

Saint Mark's Episcopal Church
Vestry Meeting Minutes
April 16, 2024, 6:30 p.m. via Zoom

Members Present: Fr. Chris Jubinski, Diane Stewart, Diane Feil, Tom Hadlock, Tom Horan, Marj Kulesa, Ashley McLean, Barbara Pettus, Steve Turner, Tom Simson, Carol Fitton

Check-in Time: Fr. Chris invited Vestry members to share news and prayer concerns.

Fr. Chris called the meeting to order at 6:43 p.m. with a prayer.

Call for Volunteers: Fr. Chris asked for volunteers to lead Vestry meetings with their choice of prayers, share short stories, poems, or reflections. Tom Horan volunteered for next month.

Consent Agenda: A motion was made by Barbara, seconded by Tom Horan, to approve the Consent Agenda, which includes the minutes from the March 19, 2024 and the April 4, 2024 Vestry meetings.

Finance Report (by Tom Simson):

Bright Beginnings: YTD March Tuition receipts, which comprise the bulk of Bright Beginning's Income, were \$221.6K, up 2.2% compared to \$216.7K YTD March 2023, while YTD March Income increased 3.9% to \$244.8 vs \$235.7 YTD March 2023. YTD March expenses were \$208.9K compared to \$272.8 YTD March 2023, a drop of 23.4%. Tom noted that salaries comprise most of the expenses and these were down 22.8% from \$235.3K in 2023 to \$181.6K in 2024. YTD March 2024 Net Income is \$35.9K vs -\$37.1K in 2023, a dramatic turnaround. He also mentioned that Summer School has historically been quite profitable, so now that it is being held again, that will help the financial situation. Tom highlighted the improving financial trend, but he also noted that the church has been picking up expenses since June 2023 that the school previously covered, including utilities and insurance. Tom also mentioned that the \$65K we loaned to Bright Beginnings last year has now been formalized as an asset on the SMC balance sheet (and therefore a liability on the Bright Beginnings balance sheet) and he will be paying the loan back from surpluses generated by Bright Beginnings in December.

SMC: Tom S reported YTD March 2024 Church Donations of \$61.8K vs \$89K a year ago, a drop of 30.5%. He mentioned that there was a major gift in 2023 that favorably impacted last year's Donations. Other Revenue increased to \$23.8K from \$1.3K in 2023, due mainly to rent from the Beinecke Building. For YTD March 2024, Salaries and Benefits Expenses were \$99.7K vs \$86.4K YTD March 2023. The March 2024 YTD Operating Loss of -\$90.4K compares to -\$65.6K in 2023.

Tom reiterated that Donations are now being entered in two categories: Pledged Donations and Non-Pledged Donations. The separate categories were put in place in mid-January, so there will be a couple weeks where Donations were not reported in both categories.

Tom reminded us that while we have started receiving \$10K/month rental income for the Beinecke Building, the real estate commission (paid upfront) is being expensed over 12 months at \$8K/month, which means we will start receiving the income benefit of the full \$10K/month rent beginning October 2024. Until then, we will essentially have net rent from the Beinecke Building of \$2K/month.

Tom also introduced a cash flow summary with the goal being to show that the withdrawals from the endowment basically mirror the negative cash flow for the parish for all sources.

Barbara reported that the investment balance is \$949,733 as of 3/31/24.

Capital Campaign: Fr. Chris thinks we will need to have a capital campaign due to 4 major expenses that have arisen: 1) the major electrical issues uncovered with the installation of the new organ that had to be remedied for approximately \$20,446 due to the unsafe electrical conditions (\$15K was from the organ fund and \$5,446 from the general fund, with the contractor donating an additional \$10K in parts and labor), 2) repair of the buckling stained glass window behind the altar, 3) the replacement costs that are being estimated by our HVAC contractor, Absolute Comfort, for the 4 air conditioning units that are no longer serviceable (2 in the Parish Hall and 2 downstairs that service the pre-school), and 4) the remainder of the organ expenses (approximately \$65K). The broken carillon system would be another candidate to add to the capital campaign. In addition to fundraising, the campaign should also include applying for grants and exploring other funding sources. He asked for partners in this effort. Barbara offered her services in regard to a Capital Campaign.

Committees:

Fr. Chris mentioned the need to establish some committees including, for example, committees to enhance parish communications, financial operations, and a Bright Beginnings committee or liaison. In addition, he again mentioned the 100th anniversary of the formation of the Episcopal mission in WHB and asked for volunteers to spearhead a possible celebration sometime in September or October. Marj volunteered for the anniversary celebration and said she would reach out to others in the Parish to help with the effort.

Vestry Nominations Committee: Diane S. thanked Tom Horan (for Warden) and Diane, Ashley, and Sandy for volunteering to run for positions on the Vestry.

Announcements / Upcoming Events:

- Fr. Chris mentioned he will be leaving this Sunday, April 21, after church for vacation and will be back on April 30.
- Plans are in the works for a brick pathway back to the garden where the former driveway was located.
- In response to a question from Diane, Fr. Chris said Saturday evening services will resume after Memorial Day.

Closing Prayer and Adjournment: The meeting was adjourned at 7:38 p.m. after Compline selections from the New Zealand prayer book.

Next Vestry Meeting: Vestry meetings are normally held on the 3rd Tuesday of the month at 6:30 p.m. The next meeting will be Tuesday, May 21. The Annual Meeting will be held on May 5.

Respectfully submitted,
Carol Fitton, Clerk