

St. Thomas' Episcopal Church
Vestry Minutes

November 12, 2024

Those attending: Rev. Ryan Whitley, Senior Warden Mary Jane Park, Treasurer Mary Clark, Pam Holley, Wade Hamby, Kayla Mitchell, Michael Labbee, and Secretary Bill Barns.

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

Opening Prayer: Prayers were offered by Fr. Ryan and a spiritual exercise was facilitated by Bill Barns paying homage to LT Robert Graham Bradley, USN for Veterans Day. The exercise concluded with the collect For Heroic Service in the *Book of Common Prayer* (pg. 839).

A motion to approve the October Vestry Meeting minutes was made by Bill Barns and seconded by Michael Labbee. **The motion was approved.**

Building and Grounds

- Old business:
 - HVAC. The Sanctuary air conditioning unit that was damaged by the landscape crew requires replacement. An insurance claim is in progress.
 - Curry Garden. A quote was received from the landscape architect for a refurbishment plan. The target price is \$55k for new plantings and irrigation, but does not include the concrete work or lighting.
A motion to accept the bid and commence work was made by Kayla Mitchell and seconded by Michael Labbee. **The motion was approved.**

- New Business
 - Storm Damage. Bids have been solicited from Jon Crum (WS Create), Barger Construction, BMS-CAT, and Armando Quintero. No bids have been received so far.¹ Three separate bids are required to satisfy FEMA requirement.
 - Stewardship. The committee is planning to cancel the Mardi Gras event. Additionally, there was general discussion about the stewardship campaign and its timeline. Consecration Sunday is scheduled for December 1st.

¹ After this meeting, a total of four responses were received. See the Addendum at the end of this document for details.

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Finance, Administration and Worship

Treasurer, Mary Clark, provided the financial update:

BALANCE SHEET

- The main endowment had a ~\$16K loss and Altar / Youth bequest had a ~\$6K loss in October. A release of \$10K has been requested from the quasi-restricted music endowment for Vestry approved moving expenses for Jordan to replenish the music restricted cash account and \$3K from Altar / Youth investment to replenish the restricted altar cash account for normal expenses. This will be reflected in November statements.

INCOME STATEMENT

INCOME

- Pledge income remains ahead of budget, with non-pledge revenue still falling short.
- Open plate is down for the month and year to date.
- Overall, revenue is over budget month and year to date.

EXPENSE

- ACCT 501920 Conventions & Meetings – credit reflects refund from Diocese since the convention in October was cancelled due to hurricanes.
- Overall, expenses were under budget month and year to date.

NET INCOME

- Net income remains above budget month and year to date.
A motion to accept the October Financial Report was made by Mary Jane Park and seconded by Kayla Mitchell. **The motion was approved.**
- Diocesan Apportionment. The Q4 amount of ~\$22K has been waived by the Diocese. Following a general discussion the consensus was to move funding from Diocesan Apportionment to the Vestry to Designate account.
A motion to shift the refunded Diocesan Apportionment to the Vestry to Designate fund was made by Kayla Mitchell and seconded by Wade Hamby. **The motion was approved.**

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Senior Warden's Report

- Two persons have agreed to stand for Vestry, but a third candidate is still needed. The Vestry discussed possibilities and a plan to contact those parishioners.
- Two Endowment Committee candidates are needed to replace those with expiring terms. After discussion of general duties and responsibilities, Fr. Ryan has two candidates in mind and will ask them to consider serving.
- Staff Salaries for 2025. The Vestry intends to follow the 2025 anticipated 2.5% Social Security Administration Cost of Living (COLA) rate. Merit raises were also discussed for key staff members. Likewise, Christmas bonuses were also discussed in recognition of work done above and beyond the normal job description during storm preparation and recovery.

A motion to provide staff merit raises plus 2.5% COLA was made by Wade Hamby and seconded by Kayla Mitchell. The motion was approved.

● **Rector's Report**

- Hurricane Recovery. The Vestry discussed rebuild / improvement plans (including ADA bathrooms issue) with particular attention to an option to transition the parish hall into an Event Space. There is precedent within the diocese, and it could be a substantial revenue source for the parish. Also, nursery and library / youth space configuration repurposing was discussed. This will take additional fact-finding and discussion prior to making a decision.
- The Capital Campaign First Impressions meeting for top "affluencers" will be held on Monday December 2nd. Invitations are forthcoming.
- The Vestry and Staff Christmas Party will be held on Friday December 13th at the temporary Rectory.
- An informal purchase offer for the Rectory has been received and will be followed up in writing. The Vestry discussed some of the implications and possibilities, but will make a decision when a formal offer is in hand.
- An invitation was made to St. Thomas' lay leaders to attend the Deanery event at St. Bartholomew's, Thursday, November 21st at 6:30-8:00pm Canon Richard Norman will be the guest speaker.

The next Vestry meeting is on December 17th at Bill Barns' home: 4780 Dolphin Cay Lane South # 409, St. Petersburg, FL 33711.

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On the Horizon: *Growing Together in Love*

16 NOV	Canterbury Community Service Day at Benison Farm
20 NOV	Thanksgiving Dinner at Supper Song and Prayer
1 DEC	Consecration Sunday
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)

A motion to adjourn was made by Wade Hamby and seconded by Mary Clark.
The meeting adjourned at 9:28 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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Addendum

Bid Discussion and Selection Meeting / 11:30 a.m. / November 24, 2024 / Chapel

Those attending: Rev. Ryan Whitley, Senior Warden Mary Jane Park, Junior Warden Tom Shevlin, Treasurer Mary Clark, Wade Hamby, Michael Labbee, and Secretary Bill Barns. Mr. Jon Ward, Sexton, also attended.

- New business. The Vestry met to evaluate the four bids received for the rebuilding of the church property damaged during Hurricane Helene. The submissions include:

BARGER BUILDERS - \$531,624

BMS CAT - \$471,250 (Rough number)

Intellisite - \$672,842

WJ Create - \$575,707

- The Vestry conducted an in-depth discussion having assessed the individual bids and their strengths and weaknesses. Each was evaluated for completeness, details, items included (and those not), along with price.
- BMS CAT and Intellisite were eliminated.
- Jon Ward's expertise was invaluable and he has a working relationship with WJ Create (John Crum). This vendor is also able to commence work immediately; and this bid included cabinetry whereas the Barger option did not. All agreed that the local talent and knowledge were advantages.
- **A motion to accept the bid from WJ Create** was made by Mary Jane Park and seconded by Michael Labbee. The motion was approved.

The meeting adjourned at 11:56.