

## **St. Anne's Vestry Meeting Minutes**

**6/12/2022**

**Via Zoom**

**Approved 8-21-22**

This meeting was conducted on Zoom.

Present via Zoom: Darryl Hammill, Senior Warden; Debbie Walker, Junior Warden; Donna Williams; Carmen Caruth; Grace Phillips; Jason Wilkinson; Bob Hoover, Treasurer; Susan Gies Conley, Clerk

Absent: Ray Leonard; Eric Ekstrand; Stan Meiburg

Ginny opened with prayer. The agenda was modified to allow Bob to present the budget first as he is traveling with an injured family member.

1. Bob reviewed the financial report in the new format and provided a mid-year budget update.
  - We're in a good position for the year, and already \$31k over budgeted revenue for the year. A timing issue with insurance, which is paid a month in advance, was dated on the journal entry that caused two months' worth of payments to be recorded in one. There were also timing issues with the website and electricity that cause the expenses to look greater than what was budgeted.
  - Parish life has spent less than anticipated YTD, which is also a timing issue with reimbursed sales tax. These timing issues will straighten themselves out over the course of the year.
  - Actual expenses for the month were \$7k in the negative for the month, while remaining well under expenses budgeted for the year.
  - In the church fund budget report we have an addition of \$12,000 in pledged income over the budgeted, which is \$30k under last year's actual. He pointed out that we hadn't identified sources for interest and dividends or Restricted Income in those budget lines.
  - We have a commitment for Theological Education Support of \$750 that wasn't in the budget, but we are able to cover it without difficulty.
  - The bonus for our departing organist has been added to lay staff compensation.
  - Bob noted that we had no budget for the welcoming committee.
  - Even if you add up the amounts over budget we are in good shape.

## 2. Mid-year budget update

- The Vestry discussed whether we need to amend the initial budget. Carmen asked why we would not amend the budget to reflect the changes that have taken place in additional pledges and additional expenditures.
- Ginny stated that at this time the Vestry can recommend and vote upon revising the budget.
- Jason asked for Bob's recommendations for changes to budgeted expenses. Bob will make these suggestions in the next budget proposal.
- Bob clarified that as far as cash flow we have about another \$30k available for the newly-identified expenses, especially those that are capital, one-time expenses.
- Maybe \$5-10k maximum can flow against the increased annual revenue.
- It would be clearer to decide what we want to do, have Bob double check them, and Bob would prepare an amended budget for the Vestry's consideration.
- Donna raised the question of raises or bonuses for staff. Ginny shared that bonuses are wonderful, but raises that would affect staff members' retirement funds, are better. The staff has not had raises since 2019.
- Darryl asked where the money that we have allocated for technology reflected. Ginny said that it comes from the Betty Moore Fund, which is not a part of the budget at this time. In the future we will reflect income from that fund as budget lines for technology licensing, etc. Jason agreed that having such an item would be helpful.
- **Donna moved, Jason seconded that Theological Education, Plumbing, and Welcoming Committee categories should be returned to be individual budget lines. The motion was approved by consensus of the 5 members present.** (Grace had left at this point.)
- Bob noted that we do have a line item for technology that is under website and communication expenses. It has a sub-category for other technology.
- **Bob asked if the Vestry would like to update the pledge budget to reflect the additional \$14k pledged at this point. Debbie moved, Carmen seconded. The motion was approved by consensus.**

## 3. Discussion of article, "A Small Church Capital Campaign Experience."

- Several individuals supported the idea to hire a consultant, supplement already-busy staff and laity, and protect hurt feelings among parishioners.
- We discussed including on the committee the wisdom of someone who understands the investment markets as they would impact our ability to ask for capital gifts.
- Martha Murphy, Laura Pallovincini, and Ginny will consult with someone from the diocese about this activity.

## 4. Pentecost Likes/Concerns/Wishes

- Hurrah to Jason for figuring out how to stream the outdoor service!
- Carmen liked the birds being around us. Also, we are more in touch with the community any time we are outside. She'd like to see us do that more often.

- Several individuals who have been hesitant to worship inside the building for safety reasons attended. We also brought together the usual attendees from both services.
  - The potluck succeeded in having enough food! The chicken arrived late, we might have lost a few people due to that but not many. It's hard to know the timeframe for our service, participants, and vendor. The chicken was well-cooked, and Lowe's was told that we needed the food at noon.
  - Debbie suggested that we use Lean Back Soul Food for our catering needs as someone who has been connected to us.
  - Ginny was grateful for the beautiful weather. She wishes that more folks from the neighborhood would join in.
  - Jason wishes that there was a tie-in for sound to improve the technology.
  - We will explore other uses of our technology to improve the outdoor service.
5. **Approval of May minutes and the email vote minutes was moved by Donna and seconded by Jason The motion was approved by consensus.**
6. Bequest from Pat Johanssen
- Ginny would like to use Pat's unrestricted bequest to supplement Taylor Vine's income by employing him 5 hours a week at \$20/hr to update our website and streamline our announcements. The bequest would cover this amount with the exception of \$400 that could come from Ginny's discretionary funds.
  - Donna asked what is being doing otherwise with the website. Ginny clarified that the big project is an overhaul
  - **Donna moved and Jason seconded Ginny's suggestion to use Pat Johanssen's bequest to supplement Taylor's income to update our website and announcements.**
  - Taylor is no longer considered a member of St. Anne's since he went to seminary and is therefore not impacted by our policy prohibiting the employment of parishioners.
  - **The motion was passed by consensus.**
  - Darryl asked if Taylor would set up processes for future work, Ginny responded that Taylor's teaching background will help. Also our web designer is good at making video tutorials and will do so for us.
7. Security Update
- We have ordered new plexiglass to replace the broken glass on the Blessings Box. Gene Groves will install it once it is here. If we had a working camera system, we would have seen who broke it. It's been offline and a waste of money for the parish. Ginny has reached out for several quotes for new systems.
  - (The Clerk left at this point in the meeting for a prior obligation. Transcription from this point was created from the meeting recording.)
  - Ginny has forwarded a quote from Xerus Security System and requests that the Vestry vote to accept the proposal.
  - Debbie does not want to wait to vote until the August meeting to examine the CPI quote.

- Darryl pointed out that since Xerus is already a vendor of ours we don't need to go through the full quote process. We need a better security system to take care of our people primarily, and our things secondarily. He asked if they can do lighting too, and Ginny responded that this is a job for another vendor.
- **Debbie moved that we enter into the contract with Xerus. Darryl seconded. The vote was passed by consensus.**

8. Time to start asking people to stand for Vestry All 10 m

- Ginny reminded the group that we will vote at the annual meeting to change the bylaws to require only one person to stand for each open position. If it passes, we will need three people to stand. We can have more! She asked everyone to talk up the rewards of being on Vestry to counter the narrative that being on Vestry is a slog. The reason we moved our meeting to September 25 is because the Bishop is visiting on September 19 and this gives those standing a chance to be confirmed or received prior to the election.
- Ginny also requests that committees return to reporting back to the Vestry, even as we return to meeting in person from the virtual era.
- Ginny recommends that the Nominating Committee ask Julie Duboisson serve as the non-Vestry member of the committee.
- Darryl asked what happens if we don't have 3 nominees. Ginny said that we would have to stay there at the meeting until we had enough nominees. Donna recalled that we had this happen a few years back and we had several outstanding nominees from the floor.

9. Letter to the church from Vestry

- We need an idea of quorum numbers for annual meeting. It is based on 2/3 of the average Sunday attendance. Later in the season we will need to let the diocese know our actual membership to determine how many delegates we can send to convention. She recommends that we send a letter from the Vestry (not from the Rector) asking people to tell us where they are on their journey and offering to send their membership letter to another parish if applicable.
- One can be a member if they simply tell Ginny their baptism and confirmation locations and dates.
- The letter would be from a place of sincere desire to know where people are in their faith journey and place of worship.

10. Committee reports

- Debbie reports that the committees have started taking their summer breaks. Many committees have been busy this year. No written reports submitted.
- Julie Meiburg has been talking with Ginny about the Stewardship Committee and has some new ideas.

11. Widening the Welcome update

- Andrew Lopina did our renovations a few years back and has agreed to be our project coordinator. At the next meeting we will look at some drawings and look at ballparks for cost and timing. It probably won't begin until January 2023.

12. Website Refresh

- The site goes live next Tuesday! When it goes live to the public we'll do a tutorial on what is different.

13. Giving Mark and Ginny 1 extra week of vacation in 2022 and 2023

- The proposal would involve an extra week of supply clergy.
- The group went into executive session
- **The motion giving Ginny and Mark an extra week of vacation for 22-23 was passed in the executive session.**

14. When executive session ended, Ginny shared that the Finance Committee has added budget lines for the Welcome Comm, Plumbing, and Theological Support as well as funding for the security system. They asked the Security team to make recommendations for lighting.

15. Donna asked about the recent \$25,000 gift. Ginny shared that a member wants to set up two different funds that will be run through our Common Trust account with the Diocese. The principal won't be touched but we will have access to the interest. The seed money so far is \$25,000 already received by the church. Ginny will be speaking with him about his designation when the donor is available this summer. One fund is for building and grounds and one is for outreach. Each fund will have a value of \$250,000 each. Ginny doesn't want to announce the gift to the congregation until she's had a clear conversation about that with the donor.

16. Darryl reported that our online presence is 25-40% of the total participants in Sunday services. He'd like to make that part of an official count. Ginny said that, until the national church puts a standard in writing, we can't include those virtual individuals in our official average Sunday attendance. Everyone noted that in-person attendance has been really strong lately!

17. The Vestry takes July off from meeting. We need to have a slate for the Vestry elections by the next meeting on August 21. The next working meeting will be after the next Vestry is seated. The Finance Committee will have a budget to propose at the Parish Meeting in September.

18. Closing prayer

Upcoming events:

- Luncheon for Mark Biggam in another week, with a guest list of many individuals with whom he's worked over his 20 years with St. Anne's.
- Bishop Visit Sep 18
- Parish Meeting Sep 25.