

**St. Philip's Episcopal Church
Vestry Meeting
January 19, 2021
Minutes**

Present: Dana Richardson, *Sr. Warden*, Dave Ham, *Jr. Warden*, Jimbo Smith, Debbie Evans, Bill Bittenbender, Tom Griffin, Bob Wright, Liz Halbert, Holly Meiners, Mike Chase, Steve Russell, Deborah Jordan, Fr. Eric Mills

Guest: Lorraine Beamer

Ex Officio: Bob Fuchs, *Treasurer*, Margaret Bearden, *Clerk*

Opening Prayer. Fr. Eric opened the meeting via Zoom with a prayer.

Minutes. The December 2020 and January 3, 2021 minutes had previously been approved via email.

Treasurer's Report.

**Treasurer's Report to Vestry
January 19, 2021**

Operating Budget	2020 YTD Actual	2020 YTD Budget	2020 YTD Variance	2019 YTD Actual	YTD Ac- tual vs. 2019	2020 FY Budget
Revenues						
Pledges	503,432	565,000	-61,568	540,070	-36,638	565,000
Flower Revenue	3,100	8,025	-4,925	7,065	-3,965	8,025
Identified Offerings	59,286	40,000	19,286	39,731	19,556	40,000
Loose Plate	3,763	10,504	-6,741	10,722	-6,959	10,504
Parish Hall Rental	600	660	-60	670	-70	660
Miscellaneous Receipts	6,102	15,000	-8,898	17,318	-11,216	15,000
Total Revenues	576,282	639,189	-62,907	615,575	-39,292	639,189

Expenses

Parish Staff	322,389	403,124	80,735	393,927	-71,538	403,124
Administration	32,335	34,118	1,783	33,411	-1,075	34,118
Property	238,361	86,550	-151,811	77,555	160,806	86,550
Vestry	60,975	71,028	10,053	57,657	3,318	71,028
Faith Formation	2,435	4,500	2,065	4,416	-1,981	4,500
Outreach	5,250	6,000	750	10,170	-4,920	6,000
Parish Life	203	6,950	6,747	2,817	-2,613	6,950
Pastoral Care	737	2,600	1,863	1,176	-439	2,600
Worship	6,803	18,834	12,031	9,939	-3,136	18,834
Total Expenses	669,489	633,704	-35,785	591,066	78,422	633,704
Net Total	-93,207	5,485	-98,692	24,508	-117,715	5,485

Loans

	End of Month Balance	12/31/2019 Balance	Change
Mortgage Payable	0	174,417	-174,417

New Parish Hall

Project Costs		Project Funds	Total	Current	at 9/30/2021
Construction Cost		Pledges	1,410,949		
Parish Hall/Admin	2,029,850	Collected		994,420	1,070,870
Architectural Services		Outstanding		416,528	340,078
Construction Supervision	20,500	Other Funds	366,119	354,878	366,119
Other Costs		Mortgage	835,000	0	835,000
Furniture & Fixtures	37,500	Total Funds	2,612,068	1,349,298	2,271,989

Contingency 5%	101,500	Total Spent	2,347,649	212,467	2,347,649
Misc.	6,173	Available Funds	264,419	1,136,832	-75,659
Total Construction Cost	2,195,523				
Actual Construction Spending	60,341				
Remaining Construction Spending	2,135,182				
Pre-Construction Spending	152,126				
Total Project Costs	2,347,649				
Total Spent to Date	212,467				

Assumptions

Project Costs are the not-to-exceed in the last Urban contract

Some or all of the contingency money may not be spent

September 30 construction completion date must be confirmed

Pledges for 2018 through 2020 are under paid by \$143,950.

\$273K of outstanding pledge payments for 2021 through 2023 are shown as 100%.

2021 pledge results through December

	# 2021 Pledges	2021 Pledge Amount	# 2020 Pledges	2020 Pledge Amount	2020 Pledge Paid to Date	Existing % of 2020 \$s
New Pledger	13	\$29,100.00				
Existing More	69	\$314,110.38	69	\$265,575.04	\$263,106.90	118%
Existing Same	54	\$157,106.00	54	\$157,106.00	\$142,358.00	100%
Existing Less	20	\$37,040.00	20	\$58,846.00	\$54,754.00	63%
Existing No 2021	0	\$0.00	26	\$61,610.00	\$40,227.76	
TOTAL	156	\$537,356.38	169	\$543,137.04	\$500,446.66	106%

Received 1 pledge for \$600 for Mortgage Reduction

Received 1 pledge for \$1,200 for Capital Campaign

2021 Pledge Budget	\$581,157.00	Current pledges	\$43,800.62 less than budget.
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Respectfully submitted,
Bob Fuchs
Treasurer

Bob presented a thorough review for Vestry members of the financial structure and reports that are presented monthly to the Vestry and parish. Highlighted in this review were the checking and investing accounts, the Rector's discretionary checking account, the credit card account, and financial software we use. Also reviewed was the general ledger account structure, approvals required by budget owners, the function of the Finance and Facilities Board, the Treasurer's monthly report to the Vestry, the operating budget, and restricted funds.

During the presentation Bob commented that 2020 pledge payments were \$61,000 less than budget and total revenues were \$63,000 less than budget, both of which did not include \$11,000 of prepaid pledges that were not identified as such when donated in 2020. YTD expenses are \$66,000 over budget, which includes \$162,000 from cash reserves to pay off the existing mortgage. 156 pledges have been received for 2021 for a total of \$537,000. As compared to 2020, this is 13 fewer pledges and \$6,000 less revenue. There remain 26 people who pledged in 2020 but have not pledged for 2021, some of whom are now deceased. Received pledges are \$44,000 less than the amount in the approved 2021 budget. Bob stated that the collection of capital campaign pledges is \$144,000 behind through the end of 2020.

Dana Richardson presented a motion to receive the Treasurer's report which was seconded by Tom Griffin and approved. Steve Russell expressed gratitude to Bob on behalf of the Vestry for his work as Treasurer.

NOTE: The 2020 Financial information was updated after the meeting to reflect final end-of-year results.

Rector. Fr. Eric read the following from the Vestry installation and asked those who had been unable to attend to confirm:

“Each Vestry person subscribes to the following declaration and promises: ‘I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary to salvation; and I do consent to be governed by the doctrine, discipline and worship of the Protestant Episcopal Church in the United States of America’.”

He also mentioned “Safeguarding God’s Children,” a required diocesan training for Vestry members that will be offered in the near future.

Due to the increased health safety measures, the Vestry retreat is now contained in a 90 minute slide presentation that will be available tomorrow morning. Vestry members are asked to take notes and write down questions as they go through the slides. Homework will be assigned which is to be emailed back to Fr. Eric by Sunday evening. Included in the presentation is a link from a sermon a year ago and a TED video “Golden Circle—Why?”. He plans a Vestry Zoom call to discuss the retreat for Saturday, January 30 at 9 am.

Senior Warden. Dana Richardson noted that he will be working with Fr. Eric to keep the Vestry informed of events affecting them and the Church. He has offered to put out the agenda in coordination with Fr. Eric, with a goal of sending it out by the Friday preceding the Vestry meeting. He asked that Vestry members contact him with items to add to the agenda, and his goal is to have all read-ahead material distributed by noon on Monday before the meeting. He encouraged Vestry members to think critically and to ask questions. With regard to making and seconding motions, he asked members to identify themselves so that they can be recorded correctly by the clerk. He also asked persons making the motions to provide the verbiage of any approved motions to the clerk via email following the meeting.

Junior Warden. Dave Ham noted that VPOD duties are currently in recess due to the pandemic. There was discussion regarding a VPOD customary which Lorraine Beamer

has in her records. It was suggested to use the “Signup Genius” online service that has been used for in-worship services in order to schedule VPOD duties when we return to services in the sanctuary. Lorraine will send the customaries for both the sanctuary and the beach ministry, and members are asked to suggest any changes to Dave by next Tuesday.

Outreach Endowment Nomination. Liz Halbert’s position as Outreach Endowment representative has expired. Bob Wright nominated Rich Alt, who was approved for the position.

Building Committee Update. Bill Bittenbender reviewed the status of the new building construction. The building committee meets on Tuesday mornings a 9 am. Susan Carney will be updating the parish through the e-news. He expects the foundation to be started by February 1, 2021. At this point the surveyor needs to mark the corners of the building. Surveys have been delayed by Covid-19. A triangular piece of property to the left of the Chapel is being studied for possible exchange with the city. Bill noted that supply chain delays are expected. The final construction loan documents have been executed and the title issue resolution is in process.

Bill encouraged the various ministry boards to relay their recommended campus uses of the new Fellowship Hall to Dana Richardson.

Strategies. Reports from two strategy teams were sent to Vestry members and are attached to these minutes.

Pending Actions. Bob Fuchs will confer with Dana Richardson regarding the reconciliation of the payoff of the old mortgage and the funding with Cash Reserves.

Bob Wright will ask Rich Alt to confer with Liz Halbert regarding role and responsibilities of the Outreach Endowment representative.

Lorraine and Bob will be asked to establish a process to ensure that any changes to the ACS personnel file be communicated to the Treasurer to ensure that both data bases are the same.

An action was tabled until next month regarding nomination of Dana Richardson to succeed Bill Carney as one of the three signatories authorized to request funds from the Mission Investment Fund. Two signatures are required for each transaction and Bob Fuchs and Bill Bittenbender are the other authorized signers.

Closing and Prayer. Mike Chase presented a motion to adjourn, seconded by Bill Bittenbender, and followed by a closing prayer from Fr. Eric at 7:35 pm.

Respectfully submitted,
Margaret Bearden, *Clerk*

STRATEGY UPDATES

In-Reach. The Vestry In-Reach Strategy Team has been unable to undertake any new actions due to current Covid restrictions. Our survey of unmet parishioner needs was completed in October, reviewed, and followed up on, including phone calls to parishioners. Some comments on tweaking programs were received but it was clear that all needs were being met by the various existing ministries. After careful consideration and prayer, I must ask if we really need a vestry “In-Reach” component.

Policies and Procedures. Our strategy group has received the majority of information it needs to proceed with our final steps.

Since our change to a program church in approximately 2017, we feel that our review of minutes back to 2015 is sufficient for our needs.

The strategy team will begin putting information about each ministry board, and the ministries included in it, in hard copy form in a notebook in the church office.

Each ministry chair will be responsible for amending /updating this information yearly. If there is no change they can contact Lorraine to note this in the notebook.

If there are changes, the board chair shall update these changes in the notebook as well as letting Lorraine know.

We have found discrepancies in information about ministry boards between hard copies and what is on the website. These should be the same.

The Parish Life Board will be charged with compiling a comprehensive list for hard copy distribution to newcomers that matches what is on the website.

Our goal remains to have our work completed by the end of February.

Deborah Jordan
Liz Halbert
Dave Ham