

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

Following a prayer by Don Halbert, the following items were discussed and/or decided at a meeting in the parish hall, beginning at 11:00 am.

- The May minutes had been previously approved via email. A motion to approve as written was made by Jim Belvin, seconded by Bob Fuchs, and approved. The minutes have been posted on the website.
- Bob Fuchs reviewed the 2021 year-to-date budget and expenses, noting that pledge receipts were less than budget during May but remain ahead of budget with a large number of full-year pledges already prepaid (including \$20,000 of 2021 prepaid pledges paid in 2020). Revenues exceed expenses YTD by approximately \$12,000. He expects expenses to increase this month due to “catch-up” pension expenses for our assistant priest. The expenses for the purchase and installation of the labyrinth pavers were mostly offset by donations. Bob will do a mid-year review and factor in full-year pledge revenues versus budgeted expenses in order to provide a better picture of our financial status. The Capital Campaign still needs approximately \$72,000 in pledge receipts by the completion of the new Fellowship Hall in order to avoid dipping into our Cash Reserves.
- Margaret Bearden reported the YTD returns on our two equity Vanguard mutual funds: Vanguard Balanced Index Fund—6.82% and Vanguard FTSE All-World Index-US Index—11.52%. The latter fund was added to our portfolio in May after the board approved the recommended percentage. The current yield on the Vanguard Federal Money Market Fund continues at .01%.
- There was review and discussion of the Treasurer’s draft of the new Cash Reserve Policy. Bob suggested that a proper title would be “St. Philip’s Fiscal Management/Cash Reserve Policy.” Suggestions for clarifications of verbiage were offered. Fr. Eric suggested that a priority list of possible events needing funding from Cash Reserves be created. Jim Belvin moved to circulate via email a plan to establish a “warning” balance amount (\$100,000) and an “execute” amount (\$50,000) with regard to reviewing and making significant budget cuts. The motion was seconded by Bill Bittenbender and a final document with these changes will be circulated for final approval.
- Bob led a discussion of our practices for Collection Counters. He noted a need to return to having non-related counters, with exceptions only for extenuating circumstances.
- Don Halbert continued a discussion regarding possible letters to parishioners regarding the need for additional pledges to the Capital Campaign. Fr Eric plans to provide an orientation for new members that will include information on pledging opportunities. Two letters are proposed—one for those with larger unpaid and behind schedule pledges and one for those who have not yet made pledges. Bob Fuchs as Treasurer and Bill Bittenbender as Capital Campaign Chairman will sign the letters.

- Bryan Wester for Building and Grounds noted that a new and improved key lockbox has been received. There was discussion regarding doors on campus that have been found unlocked, and that there have been problems with closing and locking doors. A backflow test required by the City of Southport has been scheduled for June 17 and will be executed by BFPE for \$75 each for five backflow systems. Bryan Wester has replaced five heads and brought the front zone on the Moore St property online. The drip zone for that property has been partially re-worked with remaining work to be completed in the near future. At present, two zones are in automatic operation as needed by the property. Additional zones will be returned to operation as conditions and construction allow. Bryan also reported that the new shed roof has been damaged and the hole has been temporarily covered. Suggestions were made for economical repairs. Fr. Eric asked that the water heater serving the sacristy be drained, as there is an unpleasant odor when running water. Bryan reiterated his need for volunteer assistance. It was suggested that he generate a short list of major areas of responsibility (i.e., HVAC, sprinklers, plumbing, etc.) that may enable people with a particular talent or interest to understand what is needed and what they would be volunteering for.
- Bryan has worked with Fulford and has received quotes on replacing the HVAC systems for the sanctuary. A significant discount would be available for replacing all the blowers and heating/cooling units at the same time. Most of the units date from construction of the sanctuary building in 2003, with one replaced in 2011. It is clear that the units have exceeded their expected lives. During Fulford's and Bryan's review of the systems, several issues were found, including problems with the balcony unit and the hall thermostat. Three bids will be necessary before making a decision. We will revisit this issue at our next meeting.
- Jim Belvin discussed the new Endowment program proposal that has been developed. Minor changes were suggested. \$100,000 in donated funds will trigger the hiring of a professional money manager. The proposed policy will be edited and then presented to the Vestry.
- Bill Bittenbender reported on the Fellowship Hall construction. Walls and floor joists are now in the process of being installed. The siding on the sanctuary building was removed to expose the second floor and has now been covered with tar paper. Fencing is expected to be installed on Friday of this week. Construction is now 45 days behind schedule, and Urban is working on establishing a new completion date.
- Dave Ham and Steve Russell have been working on a campus beautification project. They hope to be able to install sod, shrubs and mulch at the Moore Street entrance. They are working on donations to fund this project.
- Fr. Eric offered the closing prayer, and the meeting adjourned at 1:45 pm..

