

St. Philip's Episcopal Church
Vestry Meeting
March 16, 2021
Minutes

Present: Dana Richardson, *Sr. Warden*, Dave Ham, *Jr. Warden*, Jimbo Smith, Debbie Evans, Bill Bitenbender, Tom Griffin, Bob Wright, Holly Meiners, Steve Russell, Deborah Jordan, Rich Alt, Mother Lisa Erdeljon, *Assistant Priest*, Fr. Eric Mills, *Rector*

Absent: Liz Halbert, *Ex Officio* Bob Fuchs

Guest: Lorraine Beamer

Ex Officio: Margaret Bearden, *Clerk*

Opening Prayer. Fr. Eric opened the meeting at 5:30 pm via Zoom with a prayer.

Minutes. The February minutes have been approved via email.

Treasurer's Report.

Treasurer's Report to Vestry
March 16, 2021

Operating Budget	2021 FY Budget	2021 YTD Actual	2021 YTD Budget	2021 YTD Variance	Feb Ac- tual	Jan Actual	Monthly Change
Revenues							
Pledges	581,157	142,375	96,860	45,516	43,703	98,672	-54,969
Flower Revenue	8,025	380	1,338	-958	155	225	-70
Identified Offerings	41,208	6,700	6,868	-168	4,180	2,520	1,660
Loose Plate	7,500	69	1,250	-1,181	37	32	5
Parish Hall Rental	600	150	100	50	100	50	50
Miscellaneous Receipts	15,000	2,672	2,500	172	88	2,584	-2,496
Total Revenues	653,490	152,346	108,915	43,431	48,262	104,084	-55,822
Expenses							

Parish Staff	433,349	55,919	53,980	-1,939	25,651	30,268	-4,617
Administration	35,316	6,329	5,886	-443	3,562	2,807	755
Property	87,596	12,844	8,331	-4,514	2,722	10,218	-7,496
Vestry	65,060	10,999	12,760	1,761	5,270	5,729	-459
Faith Formation	1,700	0	25	25	0	0	0
Outreach	7,050	1,550	1,550	0	0	1,550	-1,550
Parish Life	4,924	0	729	729	0	0	0
Pastoral Care	1,080	119	180	61	0	119	-119
Worship	16,894	2,246	2,630	384	1,379	866	513
Total Expenses	652,969	90,006	86,071	-3,935	38,584	51,559	-12,975
Net Total	521	62,340	22,844	39,496	9,678	52,525	-42,847

Comments:

January pledge includes \$20K of pre-paid pledges in 2020.

17 families have paid their full year pledge; total donated \$75K.

Loose plate is \$1,181 under budget because there were few in-sanctuary services in January & February.

Medical insurance payments are \$4,339 over budget because December premiums were paid in January.

Administrative assistant is \$1,065 under budget because fewer hours were worked in January & February.

Computers Network & Web is \$1,204 over budget for live stream equipment in February which was not in budget. It was approved to be spent in 2020.

January grounds keeper equipment (\$882) was not in the budget but was offset by a \$1.5K donation for ground keeping equipment and supplies in Miscellaneous Receipts.

Property insurance is \$3,499 over budget because December premiums were paid in January.

In January, \$700 was spent on a lot survey for the Chapel of the Cross that was not in the budget.

Insurance deductible is \$833 under budget because operating budget was not moved to Vanguard in January & February.

Office Rent is \$980 over budget because storage unit expenses in February were not in budget.

Diocesan Convention is \$2,000 under budget because nothing was spent in January.

\$599 was spent in January for Mother Lisa's visit to Southport that was not in the budget.

Project Costs		Project Funds	Total	Current	at 11/15/2021
Construction Cost		Pledges	1,413,721		
Parish Hall/Admin	2,029,850	Collected		1,019,179	1,019,179
Architectural Services		Collect by 11/15			132,375
Construction Supervision	20,500	Outstanding		394,542	262,167
Other Costs		Other Funds	366,138	366,138	366,138
Furniture & Fixtures	37,500	Mortgage	835,000	0	835,000
Contingency 5%	101,500	Total Funds	2,614,859	1,385,317	2,352,692
Misc.	6,173	Total Spent	2,352,692	270,404	2,352,692
Total Construction Cost	2,195,523	Available Funds	262,167	1,114,913	0
Actual Construction Spending	113,235				
Remaining Construction Spending	2,082,288				
Pre-Construction Spending	157,169				
Total Project Costs	2,352,692				
Total Spent to Date	270,404				

Assumptions

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

Some or all of the contingency money may not be spent

November 15 construction completion date

Pledges for 2018 through 2020 are under paid by \$133,194.

Must collect \$132,375 by end construction; 66% of outstanding pledge to end construction.

Respectfully submitted,
Bob Fuchs
Treasurer

Steve Russell presented a motion to receive the Treasurer's report which was seconded by Bill Bittenbender and approved.

Rector. Fr. Eric Mills welcomed the Rev. Lisa Erdeljon to St. Philip's to serve as Assistant Priest. Fr. Eric will bring all revised staff descriptions, to next month's Vestry meeting. Holy Week is approaching and the staff is focused on services for that week. We've experienced some technical issues with live-streaming, but believe them to be resolved now with increased bandwidth from Spectrum after assistance from Hooks Systems (our wifi/technical provider). It is hoped that we'll be able to offer live-streamed services for all of Holy Week that may be viewed by others who are unable to attend services throughout our community, as well as other Episcopal churches.

Fr. Eric also welcomed new Vestry member Rich Alt, who is serving the remaining months of 2021 of Mike Chase's term, who resigned last month.

Fr. Eric reminded everyone that Janet Fox is responsible for all external community press releases and notices, while Lorraine Beamer remains responsible for all internal communications. It's important to keep our communications only through Janet and Lorraine in order to maintain consistency and accuracy.

Senior Warden. Dana Richardson also welcomed Mother Lisa and Rich Alt to the Vestry meeting. He reviewed Action Items from February. The policy updates for Cash Reserves and Maintenance Reserves are still in process with the Finance & Facilities Board. The actions stated in the Letter of Agreement for Mother Lisa have been completed.

Dana reminded Vestry members to retain monthly minutes in their notebook with any updates and important copies of documents included.

Bob Wright presented a motion to receive Mother Lisa's executed Letter of Agreement. The motion was seconded by Bill Bittenbender and received. Dana presented the job description for Assistant to the Rector; the motion to receive was presented by Bill Bittenbender and seconded by Deborah Jordan, and was received. Dave Ham presented a motion to authorize a resolution allocating \$35,000 of the

Assistant Priest's compensation, at her request, as a housing allowance. The motion was seconded by Tom Griffin and approved, and the resolution follows these minutes.

Dana discussed pending By-law changes to Article 3, (c), (d) and (g), one of which would serve to clarify protocol and confusing language when a new Vestry member steps in to replace a resigning Vestry member. A motion to accept the revision to the By-laws was presented by Bill Bittenbender and seconded by Deborah Jordan. After discussion, it was apparent that there was a need to study the revisions further and a motion to table that motion was made by Dave Ham and seconded by Bill Bittenbender -the motion was approved.. Dana advised that once the Vestry approves By-law changes, they will be forwarded to the Diocese for review. If the changes are approved by the Diocese, the By-laws will be returned to us for distribution to the parish (by October) for review and presentation at the Annual Meeting.

Dana presented job descriptions for the Senior Warden, Junior Warden and the Executive Committee. A motion to approve was made by Bob Wright and seconded by Steve Russell. The motion passed.

A request by ECW for storage space is being forwarded to the Executive Committee along with the recommendations by the Campus Use Committee and the Building Committee for follow-up review of options.

Junior Warden. Dave Ham also welcomed Mother Lisa and Rich Alt to the Vestry meeting. He discussed temporary changes to VPOD duties and reminded Vestry members to make sure their contact information is correct, which will facilitate VPOD swapping. He also noted that the access to the church was being reviewed during construction of the Fellowship Hall when the sidewalk from Dry Street to the Bell Tower Narthex will be blocked by construction fencing. The main issue is how to accommodate those parishioners who will need assistance transiting from the street to the service. With regard to Maintenance Reserve account, Bryan Wester and John Titrington will be making an organic assessment for future maintenance or equipment replacement expenses that will require the use of the Maintenance Reserves funds. In addition to determining the potential near-term need use of Maintenance Reserve funding, it should also establish the need to contract for a professional maintenance plan firm to develop a long-term maintenance plan that could be used to develop a maintenance budget.

Strategy Team. Bob Wright discussed the need to define terms and language for better communication to ministry boards. Any suggestions made to ministry boards, particularly post-Covid, are clearly meant to be suggestions. He also discussed the need to establish a new Safety and Security Committee to build on the work done by the previous committee in 2019. Tom Griffin presented the motion to approve the draft Safety and Security Charter; Debbie Evans seconded the motion and the charter was approved.

(Strategy reports will follow these minutes as an addendum.)

Building Committee Update. Bill Bittenbender discussed building material changes required for the Fellowship Hall. Due to the unavailability and delay of metal structures, Urban Construction is now recommending lumber framing with no increase in cost. Bill reviewed the necessary changes and is comfortable with their suitability and appearance. There was discussion regarding the Dry Street pathway to the Narthex as well as the pathway along the church on the Dry Street side. A ramp may need to be installed for wheelchair access up the steps at that entrance.

• **Action Items Review:**

Policies for Cash Reserves and Maintenance Reserves - pending F&F Board review;

Staff job descriptions - pending;

By-law changes -pending;

Request from ECW for storage space - pending;

Letter of Agreement for Mother Lisa - received and actions executed;

Mother Lisa's Housing Resolution - approved;

Job Description for Assistant to the Rector - received;

Job Descriptions for Senior Warden, Junior Warden and Executive Committee - approved;

New Safety and Security Charter-approved;

Mission Investment Fund edited resolution - completed.

Closing and Prayer. Fr. Eric noted that Bishop Skirving will be with St. Philip's for the 9:30 am and 11:00 am Easter (April 4th) services. Mother Lisa offered the closing prayer at 7:15 pm.

Respectfully submitted,
Margaret Bearden, *Clerk*