

Regular Vestry Meeting

March 20, 2024

7:00 PM

This meeting was conducted in the church library. Some participants were physically present while others called in using Zoom.

Attendees

Present in Person: Greg Millikin (Rector), Tim Heuer (Senior Warden), Nancye Kirk (Junior Warden), Chris Schultze (Treasurer), Dan Whitmore (Clerk), Gretchen Constantine

Present by Zoom: Julia Ferguson, Hardy Murphy, Aina Gutierrez, Kathy Hart, Adrianna Dangremond

Absent: Deane Johnson

Opening Prayer

In recognition of the Feast of St. Joseph on 3/19 and also of the Feast of the Annunciation upcoming on 3/25, Greg's opening prayer was to be like Joseph, nurturing and obedient.

February 2024 Minutes

There was no feedback on these notes. Chris moved to approve them, Kathy seconded, all said "aye" and the motion carried.

Treasurer's Report

Chris said she would give training on St. Mark's finances on Wednesday, April 3rd at 6:00 p.m. in the library. So far Gretchen, Aina and Deane had said that they would participate.

Our credit cards had been received from Byline Bank. The rector and each of the two wardens will have a card. They will be activated once the credit card policy is adopted.

The treasurer budgeted for the whole year, but will adjust future months as needed to reflect changes in expense patterns. The total budget will always equal the approved budget.

January - February Balance Sheet

The 1930 Endowment gained in value; the 1970 and Stock Gifts Trusts lost value, but they were all up from this time last year.

3.100.100 *Operating Fund Balance* was (\$6000). More was spent than came in, but this was no real concern.

3.806.300 *Stock Gifts Gain/Loss* was still under water at (\$3,400). We will see if we can invest more at a higher rate.

Liabilities

Federal and State withholding taxes did not get posted before the end of February, so February's amount due showed as a liability.

2.001.400 *Prepaid Operating Pledges*: \$101,119.61 was net of \$19,109 already applied to the Operation Fund. This brought our prepaid pledge amount to \$120,200, which is very high. No more pledges, regardless of whether or not they are fully paid for March - December, will be added to this number. All pledge payments will be applied to Pledge Contributions from here on out.

3.807.000 *Pro-rated Income Holding Accounts* was \$0 as we have moved prepaid pledges to liabilities.

3.811.401 *Alms Account Funds*, per the vote at the February vestry meeting the former White Trust money had been moved to the Rector's Discretionary Alms Fund.

3.869.201 *Capital Project Sub Fund Balances* was at \$14,627 because a parishioner had made a \$7500 donation for the repair and decoration of the sanctuary.

Balances

3.845.000 *Capital Campaign Balance* was \$30,760.87. The treasurer was not clear what was still owed, because of confusion over the Johnson Controls invoices. According to Seth Himrod's spreadsheet we still owe \$81,000.

3.880.501 *Purses Balance*: There were some late donations, so the treasurer would be cutting a check directly to Rudy for the balance.

3.999.999 *Suspense Fund*: A 60-cent correction was done to correct a Donations-to-Accounting error made at the end of the year. This will show on the Balance Sheet all year.

January - February Treasurer's Report (Operating Fund)

Unused Income and Expense lines still needed to be removed from the Treasurer's Report.

We spent \$54,200 on Operations and brought in \$48,200 in income and subsidies through 2/28.

Income

Income was \$48,200, which was \$1400 under budget.

Member Contributions and Total Contributions were \$4300 under budget, contributions being equal to YTD in 2023.

Non-contributory Income (and subsidies) was \$2900 over budget. Interest and Dividends was higher than budgeted because we are now earning \$300/month on our Money Market fund. Building Use was strong, with \$4000 already received out of \$15,000 budgeted. Two new renters had just come on board.

Expense

Total Expenses were \$60,500 lower than budgeted.

Clergy Expenses were at budget.

Office Expenses were slightly over budget.

Building Expenses were \$200 under budget due to lower-than-budgeted energy costs.

Rectory Expenses were under budget.

Lay Employee Expenses

Pensions were paid in January for January, but February pensions hit the March income statement and so were not shown.

Worship and Formation Expense

Flowers: Altar and Holiday included Easter flowers for the month of February. We still had a positive balance in the Flower Fund.

Hospitality and Vestry Expenses were under budget.

January - February Capital Campaign Income Statement

Income was \$11,700, largely received in February.

Expenses were \$49,833 for construction costs. We will pay Colley \$8500 a month until the end of the year.

We had not paid the Diocese a Capital Campaign tithe for 2023.

Episcopal Church Women (ECW) Fund

Nancye posed the question if we should close this fund and add the money to the Capital Campaign, as there has been no ECW for years. Greg replied possibly next month, as he wanted to check what some of the former ECW participants think. According to Chris, this was mostly rummage sale receipts that were put to various uses in the church. She recommended checking with Rachel Easton.

Julia moved to approve the Treasurer's Report, Adrianna seconded, all said "aye" and the motion passed.

Financials

Credit Cards

Greg said that he would like for the three cards (one for him and one for each of the wardens) to start being used right away.

Tim had drafted interim policy for use of the cards, sourced from the Diocese of Northern California and edited for St. Mark's. Procedures would still need to be developed. A committee could be created to formalize the policy and procedures.

According to Nancye, the policy would authorize the rector to use one of the credit cards as of now, following our existing spending policies. In particular, no more than \$500 could be spent on a given purchase. Chris added that each card's total spending limit would be \$2000, and all purchases would be expensed to operating funds.

Greg said that the interim policy would be sent out to the vestry.

Gretchen made a motion to allow credit card use in accordance with the draft policy until the next vestry meeting. Reporting must include all receipts and those receipts are to be summarized using the draft reporting form with the understanding that the policy and procedures committee will finalize a credit card policy and procedures.

In discussion Chris asked for an amendment to the effect that credit card users would sign a Credit Card Policy Acknowledgment good through the April regular vestry meeting.

Kathy seconded the motion as amended, all said "aye" and the motion passed as amended.

Rector's Discretionary Fund

This fund, which is not an alms account, is to be used for non-budgeted initiatives. For example, said Greg, one for the College of Congregational Development. There will be a list of what it can and cannot be used for. The account for this fund already exists, according to Chris.

Nancye moved that the vestry support the reestablishment of the Rector's Discretionary Fund and creation of the relevant process and policy.

Aina seconded, all said "aye" and the motion passed.

Liaison Updates

Greg announced that after Easter he would start scheduling first meetings of the various subcommittees that vestry members are liaisons to. It would be a good idea to start pulling in subcommittee members. When vestry attention is needed, the subcommittees will make written reports.

Building and Grounds

Nancye distributed a list of St. Mark's Building and Grounds Projects, in three groups: 1) Sanctuary Repairs; 2) Parlor Kitchenette Upgrade; and 3) Other Projects. Tim and Nancye and Greg proposed to prioritize the first two. There was general agreement with doing so.

The sanctuary repairs include:

- Restoration of front doors - sanding, staining, and varnishing doors; prepping and painting black metal
- Repair of plaster and painting of ceiling in Lady Chapel that was damaged by water leaking from roof (note: roof has been repaired)
- Repair and painting of two columns in sanctuary
- Repair and painting of two areas on north wall damaged by water

For the sanctuary repairs, bids were received from three different painters, but only Fortune Restoration submitted a bid (\$2900) to restore the front doors to the sanctuary or a bid to repair the ceiling of the Lady Chapel. Thus we will accept Fortune's overall \$7300 bid for sanctuary repairs. A donation of \$7500 has already been made for these repairs.

The kitchenette in the parlor has many problems, not the least that the dishwasher no longer works. We will upgrade the kitchenette at an estimated cost of \$4800 to \$6500. It will be difficult to get three bids. An additional donation of \$7000 is anticipated.

The kitchenette upgrade includes:

- Remove lower cabinet area, replace with two new lower cabinets with drawers and new countertop; install new dishwasher; remove existing refrigerator; reuse existing sink with new faucet; remove garbage disposal
- Remove drawers on bottom of upper cabinets
- New full-size refrigerator (30" wide x 24" deep) to be placed in closet area next to kitchenette; remove existing shelving in closet, add electrical outlet if needed
- New coffee maker with direct water line

Chris pointed out that while we lack a functioning dishwasher we should have a rota of volunteers to do the dishes by hand.

Kathy moved to do the sanctuary repairs. Adrianna seconded, all said "aye" and the motion carried.

The other projects are:

- Sanctuary lighting: replacement of bulbs in sanctuary, including labor
- Trees: pruning of fir, elm, apple, crabapple trees; removal if necessary
- Parish hall foyer: repair and painting of foyer ceiling and walls; ceiling suffered serious water damage; first confirm if roof repair has been done to avoid future damage or if it is needed before moving forward
- Choir room stairway: repair and painting of hall and stairway leading to choir room
- Parish hall exterior entrance: replace handrail; assess cost and ability to install ramp
- Accessibility of elevator from parlor

Parochial Report

Greg noted that this report goes to the national church. It was good that Fran Holliday had cleaned up the membership figures.

Google Workspace

Tim said that this comes to us for free, as a nonprofit organization. It consolidates Google applications.

Rector's Report

Greg thanked everyone for the splendid installation service, but especially Nancye and her corps of volunteers (Rachel Easton, Tacia Johnson and Joanna Greene).

He anticipated wonderful services during Holy Week: Maundy Thursday, Good Friday, The Great Vigil, and Easter Day. He assured Julia that there would be an Easter egg hunt, the eggs presumably hidden by our teenagers.

The logistics of the Palm Sunday reading were briefly discussed.

Parish Partner Grants from Episcopal Charities

Applications for these grants will be due in May. Aina will work on ours, for the Wednesday Lunch Program. We serve more people now, and we want to grow more in the garden. Yes to compostables and down with nonsustainables.

Diocesan Consultant Fee for the Capital Campaign

Chris asked for a brief, inconclusive discussion of this topic before we adjourned. We owe the diocese ten percent of the proceeds of the Capital Campaign, because they provided us a campaign consultant.

The campaign officially stopped at the end of June 2023, but we have continued to receive campaign contributions since then. Should we give the diocese ten percent of the additional contributions?

Chris said we will owe \$6600 if we go with all of 2023.

Julia's reaction was that we owe the ten percent for all contributions, regardless of when they arrived. Aina felt that any campaign has a stated beginning and end. After a good-humored interchange the matter was tabled.

Concluding Prayer

Greg read a John O'Donahue poem about peace and a good deal more.

Greg closed the meeting at 8:52 p.m.

Respectfully submitted,

Dan Whitmore

Parish Clerk

