

ALL SAINTS' VESTRY MINUTES

Location: All Saints' Episcopal Church
Date: June 26, 2023
7:00 P.M.
Chair: Rev. Catherine Thompson, Priest in Charge

Present: Jill Browning, Rob Cramer, Jody Deveney, Michael King, Leo Laryea, Sharon O'Rear, Hilary Pettigrew, Rachel Querry, Toni Serini, Rev. Catherine Thompson, Mark Walker, Waymon Wright

Absent/Excused: Angie Richards

The Vestry entered session at 7:05 and opened with prayer.

Opening Prayer: Toni Serini

Information Sharing and Updates:

Posting of Vestry Minutes and Financial Reports - (Jill)

Process is in place so this will be done in a timely manner.

Discussion on pictures in the hallway - (Catherine)

Conversations regarding former rectors' pictures in the hallway. There have been some complaints about the presence (especially the newest additions) in this particular hallway. We do want to recognize the importance of showing the past. It was mentioned that the wall was not very diverse or welcoming to persons of color. Discussion about not relocation occurred. It was mentioned that we do not have a picture of every rector. Would like entry halls to show where we are currently and where we are going more than focus on history. Moving forward. Suggestions included moving the Vestry to the wall as the current view. Court street hallway was discussed to be the history hallway and making the wall more of a vibrant ministry's hallway. Consensus was found.

Vestry Person of the Day - (Catherine)

There is a need to provide fellowship every Sunday. Assigning two vestry people of the day. Early vestry member will make coffee. Ordering bite size snacks to provide. Later shift person will clean up. We need the doors checked every Sunday. There will be a schedule. Patrick Street, Memorial Garden, Chapel, Church Street, Jr/Senior High doors, all of them. Next Steps. Starting the first Sunday of August.

Action Item: Jill will set up the VPOD in Ministry Pro

Action Item: Catherine will post new accurate coffee making instructions and clean up instructions.

Candlelight tour leadership - (Jill)

Seeking a couple of people to lead the effort. We had over 2k who came to see All Saints last December.

Action: Jill will be contacting people to take leadership in the Candlelight tours

Mandatory Safe Church Training - (Jill)

The training passwords now work.

Action Item: All please complete safe church training asap if you have not done so already.

Leasing/Rental Committee Update- (Toni)

The committee met the effort to streamline the contract has diverted and now it looks like we will actually be adding a bit more. Rates are not determined at this time. One question is should active member pay to use the Church? What constitutes an active parishioner? What about non-profits we founded? Do we charge for weddings/funerals? Clarification on insurance? Currently insurance proof must occur if you rent. Securing the Office Floor space. Do we

want to rent the church for weddings that are non-parish non-Episcopalian. Membership is a fuzzy thing. Should we charge extra for storage space for long term renters? Do we want to allow only beer and wine or hard liquor at events?

Action Item: Toni will post questions on Trello and the Vestry members need to read them and respond as soon as possible.

Voting Agenda:

April Consent Agenda – (Jill)

Reports on Trello: Priest in Charge, May Meeting Minutes, Buildings and Grounds, Sr. Warden, Jr. Warden. Music Directors Report. Toni moved to approve the consent agenda. Hilary seconded. Motion was approved.

April Treasurer's Report and Financial Class – (Sharon)

On budget, our revenues are 119 percent to budget expenses at 102 percent. In a good position. Plate giving is exceeding our expectations and pledge contributions are lower at 98 percent. Fee was calculated for question last year. Less than 1 percent. Next month's Budget and Finance, they will be reviewing the past 6 months to make recommendations for the next 6 months. The current committee will stay as it stands.

Water Fountain – (Mark)

The source of funds to work these fountains is Restricted fund for capital improvements. Vestry needs to release the funds it has over \$54000 in it. With the recommendation of Buildings and Grounds, to release funds for 2 water fountains, which include bottle fillers and a standard water spout. Cost, including installation, for the office hallway, and basement. The one in the Parish Hall will be removed by the Over the Hill Gang. 3800/unit, total of 7600.

Question: Why replace the fountains? They are not good.

Motion made by Michael King to use \$7600 to replace two water fountains and this money will come from the restricted fund for capital improvements. Seconded by Waymon Wright. Motion was approved.

IT Support – (Mark)

Why do we need IT support? The current state of All Saints' IT is unacceptable. The outages that occur cause work delays and stoppages. The phone systems are not consistent and have stopped working for days at a time, causing people to feel neglected. Urgent issues are not handled in a timely fashion because they are missed.

Intelice Solutions has been presented as our best option after careful consideration from the Junior Warden, Priest-in-charge and others. Their proposal is to offer 24/ management support for \$1,422.50 a month for a total of \$17,070 a year. There is a recommended one-time charge of \$3580 to setup/upgrade and transition data. A motion was made by Leo Laryea to contract Intelice Solutions to become the IT Support for All Saints at \$1422.50 a month with the setup of \$3580 for a total of \$20,650. The motion was seconded by Rob Cramer. Discussion occurred. The question was asked if the one-time was a fixed rate or an hourly. It was identified as an hourly and could increase. The Vestry asked that this be changed to a fixed rate even if it was going to be more. The motion was amended to include approval upon the completion of this request.

Motion was approved.

Storage update (Jody)

The storage effort is moving forward, we have had a successful "spring cleaning". The next goal is to move the vesting needs of both chalcists and acolytes to a room nearer to the service. This will include reinstating the Faithful Families room to become a "quiet room" for parents to bring children etc. during the service and having a vesting room in the undercroft. To do this Jody is requesting \$200 to update a room for vesting with mirrors, locks and hanging rods. This also includes purchasing clear bins.

Motion was made by Leo Laryea to approve the expenditure of up to \$200 for the purchases mentioned above. Rob

Cramer Seconded. The motion was approved.

Action Items from Meeting

Action Item: Jill will set up the VPOD in Ministry Pro

Action Item: Catherine will post new accurate coffee making instructions and clean up instructions.

Action: Jill will be contacting people to take leadership in the Candlelight tours

Action Item: All please complete safe church training asap if you have not done so already.

Action Item: Toni will post questions on Trello and the Vestry members need to read them and respond as soon as possible.

Action Item: Catherine will speak with Intelice regarding the fixed price one-time charge.

Action Item: Rachel will write up three bullet points to put into next week's bulletin.

Spirit Tracker: Mark

Pleasant conversation before the meeting opened.

Different sensitivities arose in the discussion of the rector pictures in the hall.

Creative ideas began to emerge, and the group's energy increased.

Some concern about scheduling and task definition surrounding VPOD.

Uplifted feelings during discussion of the Candlelight Tour.

Frustration with the process for Vestry training courses.

Most people struggled through the tedious topic of rental rates and requirements, and the remaining uncertainties.

Productive cooperation on how to handle the consent agenda, and to cover the budget report in this evening's meeting.

Engaging discussion on water fountains.

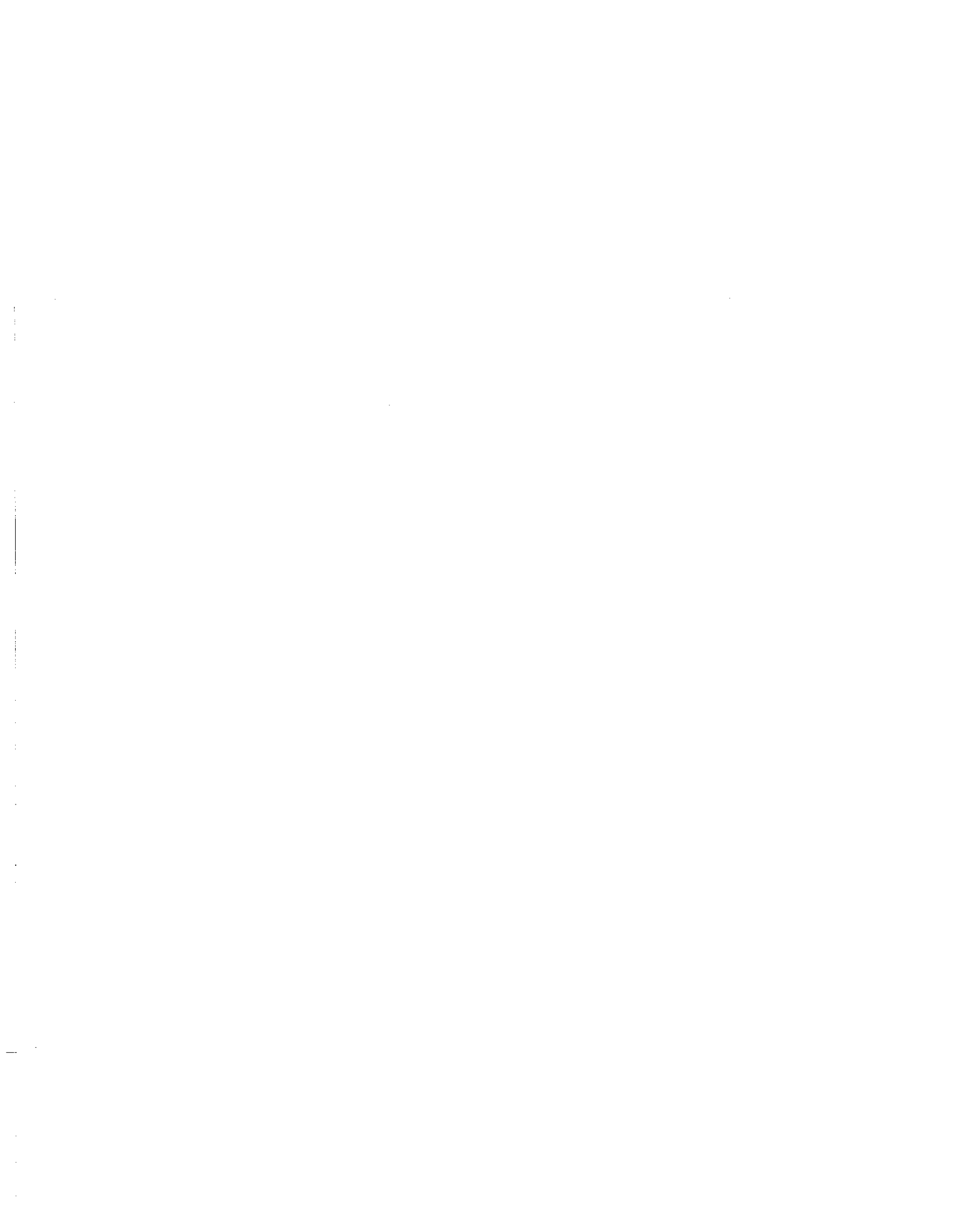
Earnest discussion on the IT contract.

Storage space discussion was lively and energetic.

Overall, a productive meeting with a lot of positive energy.

Closing Prayer: Toni Serini

Adjourned: 9:45 p.m.



Financial Package for Vestry

All Saints' Episcopal Church

For the period ended May 31, 2023



Prepared by

Cornerstone Franciscan Ministries

Prepared on

June 9, 2023

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Key Performance Indicators and Commentary

<p style="text-align: center;">On Budget</p>	<p><u>Operating Fund - Actual Versus Budget</u></p> <p>Overall, actual results are in alignment with the budget on a year-to-date basis. Contributions are right on target at 100% of budget. Expenses were 101% of budget due to continued lower Building & Grounds costs, and higher anticipated clergy costs during the clergy transition.</p> <p>May: Revenues 119%, Expenditures 102% to Budget YTD: Revenues 102%, Expenditures 101% to Budget</p> <p>YTD Operating Revenues: \$216,575, Expenditures: \$370,351 Net Op Loss: \$153,776</p> <p style="text-align: center;">Net Operating Loss: \$153,776 Funding from Investments: <u>\$155,825</u> \$2,049</p>
<p style="text-align: center;">GOOD</p>	<p><u>Cash Position</u></p> <p>Sufficient cash in operating account to fund operations.</p>
<p style="text-align: center;">OK</p>	<p><u>Church Contributions</u></p> <p>Year-to-date Contributions to a pledge are slightly behind the budget expectation (98% to budget plan). Additional detailed giving analysis was performed at 5/31 and provide to leadership. Contributions not to a pledge have increased and are slightly ahead of budget expectations (104% of budget plan). A large contribution not to a pledge of \$10,000 was received in May.</p>
<p style="text-align: center;">OK</p>	<p><u>Investments</u></p> <p>Net losses realized in May of (\$59,167), leaving the YTD value change in a net gain position: \$120,316</p> <p>Year to Date: Value Change, market volatility: \$120,316 YTD Distributions: (\$155,825) Investment Income, re-invested: \$64,121 Fees: (\$18,718)</p>
<p style="text-align: center;">GOOD</p>	<p><u>Payment of Accounts from Clients/Customers and to our Vendors</u></p> <p>Current on all accounts.</p>

Statement of Financial Position

As of May 31, 2023

	May 31, 2023	Dec 31, 2022
ASSETS		
Current Assets		
Bank & Investment Accounts		
Bank Accounts	303,422	327,969
Investment Accounts	5,774,036	5,764,142
Total Bank & Investment Accounts	6,077,458	6,092,111
Accounts Receivable (A/R)	100	6,650
Other Current Assets		
Pledge Receivable	0	924
Prepaid Expenditures	19,903	9,681
Undeposited Funds	500	0
Total Other Current Assets	20,403	10,606
Total Current Assets	6,097,961	6,109,366
Fixed Assets		
Fixed Assets	10,225,601	10,225,601
Total Fixed Assets	10,225,601	10,225,601
Other Assets		
1501 Kolb Trust Assets	456,512	432,248
Total Other Assets	456,512	432,248
TOTAL ASSETS	\$16,780,074	\$16,767,216
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
2000 Accounts Payable	922	4,326
Credit Cards	1,805	1,785
Other Current Liabilities	5,051	11,380
Total Current Liabilities	7,778	17,491
Long-Term Liabilities		
2950 Mortgage Loan - PNC	115,252	134,936
Total Long-Term Liabilities	115,252	134,936
Total Liabilities	123,029	152,427
Equity		
Operating Fund - Beg of Year	-12,303	-12,303
Restricted Net Assets	2,467,819	2,432,642
Unrestricted Designated Net Assets	14,199,479	14,194,449
Net Revenue	2,049	
Total Equity	16,657,045	16,614,788
TOTAL LIABILITIES AND EQUITY	\$16,780,074	\$16,767,216

Actual vs Budget Summary - Operating Fund

January - May, 2023

	Actual	Budget	over Budget	Total % of Budget
REVENUE				
Contributions	189,310	189,167	143	100.00 %
Facilities Rentals	18,080	16,667	1,413	108.00 %
Other Operating Income	9,185	5,625	3,560	163.00 %
Total Revenue	216,575	211,458	5,117	102.00 %
GROSS PROFIT	216,575	211,458	5,117	102.00 %
EXPENDITURES				
1. Action	54,690	53,315	1,375	103.00 %
2. Worship	11,080	8,833	2,246	125.00 %
3. Life in Community	3,001	625	2,376	480.00 %
5. Study and Learning	852	833	18	102.00 %
6. Governance	259,813	257,703	2,110	101.00 %
7. Buildings and Grounds	40,917	44,188	-3,271	93.00 %
Total Expenditures	370,351	365,497	4,855	101.00 %
NET OPERATING REVENUE	-153,776	-154,039	262	100.00 %
OTHER REVENUE				
Funding for Operating Budget	155,825	155,825	1	100.00 %
Total Other Revenue	155,825	155,825	1	100.00 %
NET OTHER REVENUE	155,825	155,825	1	100.00 %
NET REVENUE	\$2,049	\$1,786	\$263	115.00 %

