



“TO KNOW CHRIST AND TO MAKE HIM KNOWN”

VESTRY MEETING MINUTES

MEETING DATE: February 19, 2019

IN ATTENDANCE: Mother Anne Emry (Rector), Father Andy McQuery (Curate), Toni Phipps (Senior Warden), Mike Litchfield (Junior Warden), Cott Thompson, Mary Wood, Bill Rivoire, Melinda Mokalla, Linda Staples, Anne Martz, Chris Maguire, Dave Trietsch, Kathy Gordon (Treasurer), Kati Arp (Parish Administrator), and Michael Knutson (Vestry Clerk).

ABSENT: Judy Rankin and Mary Anne Bryan

OPENING PRAYER: At 6:36 pm, Mother Anne led the opening prayer.

SENIOR WARDEN: Toni Phipps discussed her vision in her new role as Senior Warden.

ADOPTION OF MINUTES:

- Mike Litchfield moved that the December 2018 Vestry Meeting Minutes be accepted. Cott Thompson seconded.
- **MOTION APPROVED**
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- **MOTION APPROVED**

RECTOR'S REPORT:

- Mother Anne reported the Annual Meeting was a success and the highlight of the event was the burning of the mortgage paperwork for the Goulet Building.

- The St. Paul's Youth (SPY) chili cook-off was highly successful and was a multi-generational event. Youth Coordinator Amy Goerger was to be congratulated for her hard work leading to the success of the event.
- The vestry retreat agenda was promulgated to the vestry via email. Shauna Hodges will prepare meals. There were no reported dietary restrictions.
- The April meeting of the Vestry was proposed to be set for April 23, 2019. In addition, there will be no August Vestry meeting.

CURATE'S REPORT:

- Father Andy provided information of Black History Month, which directly relates to the history of the Episcopal Church.
- Father Andy will be coordinating a series of Episcopal 101 classes, four in total, to be held after the Sunday 10:00 am services.
- Confirmation and reaffirmation of faith will be held in Eastertide. A Bishop's visit is expected to occur at Pentecost.
- The Burrito Brigade has been taking a look at the Kairos Soup Kitchen (KSK) as a ministry to be adopted at St. Paul's. This ministry has been negatively impacted by violence and vandalism issues. Up to 19 local church congregations had been involved with the KSK. This ministry is under review.
- Father Andy will be attending several meetings; to include a lunch and lecture regarding teen suicide at the City Club of Salem (2/22/2019), a meeting with legislators (3/4/2019), and the Salem Leadership Forum (3/26/2019).

TREASURER'S REPORT (Submitted by Kathy Gordon):

January's overall parish net for the month/year is a surplus of \$5,420. This included January's monthly/year-to-date operating surplus of \$12,911. This operating surplus exceeds the period's budgeted surplus of \$7. The overall surplus is due to the receipt of several annual paid-in-full pledges totaling \$15,240 and below-budget operating expenses in all areas of operations. Our annual budgeted operating budget is \$81 (breakeven for all intents and purposes). The balanced budget is largely due to \$10,000 of funds now available monthly from the Goulet Building.

Included in Operations: Pledge revenue collected is 121% of budget (due to the prepaid amounts), contributions are 83% of budget, and facility use revenues are 131% of budget; overall revenues exceed budget by \$6,184. Operating programs: Children's/Youth Formation is under-budget \$1,226 and Music Operations is over-budget \$662. Sexton and facility maintenance is under-budget \$1,823; overall expenses are under budget \$6,720.

In early January, St. Paul's paid off the bank mortgage on the Goulet Building by using \$384,030 from Unrestricted Funds. The unrestricted balance remaining at 1/31/19 was \$252,927. St. Paul's total cash and investments were \$3,590,995, at January month-end, of which \$2,988,164 is restricted. The investment yield with BNY was 51%, net of fees, due to an unrealized gain of \$164,000 for the month of January. Real estate investments contributed \$10,273 to the bottom line in January and have \$110,365 in cash and investments. St. Paul's reserves were \$18,071 for future capital projects and \$15,996 for the 1525 High St rental, which will need some forthcoming work.

A brief summary of the final numbers for December 2018 were provided: Our general operations ended the year with a surplus of \$6,308. This includes \$40,000 that was transferred into the Operating Checking from Unrestricted Funds to meet cash flows due to the 2018 deficit budget. Without the transfer we would have ended the year with a deficit of (\$33,692); this deficit is lower than the budgeted deficit of (\$54,466) by \$20,774. The positive end to the year is attributed to collections of 95% of pledge revenue with \$54,468 received in December, contributions of \$9,855 in December with year-to-date receipts at 168% of budget, and Christmas Season offerings of \$6,845.

DISCUSSION ITEMS:

Annual Meeting Feedback (Mother Anne)

- Suggestions included an open question and answer session with all St. Paul's leadership.
- Having food was well received, to include the system to move folks through the food lines.
- Start the meeting sooner.

Peter Chamberlain to Finance Committee (Cott Thompson)

- Cott Thompson moved to nominate Peter Chamberlain to fill a position-at-large on the Finance Committee. Dave Trietsch seconded.
- **MOTION APPROVED**

Report on Results of Stewardship Calls (All)

- In 2018, there were numerous stewardship and check-in phone calls. Many calls went to answering machines. Some contacts were made via email, and some contacts were made at church.
- A discussion occurred regarding when and how to engage in stewardship phone calls and solicitation of suggestions. Further discussion will occur after the Vestry retreat.

Finance Committee (Cott Thompson)

- The Finance Committee meeting was held 2/19/2019.
- The Finance Committee discussed as to whether the Finance Committee, the Property Committee, or both committees should have oversight of the Goulet Building.
- The Goulet Building repairs funding will come from the Maintenance Reserve fund. A list of projects was previously prepared.
- The Finance Committee sought approval for up to \$50,000.00 for 2019 building maintenance.
- For 2020, the Finance Committee will prepare two budgets for the Goulet Building; Maintenance Reserve and Goulet Building budget.
- Cott Thompson moved to authorize up to \$50,000 for Goulet Building maintenance and repairs, with \$20,000.00 coming from the Pioneer Trust Account (reserve account) and the Goulet budget. Mike Litchfield Seconded
- **MOTION APPROVED**

Property Committee (Mike Litchfield)

- Neale Quenzel's outstanding building review report is the basis identification and prioritization of needed repairs and maintenance of the St. Paul's.
- Safety issues took priority for needed building maintenance, which included stairwell lighting, moving doors at the top of the stairwell at the Myers Street entrance to the bottom of the stairwell and lockbox (for after hours key access) improvements.
- Neale Quenzel completed painting the stairwell at the Myers Street entrance.

Personnel Committee (Chris Maguire)

- The monthly meeting was cancelled due to inclement weather

Outreach Committee (Melinda Mokalla)

- No report

Education Formation (Dave Treitsch)

- No report

Children Ministry (Anne Martz)

- No report

Old Business:

Communications Center

- Mother Anne the new Communications Center is nearing completion. Cabinetry and countertop are nearing completion. The new location is the place where foot traffic is most common (in between the library and the main stairwell to the lower level). The current location near the office is no longer convenient nor is it well traffic by the congregation.

New Business:

By-Law Review (Dave Treitsch)

- The last official update of the By-Laws was in 2013. In order to update the By-Laws, any and all proposed changes must be presented at the Annual Meeting, per current By-Laws.

Safe Training (Kati Arp)

- Safe training is required to be completed by all members of the Vestry. The training can be completed Online and is effective for five years.
- Training completion needs to be 100% by the April 2019 Vestry Meeting.

Parochial Report (Kati Arp)

- There was discussion regarding proposed changes.
- Cott Thompson moved to approve the 2018 Parochial Report. Dave Treitsch seconded.
- **MOTION APPROVED**

Diocese Workshop (Toni Phipps)

- Two Diocese workshops for congregational leaders will be held. The first will be held on 3/9/2019, at St. Francis, Wilsonville, OR. The second will be held on 4/27/2019, at St. Luke's, Grants Pass, OR.

Additional Outreach (Kati Arp)

- The Salem Police Department conducted a safety review of St. Paul's
- A written report was provided and many of the issues identified had been previously identified by Neale Quenzel's building review.

Vestry Retreat (Mother Anne)

- The desire/goal was for all to attend the retreat.
- The main topic for the retreat was strategic planning.

CLOSING PRAYER: At 8:31 pm, Father Andy closed the meeting with a prayer.