

Present: Bob Fuchs, Don Halbert, Bill Bittenbender, Jim Belvin, Margaret Bearden, Bryan Wester, Steve Russell, Dave Ham, Fr. Eric Mills

Following a prayer, the following items were discussed at an in person meeting beginning at 10:00 am., Margaret attended via Zoom.

- The November minutes had been previously approved via email. **A motion to approve as written was made by Bob Fuchs ,seconded by Bill Bittenbender, and approved.**
- Treasurer Bob Fuchs reviewed the November 2022 budget and expenses. Revenues for the month were \$16,791 less than expenses. Year to date revenue is \$63,378 greater than expenses. Year to date revenues are greater than budget by \$28,652. This is primarily due to higher than budgeted Identified Offerings and Loose Plate. Year-to-date expenses are \$35,574 less than budget. The rector's November pension payment was overpaid and will be corrected in December's payment.
- We received authorization from the Diocese to use a diocese approved auditor for the 2022 audit; this should provide a substantial savings to St. Philip's.
- Conversion to the Realm accounting platform is complete and most conversion issues have been resolved. Pledge reminder statements were emailed through Realm the first week of December.
- Parishioners prepaying their 2023 pledges will be reminded to identify in the memo on their check those payments for 2023. For the first two weeks of the new year, contributions received in January that have a 2022 date will be posted as 2022.
- The Men's Group has not reconvened and does not plan to have a Tree of Lights this year.
- \$48,000 has been written off in the Capital Campaign due to parishioners passing away or relocating. After the write-offs, \$107,000 in pledges are still outstanding and are being followed up on. \$72,000 in remaining capital expenses include improvements to the chapel annex and balcony, microphones, fob readers, and wireless door buttons.
- A first cut at new website through Realm is being worked on by Bob and Lorraine. The Communications Committee will review the website development. A prototype is planned to be available in January. The old directory and the donations record links in the current website have been removed due to incomplete data.
- Rick Pearce will review the property insurance bill, which is higher than what we had expected.
- **Jim Belvin moved to credit the maintenance reserve account with a donation received through a deceased parishioner's will. The motion was seconded by Bill Bittenbender, and approved.**

- Bill Bittenbender reviewed the open work items for the parish hall, the sanctuary and improvements to the chapel annex. We continue to wait on back-ordered microphones and hearing impaired devices for the sanctuary. All items are fully funded from the remaining Capital budget. Baffles have been constructed and installed for noise mitigation in the parish hall. John Urban has recommended a plexiglass partition with steel supports for the balcony railing improvement. Bill also noted that a refund of \$3,000 was received from the builder's risk policy.
- Jim Belvin reported that the Stewardship campaign was a huge success, with kudos going to co-chairs Liz Halbert, Bobbie Fuchs and the entire Stewardship Committee for the smooth campaign. Per Bob, there are 181 pledging units and \$29,000 more in pledges than in our final budget; these will allow us to pay the insurance deductible and maintenance reserve contributions from our 2023 pledges.
- It was agreed that according to the Endowment Policy the Endowment Committee does not require additional approval for endowments that fund existing line items in the budget, e.g. Staff salaries or Building maintenance. If a potential donor expresses an interest in establishing an endowment for an expense or project that does **not** involve an existing Church program, the Committee will gain the approval of the Rector and the Vestry **or** Senior Warden before proceeding with any formal discussions. However, the rector, vestry and senior warden must approve any Endowments for newly established funding, e.g. a Columbarium Endowment. A capital maintenance program for the chapel and annex was previously created with a \$17,500 donation. A new donor has donated stock valued at \$93,000 on the date of sale to be added to this endowment. The donor identified an alternative purpose in case the endowment is no longer needed. It was suggested that it would be helpful to offer to donors a menu of different opportunities for Endowment support.. Offering alternative purposes for endowment donations will be used as a model for any excess endowment income.
- Investment Chair Margaret Bearden reported the following investment results: Vanguard Balanced Index Fund (VBIAX) —(-14.49%) YTD, Vanguard FTSE All World ex-USA Fund (VFWAX) — (-14.47) YTD, and Vanguard Federal Money Market Fund— 3.74% current yield.
- Bryan Wester reported for the Buildings and Grounds Committee. St. Philip's passed its fire inspection report and quarterly insect spraying was done. It was noted that the two St. Philip's welcome signs on Howe St. and Moore St. need their posts painted now that the signs have been cleaned. It was stated that some parishioners have reported they are still not able to hear well in the back of the church. This will be followed up- Bryan was asked to present a ministry minute to inform the parish of the need for assistance on the committee.
- Steve Russell discussed the need for a new Memorial Garden leader. Anita DuBois is retiring after many years of this ministry. Anita has been asked to deliver a ministry minute for the Memorial Garden.
- Fr. Eric discussed the need for temporary outdoor signs when service times have been temporarily changed (e.g., Annual Meeting service at 9:00 am.) It was suggested he speak with David Gruber. Fr. Eric also would like to be able to dim the hanging lights in the sanctuary that have only an on/off switch. An electrician will need to be consulted.
- An upstairs cleanup of items in the attic needs to be addressed along with items in the backyard, A process to determine what gets disposed of will be created, and will be discussed at

the next Ministry Board and Communicators meeting. The Campus Utilization sub-committee needs to meet and discuss policies for storage.

- It was agreed to maintain the current Mission Fund document and not pursue a new endowment agreement.
- **Jim Belvin moved to adjourn the meeting. Bill B. seconded the motion and it was approved.**
- Fr. Eric offered the closing prayer. The next scheduled meeting is January 10 at 10AM in Room 202 of the Parish Hall.