

St. Thomas' Episcopal Church

Vestry Minutes

June 18, 2024

Those in attendance: Rev. Ryan Whitley, Senior Warden Mary Jane Park, Junior Warden Tom Shevlin, Treasurer Mary Clark, Pam Holley, Wade Hamby, 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: Fr. Ryan lead the Vestry through a spiritual exercise known as "Followership" in the Parish Hall. The procedure called for members to pair-up and take turns walking through the space through progressively more difficult iterations. Afterwards, reflections and observations were shared to apply the lessons to parish leadership, individually and collectively. Prayers were offered by Mary Clark.

A Motion to approve the May Vestry Meeting minutes (with an amendment to update authorized check signatories) was made by Bill Barns and seconded by Pam Holley. The motion was approved.

Building and Grounds

- Old business:
 - Pipe work. This significant work effort has begun and all hands are cautioned about the need for safety while the contractor is digging open trenches for waterpipe repair and replacement.
 - Kitchen. The duct work and painting have been completed.
 - Roof repair. Completed.
 - Canterbury. There is a recent development with one air conditioning unit failing in Classroom # 1. Options were discussed for replacement along with the possibility that two additional units may go soon; these are all ~20 years old. The air conditioner cleaning has also been accomplished.
 - Bathroom Refurbishment. The two interior spaces will be updated by a repair person and funded through the capital campaign. Junior Warden Tom Shevlin will obtain a cost estimate and each space will require facility compliance with the Americans with Disabilities Act. The Exterior spaces have been reviewed by an interior designer who has suggested resurfacing the Women's room floor (the Men's room does not need it) and tiling the walls in both. Funding for this project will be accomplished with Curry Garden Funds. The Vestry asked the Junior Warden to proceed and suggested soliciting the congregation's input on potential wall color options.

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- Automatic Electronic Defibrillator (AED) purchase. The Safety Committee has researched, solicited funding, and is ready to order an AED for the sanctuary. Gifts in excess of \$2,800 have been received and the unit cost is \$1,645. The excess will be used to obtain a replacement battery when required. **A motion to purchase an AED** with the donated funds was made by Bill Barns and seconded by Mary Jane Park. **The motion was approved.** The Vestry also discussed training options for the AED and for use of the newly-installed deadbolt locks.

- **A motion to purchase the Ruud replacement air conditioner** for Canterbury Classroom # 1 at a price of \$7,803 was made by Mary Jane Park and seconded by Kayla Mitchell. The funding will be sourced from the operating budget excess cash from Rev. Anne's departure. **The motion was approved.**

- New business:
None¹

Finance, Administration and Worship

Treasurer, Mary Clark, provided the financial update:

BALANCE SHEET

- Investments took an upward swing in May with the main investment at ~\$39K and Long bequest at ~\$8K.

INCOME STATEMENT

INCOME

- Pledge income is on track, with non-pledge revenue still falling short.
- Open plate is down for the month, but over year to date.
- Overall, revenue fell just shy of budget for the month and are in line with budget YTD.

EXPENSE

- Utilities across the board have remained under budget.
- Overall, expenses fell below budget.

NET INCOME

- With our expense down for the month, we ended doing better than budget and remain over budget by ~\$17K.

¹ After the meeting the Capital Campaign Chair reached out to the Vestry via e-mail with details on an early donation intended to repave the church and Canterbury School parking lot. The Vestry voted unanimously to include the rectory driveway also. The project will commence at the end of July and will be completed in time for the start of the school year.

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A motion to approve the May financials was made by Bill Barns and seconded by Mike Labbee. **The motion was approved.**

Other Financial Matters

- The termite warranty renewal is due; ~\$9,000. After significant discussion the Vestry concluded that the peace of mind resulting from the protection following last year's tenting and fumigation was worth it. **A motion to renew the annual warranty** was made by Kayla Mitchell and seconded by Mary Clark. **The motion was approved.**
- The Giving Plate initiative. Since beginning three months ago this effort has been extraordinarily successful and the generous collections have not detracted from general offerings either. The Vestry discussed refining the process to accept not only cash, but also checks and gifts by use of a QR code, *etc.* A guiding thought is to process late gifts and if they arrive after the two week point the donation will be added to the next scheduled receiving charitable organization.

Senior Warden's Report

- Update on St. Cate's dispute. Mike Labbee has conducted *pro bono* work originating a lawsuit to recoup the \$1,200 expense for track lighting that was not received. A pre-trial conference is scheduled for Wednesday, June 26th, at which a Court appointed mediator will likely be designated.
- Fr. Ryan will be away for a time this summer. He will be attending the National Convention in Louisville, KY followed by family vacation and the Vestry completely supports his travels and opportunity to recharge.

Rector's Report

- Capital Campaign. Fr. Ryan reviewed the DRAFT Projects list and reported that the Capital Campaign Committee is hard at work. They are targeting Sunday, October 27th to hold the First Impressions Meeting (originally October 13th was suggested, but that Monday is Indigenous Persons Day, a Federal Holiday and perhaps many parishioners would be away). The aim is to have 60% of the funds pledged before conducting this meeting. The silent phase will come first when parishioners meet with the consultant to solicit their support. The actual giving is done over the course of three years; the options are to pay all up front, in installments, or a lump sum at the campaign's end. For the Vestry and

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leadership, the goal is 100% participation. A formula is being considered for the initial \$300K in pledges received to fund major projects (e.g. parking lot paving) with a dollar split to support other prioritized projects.

- The Vestry Goals for 2024:

<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 ordered through the Baynard Grant • Received donations for AED • 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 • FAST Director attended the May Outreach Cmte. Mtg. for Q&A
4. Plan and Execute the Capital Campaign for physical campus improvements		<ul style="list-style-type: none"> • Discussed initial scope of projects at APR Vestry Mtg. • Conduct all-parish meeting with Next Level Generosity – <i>Horizons Stewardship</i> in fall
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	JUN JUL AUG SEP OCT NOV DEC

Affirmation

The Vestry acknowledged the selfless work accomplished by Linda Sordan for her organization of a special Coffee Hour farewell for Ruth Cobb and the Welcome / Farewell Brunch for Rev. Anne and Jordan Markham respectively.

The next Vestry meeting is on August 20th (no meeting in July); Prayers will be led by Mike Labbee and Mary Clark will provide refreshments.

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A motion to adjourn was made by Tom Shevlin and seconded by Mike Labbee. **The meeting adjourned** at 9:25 pm.

Respectfully submitted,

Bill Barns, Secretary

DISTRIBUTION:

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

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