Expenses	1,267.59	1,374.00	-106.41	21,361.05	18,817.00	2,544.05	23,929.00
Committee Expenses							
Adult Formation	0.00	0.00	0.00	303.22	1,103.00	-799.78	1,163.00
Children's Formation	12.82	225.00	-212.18	171.31	870.00	-698.69	990.00
Communications	99.00	599.00	-500.00	1,202.71	2,541.00	-1,338.29	3,038.00
Music	0.00	50.00	-50.00	922.98	630.00	292.98	995.00
Outreach	0.00	0.00	0.00	3,565.09	2,000.00	1,565.09	11,269.12
Parish Life	112.65	605.00	-492.35	1,096.72	1,875.00	-778.28	2,055.00
Stewardship	0.00	0.00	0.00	0.00	0.00	0.00	350.00
Worship Support	512.75	110.00	402.75	1,250.16	1,610.00	-359.84	1,880.00
Youth Formation	31.99	150.00	-118.01	1,647.09	3,665.00	-2,017.91	3,865.00
Total Committee Expenses	769.21	1,739.00	-969.79	10,159.28	14,294.00	-4,134.72	25,605.12
6560 — Payroll Expenses							
Background Check	0.00	10.00	-10.00	0.00	50.00	-50.00	50.00
Continuing Education	0.00	250.00	-250.00	335.00	1,250.00	-915.00	1,500.00
Expense Reimbursement	60.00	416.66	-356.66	2,524.30	3,750.02	-1,225.72	5,750.00
Insurances	292.52	1,228.58	-936.06	9,518.22	11,057.22	-1,539.00	14,742.96
Pension	1,574.12	1,574.11	0.01	16,922.80	16,306.20	616.60	21,827.74
Wages/Salaries	17,181.43	14,918.00	2,263.43	138,124.05	137,385.77	738.28	184,873.30
Safe Church Training	0.00	35.00	-35.00	0.00	70.00	-70.00	70.00
Taxes	1,313.76	1,141.20	172.56	11,628.11	10,475.30	1,152.81	14,096.57
Total 6560 — Payroll Expenses	20,421.83	19,573.55	848.28	179,052.48	180,344.51	-1,292.03	242,910.57
Cell Tower Real Property Tax	0.00	0.00	0.00	830.63	0.00	830.63	865.00
Diocesan Tithe	3,985.59	3,985.58	0.01	35,870.23	35,870.26	-0.03	47,827.00
Rector Search	679.36	0.00	679.36	6,394.87	0.00	6,394.87	0.00
Reserves	415.00	415.00	0.00	3,755.00	3,755.00	0.00	5,000.00
Total Expense	36,132.57	35,501.28	631.29	333,515.76	328,163.12	5,352.64	444,201.49
Net Income	-1,262.21	-1,293.23	31.02	-9,312.40	-27,875.11	18,562.71	-39,235.42

St. Patrick's Episcopal Church
Balance Sheet
September 2017

	Sept '17	Aug '17	Variance
ASSETS			
Cash & Equivalents	269,472	273,166	-3,694
Land, Buildings, Equipment	1,620,800	1,648,617	-27,817
Other Assets	0	0	0
TOTAL ASSETS	1,890,272	1,921,783	-31,511
LIABILITIES & EQUITY			
Accounts Payable	3,827	4,904	-1,077
Building Loan	603,950	605,367	-1,416
Other Liabilities	0	0	0
Total Financial Liabilities	607,777	610,270	-2,493
Restricted Use Funds (Funds given for a specific purpose; outside of the operating budget)			
Designated Gifts & Memorials	1,624	1,773	-148
Rector Discretionary Fund	1,351	1,683	-332
Flower Fund	1,959	2,264	-305
Memorial Garden	8,887	8,887	0
Signage	11,338	11,338	0
For Transmission	0	0	0
Haiti Ministry	3,673	1,273	2,400
Solas Leighis Concert Series	501	501	0
Quarterly Quiet Days	945	945	0
Stock Gift	2,851	2,851	0
VIVA	0	0	0
Total Pledges Prepaid	6,276	8,367	-2,092
Total Restricted Use Funds	39,406	39,883	-478
Reserve Funds			0
Building/Capital Asset Reserve	40,999	41,429	-430
Operational Reserves	90,000	90,000	0
Total Reserve Funds	130,999	131,429	-430
Total Restricted Use and Reserves	170,404	171,312	-908
Non- Restricted Funds			
Prior Years' Surplus	79,282	79,962	-679
Children's Formation	548	348	200
Kanuga	1,015	645	370
Music	1,559	2,186	-627
Youth	7,528	7,249	279
Total Non-Restricted Funds	89,931	90,389	-458
Total Resrv, Rest'd & Non-Rest'd Funds	260,336	261,701	-1,365
Beginning Equity & Retained Earnings	1,019,097	1,046,914	-27,817
Current Year Net Income	3,062	2,898	164
Ending Equity	1,022,159	1,049,812	-27,653
TOTAL LIABILITIES, FUNDS & EQUITY	1,890,272	1,921,783	-31,511