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**VESTRY MEETING MINUTES**

**Monday, 20 2023 - 6:30 PM**

**Live Meeting at Burtenshaw Hall**

***“To Know Jesus Christ and Make Him Known”***

**Present:** Curtis Mills, Senior Warden; Steve Burns, Junior Warden; George Stalle, Sam Locklear, Foster FitzHugh, Corrine Hofstetter, Barry Mansell, Karen Vernon

**Not Present:** Amanda Cantelmo, Melissa Lehigh, Kerry Carter, Wade Hembree

**Clergy:** Reverend W. Reginald Simmons, Rector and Deacon Josh Hilton

**Guests:** Ann Christensen

**Treasurer:** Mareed Meek Stollman

**Clerk:** Heather Okuda

**Welcome/Opening Prayer:** Meeting opened @ 6:30 PM with a prayer by Fr. Reggie Simmons.

**Devotion: Foster FitzHugh – Transfiguration – *Matthew 17:1-9***

*Six days later, Jesus took with him Peter and James and his brother John and led them up a high mountain, by themselves. And he was transfigured before them, and his face shone like the sun, and his clothes became dazzling white. Suddenly there appeared to them Moses and Elijah, talking with him. Then Peter said to Jesus, “Lord, it is good for us to be here; if you wish, I will make three dwellings here, one for you, one for Moses, and one for Elijah.” While he was still speaking, suddenly a bright cloud overshadowed them, and from the cloud a voice said, “This is my Son, the Beloved; with him I am well pleased; listen to him!” When the disciples heard this, they fell to the ground and were overcome by fear. But Jesus came and touched them, saying, “Get up and do not be afraid.” And when they looked up, they saw no one except Jesus himself alone.*

*As they were coming down the mountain, Jesus ordered them, “Tell no one about the vision until after the Son of Man has been raised from the dead.”*

The next Devotion – at the March Vestry Meeting – will be given by Kerry Carter*.*

*Devotion and Vestry Responsibility* *Schedule for 2023 – February through January* UPDATED 2.20.23:

February: Foster FitzHugh

March: Kerry Carter

April: Steve Burns

May: Curtis Mills

June: Heather Okuda

July: Wade Hembree

August: George Stalle

September: Amanda Cantelmo

October: Missy Lehigh

November: Sam Locklear

**Approval of Minutes – January Regular Vestry Meeting:**

A motion was made by Curtis Mills to accept the January Meeting Minutes as written; Foster seconded the motion and the motion passed; all members present were in favor.

The topic of breakfast was presented, and the question of whether to increase efforts and move beyond eggs and bacon was vocalized.

**Financial Review – Month of January 2023:** **Mareed Stollman**

The Treasurer’s Financial Summary Report dated 02/13/2023 was presented:

Financial Highlights as of 1/31/2023 & Top Items for Review

January 2023 Balance Sheet

**Cash:**

FCB Operating/Checking Account $347,601

Renasant Operating Account            $ 4,821

**Total Cash $352,422**

Less Funds in Restricted/Designated Accounts -$226,210

**Total Operating Funds $126,212 (Decrease of $23,542)**

**Debt:**

Diocesan Foundation Mortgage Loan      $ 92,882

First Citizens Mortgage Loan                   $594,172

**Total Debt                                    $687,054 (D**ecrease of $4,567)

January 2023 Statement of Revenue & Expense

1. Total Contribution Revenue was $60,071 for the month, against the monthly budgeted amount of

$49,987– 120% of Budget.

a. Plate receipts for January were $672 – under the monthly budget of $918 by 27%.

b. Non-pledged contributions were $8,427 in January – 30% under the $12,078 monthly budget.

c. Pledge payments in January were $50,472 - over the monthly budget of $38,178 – 132% of

what was budgeted.

d. Faith Giving contributions of $500 were received – against a zero budget.

e. Bottom line for contributions: January was a great start to 2023 for Pledge Payments.

2. Other Revenue for the month of January totaled $46,241 against the monthly budgeted amount of

$45,642 – 101% of budget.

a. Revenue of $12,087 for the category of “Release Restricted - Salary Support” was received

as budgeted.

b. The Preschool Operations Fee was $2,819 for the month, equaling budget.

c. Breakfast Revenue of $245 fell short of the budgeted $340 by 28%.

d. Friends of Music contributions of $1,295 were 216% of the $600 budgeted amount.

e. The Prior Year Surplus of $29,795 was recorded.

f. This brings Total Revenues to $106,313 for the month - 111% of the budgeted $95,629.

3. Total Expenses for the month of January were $67,357 – against the month’s budget of $69,616 –

97% of budget.

a. Administration expenses were 37% over budget, primarily due to: Vanco Online Giving (large

amount of year-end donations), Copier Expense (high Christmas Printing volume), and

Telephone/Internet (due to set-up costs as we switched over to a new telephone system).

b. Building &amp; Grounds Expenses came in slightly under budget at 91% - cleaning supplies

invoice was not received, no general repairs were required, and several other budgeted

expenses were less than anticipated.

c. Parish Life was under budget at 92% for the month: no spending for Children’s &; Youth

Ministries, and reduced Communication expense – invoice for live streaming was not

received.

d. Staff Expenses were slightly under budget due to budgeted increases not yet incurred.

4. The 2022 Net Operating Surplus of $90,731, has been allocated as follows:

a. Carried over $29,795 into the 2023 Operating Budget as Prior Year Surplus

b. Added $33,302 to Maintenance Reserve Designated Account

c. Applied $4,816 to Roof Repair Restricted Account \* (now has zero balance)

d. Applied $22,818 to Building &amp; Grounds Upgrades Restricted Account \* (now has zero

balance)

5. Overall Year-to-Date Summary for Revenue &amp; Expense – as of January 31, 2023:

a. Total Actual Revenues = $106,313; YTD Revenue Budget = $95,629; 111% of budget.

b. Total Actual Expenses = $67,357; YTD Expense Budget = $69,616; 97% of budget.

c. Net Total (Revenue less Expense) is a positive $38,956 for 2023.

**New Business**

The motion to move forward on roof repairs was made by Foster FitzHugh and seconded by Sam Locklear.

**Strategic Planning Assessment Ann Christensen**

Questions:

1. A question was asked by a vestry member on whether the survey was opened to the whole congregation. Where was the sample of people selected for the survey drawn from? Ann responded with the strategy behind the sample of people.

Presentation of Report

1. Introduction and reasons for strategic plan, how it was done and why it was done. Ann explained that she approached the survey the way a professional consultation would be done. It was made up of a composite of what Ann heard and learned throughout the years.
   1. Introduction Process: stakeholder information, best management practices,
      1. There were 22 people interviewed; this was the primary source of getting views of the parish. The goal was in understanding the situation at hand and discovering what to focus on; the survey needed to stay low profile, and the decision was made that the survey was not ready to go out to the whole parish because it was not focused enough. Nine vestry and the finance committee were also surveyed.
      2. Follow up questions
         1. How do you get diversity of opinions?
         2. Now we have focus areas, how do we want to share this information?
   2. Table of Contents: Structure
   3. Overview
      1. Health vs growth – don’t focus on growth, focus on health.
         1. What does it mean for a church to be healthy?
            1. Appendices are focused on health, managing change = managing growth
            2. Spend more time understanding the problem then trying to solve it
   4. Key Findings
      1. Society
      2. Newcomers
      3. “There is a tendency to worry about what newcomers will do for us rather than what we will do for them.”
   5. Summary of recommendations
   6. Perspective on renovations
2. Vestry Discussion and Item Assignment to Work Groups – Growth Teams
   1. Music
   2. Communications
   3. Pastoral Care
   4. Family Ministry
   5. Preschool
   6. Rector

Should there be two more teams for growth and admin?

**Rector’s Report: Fr. Reggie**

Rector’s Report for 16 January – 20 February 2023

The parish at a glance since 16 January:

* Attendance – we began the year with attendance with 77. Thankfully, that number as of 12 February is 131. We finished fiscal year 2022 with an average Sunday attendance of 140.
* Revenues – we are off to a great start as we exceeded our budget number of $95,629 with a January total of $108,313.
* Expenses – under budget for the month at $67, 357 versus a budget of $69,616.
* Morale – appears to be high as we had 15 parishioners to show up at the Cathedral on 28 January in support of Tom Reynolds for his Lay Commissioning.
* Annual Meeting – well-attended; we experienced some audio-visual challenges in presenting the video but were finally able to show it. We welcomed 3 new Vestry members and elected 4 delegates and 4 alternates for Annual Council in November.
* Teaching – we will finish our Advent/Epiphany study of C.S. Lewis’ book The Great Divorce on 15 February. Similarly, we will begin a new Sunday School class on the First Sunday of Lent entitled The Study of Anglicanism by Stephen Sykes, John Booty, and Jonathan Knight.
* Bible Study – both our Lectionary bible study on Tuesdays and our Genesis – Revelation study on Wednesday evenings continues to see new people show up-attendance varies from 5 -7 people at each. Heather Okuda led bible study on 1 February for the first time. She will be added to the facilitator rotation.
* Building and Grounds – ADT came out to attend to our alarm system. We have updated the notification list and hope that our alarm is now fixed. There is a leak in the roof above the sacristy that is being attended to.
* Staff – the staff underwent performance reviews the week of 12 February. Morale seems to be high.
* Preschool – celebrated Valentine’s Day with the parents with very good attendance
* Fundraising – we brought in $885.00 from our Super Bowl party on 12 February.

**Dates to Remember / Upcoming Events:**

Dates to Remember

Thursdays 6:00 to 8:00 p.m. - Ongoing Verity Ed Group has Burtenshaw Hall

Tuesday, February 21 – 6:00 to 8:00 p.m. Cub Scout Pancake Dinner

Thursday, February 23 – 8:00 a.m. to 12:00 p.m. Preschool event in Burtenshaw;

Men’s Group will need to relocate to elevator area

Thursday, March 2 – 6:30 to 8:0 p.m. EYC in the Boy Scout Trailer

Saturday, March 4 – 1:00 to 6:00 p.m. Boy Scout’s Pinewood Derby – Burtenshaw Hall

Tuesday, March 7 – 6:00 to 8:00 p.m. Cub Scout’s Blue and Gold Banquet – Burtenshaw Hall

Saturday, March 18 – 8:00 a.m. to 1:00 p.m. Friends for Life luncheon – Burtenshaw Hall

Monday, March 13 Finance Committee Meeting – Burtenshaw Hall

Monday, March 20 – 6:30 p.m. to 8:30 p.m. March Vestry Meeting – Burtenshaw Hall

**Dismissal: Father Reggie**

Meeting Adjourned @ 9:13 PM.

***Submitted: Heather Okuda, Clerk of the Vestry***