

St. Thomas' Episcopal Church
Vestry Minutes

August 20, 2024

Those in attendance: Rev. Ryan Whitley, Senior Warden Mary Jane Park, Junior Warden Tom Shevlin, Treasurer Mary Clark, Pam Holley, Colin Burkhart, Michael Labbee, Kayla Mitchell, Finance Director Joe Master, and Secretary Bill Barns.

Opening Business: The meeting was called to order at 7:00 p.m.

Opening Prayer: Prayers were offered by Michael Labbee.

- Canterbury School. Hollis Amley, Canterbury Head of School, and Anne Fallon, Director Hough Campus, attended a portion of the meeting to discuss school campus security. The issue was that no group open to the community, *i.e.* persons not known to the faculty and staff, should meet in direct proximity to students while school is in session; in this case, the Guild Room. Their concerns were met respectfully and both Ms. Amley and Ms. Fallon answered questions frankly. Out of an abundance of caution, the Vestry voted to take an interim step in relocating meetings of organizations not affiliated with St. Thomas' to other spaces within the church building (*e.g.*, AA, a group long associated with St. Thomas' would be asked to move their meetings at 11:00 a.m. on Monday and Fridays from the Guild Room to the nursery classroom). There was some apprehension about post-meeting cleaning of the space and a cost-share cleaning service will be pursued.¹
- Spiritual exercise. Bill Barns facilitated the spiritual exercise using Psalm 8 and a meditation from *The Creation Care Bible Challenge (Forward Day By Day, 2021)*. The discussion centered on our individual and collective responsibilities to maintain and protect creation as part of our spiritual discipline. This is particularly important as the fall approaches, a season with abundant opportunities for renewal.

The June Vestry Meeting minutes were approved by an e-mail vote on June 9th since the Vestry did not meet in July.

¹ After the Vestry meeting, Fr. Ryan and Hollis Amley discussed the matter. He also met with the AA group to explain the development; they took a vote and decided that meeting in St. Thomas' Library would fulfill their requirements.

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Building and Grounds

- Old business:
 - Air conditioner. The air conditioner that services the Sanctuary failed on 22 JUL; the coils were rusted through.
Due to the urgency of the situation, an e-mail motion and vote were taken by the Vestry and approved to spend \$20,000 for the repair. The funding source was split between the Altar Fund and Facilities Maintenance Fund. The replacement coil is to arrive this week and will be installed.
 - New driveway. Completed; there are some scuffs and it will settle once temperature lessens and the vendor will repair. We are cautioned to keep heavy equipment off for the near term.
 - Palm trees. Three palms on the side of church need to be removed; the cost is \$1,750 and Antwon will perform the work.
A Motion to remove the palms was made by Mary Jane Park and seconded by Tom Shevlin. **The motion was approved.**
 - Outdoor bathrooms. The design should be completed in two weeks and then bids will be solicited.
 - Curry Garden. The redesign is proceeding with a goal of work being complete by Christmas.
- New business:
 - None.

Finance, Administration and Worship

Treasurer, Mary Clark, provided the financial update:

BALANCE SHEET

- Our investments had ~\$31,000 in the month of July.
- ACCT 205007 Clearing account will clear in August. That is the payment for Baseball with the Bishop.
- ACCT 205010 Benison Farm donation will be sent in August.

INCOME STATEMENT

INCOME

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- Pledge income is a bit ahead of budget, with non-pledge revenue still falling short.
- Open plate is down for the month, but over year to date.
- Overall, revenue is ~\$3,000 short for the month and \$6,000 YTD which is the shortfall in non-pledged income.

EXPENSE

- ACCT 511933 Postage – With the increase in postage, the budget was maxed out for the year to take advantage of buying stamps prior to the increase.
- ACCT 554808 Pest Control & ACCT 562811 School Pest Control – \$9,735 is the expense the Vestry approved for drywood termite contract renewal with Haskell split between the church and the school.
- Overall, with the postage and pest control expense in July, expense did exceed budget for the month.

NET INCOME

- Fell under budget for the month, but year to date still ~\$17,000 over budget.

RESTRICTED FUNDS

- Some accounts are in the negative. Fr. Ryan and Joe will move funds in August from the investment to cover those costs approved by the vestry.

A motion to accept the June and July financials was made by Tom Shevlin and seconded by Mike Labbee; **the motion was approved.**

- Insurance Guidance. An opportunity to adjust our insurance policy deductibles for a potential savings was discussed. The Diocese of Southwest Florida provided projected calculations with: the Diocese taking over Directors and Officers Umbrella coverage at the rate of \$1,950; (Optional) Increase Named Storm Deductible to 3% with an annual premium of \$5,417; and (Optional) Increase All-Other-Peril Deductible to \$10,000 with an annual premium of \$1,986. The 2023 / 2024 insurance rate was \$144,640. The Vestry accepted the increased risk with higher deductibles, particularly considering rising insurance costs. St. Thomas' projected billed rate on \$13,996,300 property would be **\$164,831 (without savings)**. Accepting the option to raise both deductibles provides \$9,354 in savings for a **total adjusted rate of \$155,478.**

A motion to opt in on the increased Named Storm and All-Other-Peril Deductibles was made by Kayla Mitchell and seconded by Mary Clark. **The motion was approved.**

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Senior Warden's Report

- Dispute with St. Cate's. Michael Labbee provided an update on the matter. A virtual hearing was conducted recently that Mary Jane and Michael attended. There is a judgement entered for \$2,560 that also includes filing expenses and court costs. Per the judge's requirement a judgement directed the vendor to provide historical financial information; this will direct St. Cate's to justify their course of action. Additional information will be provided as obtained.
- Art Ministry. The September show was postponed for the month due to the air conditioner issues in nave. There will be an opening on October 11. Canterbury students will be featured for the Christmas season beginning December 1st.
- Ordination. Mary Jane thanked the 36 St. Thomas' parishioners who attended Rev. David Gould's ordination on August 17 to wish him well in launching this phase in ministry.
- New Vestry Candidates. There will be three current Vestry members who will complete their required terms in January 2025. It is necessary to have names for candidates by October. All members should give this prayerful consideration and provide the names at the September meeting.

Rector's Report

- Capital Campaign. The essential pre-work with a viable communication strategy is underway. Key e-mails have been sent on Fridays and then repeated in the *Weekly Draft*. These messages are authored by the Capital Campaign Chair, Ann Leavine, and are very informative. The goal is to remind everyone of the First Impressions meeting on November 3rd and anticipate the questions that parishioners will have.
- Choir season begins. Choir practice began last week and there are new voices from within our congregation as well as elsewhere. Jordan Markham has engaged with several schools and other organizations to invite participation.
- Diocesan Convention. The Delegation is in place: Mary Jane Park, Jack Day, Mary Clark, and alternate Jonathan Mitchell. We all pray for their roles and representation of St. Thomas' in their deliberations.

- The Vestry Goals for 2024:

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<u>Goal</u>	<u>Progress</u>	<u>Remarks</u>
1. Enhance Church Security and Safety through material and procedural upgrades		<ul style="list-style-type: none"> • Installed deadbolts; video system installation in progress • AED received; training scheduled 15 SEP • Assessing signage / way-finding needs
2. Deepen the Canterbury School Relationship by realizing parish membership growth		<ul style="list-style-type: none"> • Include education and educators theme in Prayers of the People • Wade Hamby on Exec. and Buildings and Grounds Cmte.
3. Consolidate the Outreach Initiatives by maturing existing and creating new programs		<ul style="list-style-type: none"> • Establish an Outreach budget line item • DSWFL approved BF arts. of incorporation; bylaws established and initial BOD in place • FAST yearly cycle begins in the fall
4. Plan and Execute the Capital Campaign for physical campus improvements		<ul style="list-style-type: none"> • Messaging on process has begun • First impressions meeting with Next Level Generosity – <i>Horizons Stewardship</i> on track for 3 NOV
5. Revitalize the Music Program with measurable growth in adult and youth music ministries		<ul style="list-style-type: none"> • Completed. Jordan Markham on staff!
6. Grow number of participants in key ministries		<ul style="list-style-type: none"> • Focusing on Ushers, Flower Guild, Greeters, Healing Prayer Ministry, <i>et al</i> • Consider using Signup Genius and asking participation for specific events
JAN FEB MAR APR MAY JUN JUL	AUG	SEP OCT NOV DEC

Affirmation

The Vestry acknowledged Laura Reitan for her work as a Safety Committee member in obtaining the Automatic Electronic Defibrillator.

The next Vestry meeting is on September 17th. Prayers will be led by Kayla Mitchell and Wade Hamby will provide refreshments.

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On the Horizon: *Growing Together in Love*

14 SEP	Canterbury Community Service Day at Benison Farm
22 SEP	Stewardship Pledge Drive speaker presentation
28 SEP	Festive Meal in the Parish Hall
29 SEP	Stewardship Pledge Drive speaker presentation
12 OCT	Benison Farm Farmers' Market
13 OCT	Stewardship Pledge Drive speaker presentation
20 OCT	Stewardship Pledge Drive speaker presentation
26 OCT	Canterbury Community Service Day at Benison Farm
27 OCT	Consecration Sunday
3 NOV	Capital Campaign First Impressions Meeting
16 NOV	Canterbury Community Service Day at Benison Farm
14 DEC	Canterbury Community Service Day at Benison Farm
20 JAN	Dr. Martin Luther King, Jr. National Day of Service at Benison Farm
26 JAN	St. Thomas' Annual Meeting / Vestry Election
31 JAN	Vestry Retreat at Day Spring (overnight)
1 MAR	Mardi Gras event

A motion to adjourn was made by Michael Labbee and seconded by Mary Clark. **The meeting adjourned** at 9:20 pm.

Respectfully submitted,

Bill Barns, Secretary

DISTRIBUTION:

Rector, Deacon, Wardens and Vestry, Director of Finance, Parish Administrator,
Endowment Committee Chair, Capital Campaign Chair

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