

Saint Mark's Episcopal Church
Vestry Meeting Minutes
March 19, 2024, 6:30 p.m. via Zoom

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

Fr. Chris called the meeting to order at 6:33 p.m. with the Collect from the Feast of St. Joseph.

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

Consent Agenda: A motion was made by Tom Horan, seconded by Marj, to approve the Consent Agenda, which includes the minutes from the January 16, 2024 Vestry meeting.

Finance Report (by Tom Simson):

Bright Beginnings: YTD February Tuition receipts, which comprise the bulk of Bright Beginning's Income, were \$144.3K, down 2.7% compared to \$148.3K YTD February 2023, while YTD February Income increased 3.9% to \$163.9 vs \$157.7 YTD February 2023. YTD February expenses were \$137K compared to \$162.1 YTD February 2023, a drop of 15.4%. Tom noted that salaries comprise most of the expenses and these were down 14.8% from \$137K in 2023 to \$117K in 2024. YTD February 2024 Net Income is \$26.8K vs -\$13.7K in 2023, a dramatic increase of 296%. Tom highlighted the improving financial trend, but he also noted that the church is picking up expenses that the school previously covered, including utilities and insurance. If there is a surplus at the end of the year, it will be transferred to SMC.

SMC: Tom S reported YTD February 2024 Church Donations of \$52.3K vs \$81.7K a year ago, a drop of 36%. Other Revenue increased to \$12.1K from \$.75K in 2023, due mainly to rent from the Beinecke Building. For YTD February 2024, Salaries and Benefits Expenses were \$63.4K vs \$53.8K YTD February 2023. The February 2024 YTD Operating Loss of -\$49.6K compares to -\$19K in 2023.

Tom mentioned 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. It was noted that invoices need to be sent to the tenant for shared expenses as outlined in the lease.

Barbara reported that the investment balance is \$982,674 as of 2/29/24.

New Carillon System: Fr. Chris reported that our aging bell system has stopped working. The company who provided it can provide a new system at a cost of \$22,000, and they offer a five year loan as well. Fr. Chris thinks this is vital and is willing to provide funding for this, although Vestry members think that there should be a fundraising campaign to finance this, possibly including a matching program or a "buy a bells day". More to come.

2023 Parochial Report: The report details are being compiled and will be completely shortly, at which point Fr. Chris will contact the Vestry so it can be admitted into the church records via a formal meeting as required.

Kate Gabrielsen's Insurance: Kate has continued her health insurance coverage via a former employer at cost savings to St. Mark's, but the premium has increased. Barbara made a motion to cover the \$34/month increase to Kate, seconded by Steve D.

Vestry Nominations Committee: Diane S. said that the terms of Diane, Ashley, and Tom Horan are up this year, so they will need to consider whether they wish to run again. Sandy is stepping down as Warden and with the concurrence of Fr. Chris, Tom Horan will be running for Warden. Diane and Ashley will consider what they wish to do and advise Fr. Chris as soon as possible. Typically, the Nominating Committee is comprised of Vestry members who are stepping down, so once Diane and Ashley have made their decision, this Committee will be constituted. Requirements are:

- Names must be published by April 5th
- Candidates must be Confirmed/Received Episcopalians, who receive communion regularly, and give to the support of the church.

Announcements / Upcoming Events:

Fr. Chris noted the following activities:

1. March 24 – Palm Sunday, single service at 9 a.m. followed by Breakfast
2. Holy Week services occurring each day from Wednesday, March 27 culminating with Easter Sunday services, March 31. These are outlined on the website as well as in the newsletter.
3. Community Easter Egg Hunt on Saturday, March 30, concurrent with the last Farmer's Market of the season in the Parish Hall.
4. There was an unscheduled surprise inspection of Bright Beginnings today where a score of 100 out of a possible 100 was received! Great job!
5. During the process of providing increased lighting for the new organ, a number of wiring deficiencies have been uncovered, which will likely require the services of an electrician to completely remedy.
6. The new HVAC company has identified the heating issue by the office area is due to the incorrect installation of equipment by the past vendor.
7. The Parish Hall and Bright Beginnings A/C systems need to be replaced. The existing equipment and coolant are no longer serviceable.
8. The Farmer's Market will take place in the Parish Hall until the end of April at which time it will move outside for the warmer months.

Question and Answer Time:

September 2024 is the 100th anniversary of the formation of the Episcopal mission in WHB, which may be cause for a more formal celebration along with a celebration of our new organ. Discussions are underway.

Closing Prayer and Adjournment: The meeting was adjourned at 7:40 p.m. after Evening Devotions.

Next Vestry Meeting: Vestry meetings are normally held on the 3rd Tuesday of the month at 6:30 p.m. The next meeting is scheduled for April 16. The tentative Annual Meeting date is May 5.

Respectfully submitted,
Carol Fitton, Clerk