

Present (by Zoom Meeting): Bob Fuchs, Don Halbert, Bryan Wester, Steve Russell, Dave Ham, Bill Bittenbender, Margaret Bearden, Jim Belvin.

Guests: Harry Singley, Bill Tomz, Lorraine Beamer, Anita DuBois

Following a prayer, the following items were discussed and/or decided at a Zoom meeting beginning at 10:00 am.

- The November minutes had been previously approved via email. **A motion to approve as written was made by Jim Belvin, seconded by Bill Bittenbender and approved.** There was no meeting in the month of December.
- Several members of the Memorial Garden Committee attended to discuss issues surrounding moving the air conditioner units to a different location. Issues discussed included the current available and unsold interment spaces in the garden, the current costs of interment and related expenses, the proposal to move the HVAC units from the garden to a new site, future expansion of interment sites in the existing garden and the longer term possibilities, including a new columbarium. The committee's short term proposal is to relocate the HVAC units in order to eliminate the noise that disrupts the garden environment. Bill Tomz has received three proposals to relocate the HVAC units, and it was decided that he would go back and review the issue with the city inspector to determine the best possible location for the units, then return to the F&F with a proposal. It was also decided to form a committee to establish a longer-term plan regarding future expansion.
- Treasurer Bob Fuchs reviewed the preliminary full-year 2021 budget and expenses. He noted that pledges for the year were \$36,000 under budget, but total revenues for the year were greater than budget by \$9,000. Expenses for the year were \$22,000 under budget, including the 2022 pre-payments for Insurance Deductible and Maintenance Reserve. Overall, revenues for the year were greater than expenses by \$32,000, and additional changes may occur in the next couple of weeks.. **Bob made a motion to recommend to the Vestry that the finalized 2021 operating budget surplus be used for capital project expenses in order to reduce the future mortgage. The motion was seconded, discussed and approved.** The books will be kept open until January 10 for checks dated by December 31, 2021.
- Based on Capital pledges paid to date (\$1,277,289 or 85% of total pledged), Bob currently estimates the mortgage required at the end of construction to be \$711,215. Our 2022 budget is based on a mortgage of \$700,000, so we are hoping to collect at least another \$11,215 in capital pledges before the end of construction in April (revised certificate of occupancy date is 4/8/2022). Bill Bittenbender expects a cost increase of approximately \$18,000 for the kitchen revision expenses, but otherwise feels we will come in at or very close to budget. He also noted that money is in the budget for sidewalk repair.
- Flower revenues and expenses were discussed. Bob will contact Lorraine Beamer and the flower guild to see if there are recommendations to better "advertise" the opportunity for people to sign up to donate for altar flowers.

- The topic of long-term maintenance liabilities and maintenance reserves was discussed. Bryan Wester will begin a search for a leader of a group that will make recommendations for scheduling of capital expenses and size of maintenance reserves.
- Bob has been advised of a donation for a new sound system in the sanctuary. **After discussion, Bob made a motion to accept the \$15,000 anonymous gift to be used towards a new sanctuary sound system. The motion was seconded, discussed and approved.**
- Investment Chair Margaret Bearden reported that the YTD returns on our two equity Vanguard mutual funds are: Vanguard Balanced Index Fund—14.42.%% and Vanguard FTSE All-World Index-US Index—8.12%. The current yield on the Vanguard Federal Money Market Fund continues at 0.01%. The investment strategy discussion resulted in agreement to continue with the current allocation of funds. Margaret Bearden and Bob Fuchs will develop a recommendation for the Board for moving temporary restricted funds that are not needed in the short term from the money market fund to the equity funds.
- Bryan Wester for Building and Grounds reported that in November fire alarm testing in the sanctuary was completed as well as quarterly pest control. In addition, Clay Fairley assisted Bryan in moving the fire doors saved from the Carr-Jorgenson House to the new parish hall. Trees and limbs have been trimmed behind the sanctuary, with more trimming still needed. Bryan plans to have a drone inspect the two round stained glass windows to help determine their condition and needs for repairs.
- Jim Belvin announced that January 30 is the date set for the Endowment “ministry minute.” He was asked to create a legal/financial addendum to go along with the template already written for donor use.
- Bill Bittenbender reported on the parish hall construction. Current estimate for completion date is April 8, 2022. Rough-in inspection of plumbing and electrical is expected next week.
- **Bill Bittenbender moved to adjourn the meeting, it was seconded, and approved.** After a closing prayer, the meeting was adjourned at 12:30 pm.
- The next meeting of the F&F Board is scheduled for Tuesday, February 8 at 10AM in the chapel annex.

