

Minutes of the St. Michael and All Angels Episcopal Church Vestry Meeting

September 21, 2021

Present: Rector S. David Cox, Sr. Warden Addrienne Conway, Jr. Warden Dick LeClaire, Treasurer Carol Zoellner, Clerk Susan Wilcox, Linda Campbell, Kate O'Hara Gasper, Rustin Dutcher, Rolland Exon, Cathy Jackson, Art Menke, Julie Parmenter, Amy Moore, Dan Wancurra

Absent: Dan Bednarczyk, Erin Metters, Crystal Danko

The meeting was called to order at 6:36 PM by Sr. Warden Conway on the Zoom platform.

Devotions were presented by Ms. Zoellner, using the Evening Prayer service and a reflection on Mark 10: 6-9.

DISCUSSION

Financial Report:

Treasurer Zoellner presented the financial report for August, then continued her explanation of church finance, specifically the funds which are separate from the operating budget.

Pledge income beat expectations in August by \$6K, so that for the year, pledge income is favorable to the budget by \$45K, a significant advantage. Non-pledge income, still challenged by low in-person attendance due to COVID-19, was unfavorable by \$10K. Combined, these incomes are favorable for the year by \$35K.

In Expenses, the Building and Property line item is unfavorable to the budget by \$20K. Parish Administrator Liz Beedle acknowledges that part of this sum is due to timing of payments, but most is permanent. For example, spending for the Day School cleaning contractors is more than the decrease paid in overtime for Building Administrator Jerry Kirkwood. However, the current unfavorable expense balance of \$35K matches the favorable income balance, so the church is likely to meet the bottom line projection for this budget year.

Treasurer Zoellner assigned Vestry Members to study the detailed August Income Statement and email any questions to her, in preparation for the budget process which lies ahead. This assignment is available in Google Docs as "Income Statement Homework Assignment" in the Financials folder.

Next, Treasurer Zoellner reviewed various funds available to the church (Refer to Google Docs, in Financials.) The Operating Fund is governed by the budget which is approved by the parish at the annual meeting and administered by the Vestry and the staff.

Two undesignated funds, the Memorial Fund (currently \$90K) and the Columbarium Fund (currently \$21.3K), can serve as cushions when significant unexpected expenses arise. For example, \$7K was allocated from the Memorial Fund to meet a shortfall in paying for the publication of the 75th Anniversary commemorative history. The wardens, treasurer, and rector met and decided that this expense was justified. They presented it to the Vestry for approval. Another Memorial Fund expense covered tree removal. In response to questions, Ms. Zoellner explained that these funds accrue from donations given at funerals and from the use of Columbarium niches or

interment in the Memorial Garden. She is not aware of any annual cap on expenditures from the funds, nor of an explicit process for authorizing expenditures. Fr. Cox emphasized that the Vestry's approval would always be sought before such expenditures are made.

Treasurer Zoellner called attention to the list in her "Review of Fund Balances" of the many designated funds, held for specific purposes and ministries, and disbursed at the request of those ministries. In the past, each ministry had its own bank account, which created a problem for financial oversight. Responding to Sr. Warden Conway's questions, Ms. Zoellner clarified that the Saint Michael and All Angels Foundation is a separate fund administered by a board, and that donations to the Foundation do not count toward the Diocesan apportionment.

Ms. Jackson noted that some parishioners expressed concern to her that St. Michael's had spent large sums to participate in the Justice Initiative. Fr. Cox explained that \$3800 for the Initiative was a grant from the Foundation, and \$1000 came from the Outreach budget. He wants these expenditures to be absolutely transparent to the congregation, and he would prefer that future expenditures come from the Operating Budget, not from the Foundation.

Ms. Jackson thanked Ms. Zoellner for the review. Fr. Cox expects budget conversations to begin at the next meeting, and he is hoping for substantive consideration of the use of church income.

Day School Contract:

Ms. Gasper reported that the Day School contract is in a final review by Fr. Cox and Ms. Zoellner. Changes in the contract will become effective in August 2022.

Nominating Committee:

Sr. Warden Conway pointed out that the nominating committee for new Vestry members and Convocation representatives must be formed, according to the by-laws, at least sixty days before the Annual Meeting. The committee is made up of the two wardens plus five parishioners. Ms. Conway has a list of nominating committee candidates she intends to call. Fr. Cox expressed his view that this is one of the most important jobs of the Vestry, getting people connected. Ms. Zoellner volunteered to be on the committee. Past Vestry members and past Convocation representatives make good committee members. Sr. Warden Conway wants the first meeting to take place the second week of October. Outgoing Vestry members are Dr. Campbell, Ms. Metters, Ms. Gasper, and Mr. Bednarczyk.

Buildings and Grounds:

Ms. Conway asked Vestry members to submit names of parishioners to serve on the four sub-committees which will investigate and anticipate expenses for Buildings and Grounds projects in 2022. The Vestry needs to budget expenses for signage, for the roof over the basement doorway that leads to the north playground, for an outdoor altar to be situated northwest of the building, and for changes to the north entrance (originally intended to be the main entrance of the church). The signage sub-committee, headed by Fr. Cox, has four members: Ms. Zoellner, Derrick Dobbels, Eric

Coons, and Marty Pyle. Mr. Dutcher volunteered for the basement doorway roof sub-committee.

Pledge Drive:

After discussion and a vote, it was decided that the theme for this year's pledge drive will be "Standing together with God's Help." The drive begins October 3, and the blessing of the pledges will be November 14. Fr. Cox asks that the Vestry call every parishioner during the pledge drive, even those who have already pledged. In answer to various questions posed by Vestry members, it was established that Ms. Conway has a script which can be used for the calls, that members may choose to work as a group—placing calls from the church, that many calls will go to recorded messages, and that Liz Beedle has generated lists for calling in past years. Ms. Jackson suggested practicing on a couple of friends to get into the swing of calling. Ms. Conway requested that each Vestry member reserve a Sunday when he or she will speak about the pledge drive during the Sunday service. She asked for names of additional speakers.

Block Party:

There is a sign-up online for helpers to staff the various Block Party activities. Each activity will be sponsored by a ministry of the church, e. g., the Cakewalk by the Altar Guild. In case of adverse weather, Fr. Cox will have to make a call on canceling the event. Current Diocesan COVID restrictions expire October 1, which could affect options. Ms. Wilcox emphasized that the objective of the Block Party is to welcome the neighborhood and the community to the church.

Parish Hospitality:

Mr. Menke mentioned a problematic situation regarding an individual making overly aggressive requests to church newcomers. Vestry members considered how best to manage the situation. Fr. Cox hopes to have the new website up by October 3.

Visioning Process:

Mr. Wancurra asked about progress in the visioning process. Fr. Rottgers has received cards and is getting more responses from the online Survey Monkey. He is eager to tabulate responses and move ahead. Fr. Cox will announce the cut-off for responses to be next Tuesday, September 28.

Decisions:

Dr. Campbell moved and Ms. Jackson seconded a motion to approve the August Minutes. The motion passed.

Mr. Exon moved and Mr. Wancurra seconded a motion to accept the August Financial Report. This motion also passed.

(See "Pledge Drive" concerning vote on the theme for the Pledge Drive.)

Closing:

Ms. Conway summarized items which require follow-up before the next meeting—the nominating committee, Building and Grounds sub-committees, and homework for the budget process.

Ms. Zoellner led the Prayer of Thanksgiving, p. 836 in the Book of Common Prayer.

Ms. Conway adjourned the meeting at 7:52 PM.

Respectfully submitted,
Susan Wilcox
Clerk of the Vestry