

Saint Mark's Episcopal Church
Vestry Meeting Minutes
June 18, 2024, 6:30 p.m. via Zoom

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

Fr. Chris called the meeting to order at 6:35 p.m.

Barbara started the meeting with a Prayer for Summer. Diane volunteered to open the August Vestry meeting with a prayer.

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

Consent Agenda: Minutes from the May 21, 2024 Vestry meeting will be reviewed at the August 20th Vestry meeting.

Finance Report (by Tom Simson):

Bright Beginnings: YTD May Tuition receipts, which comprise the bulk of Bright Beginning's Income, were \$370K, up 3.3% compared to \$358.1K YTD May 2023, while YTD May Income increased 2% to \$398.1 vs \$390 YTD May 2023. YTD May expenses were \$332.8K compared to \$435.9 YTD May 2023, a drop of 23.6%. Tom noted that salaries comprise most of the expenses and these were down 24.6% from \$378K in 2023 to \$285K in 2024. YTD May 2024 Net Income is \$65.3K vs -\$45.8K in 2023, a dramatic turnaround. He also mentioned that Summer School has historically been quite profitable, so its return this summer will also 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). So far \$20K has been repaid including \$10K in June. He will continue to pay the loan back as surpluses are generated by Bright Beginnings.

SMC: Tom S reported YTD May 2024 Church Donations of \$83.2K vs \$127.8K a year ago, a drop of 35%. He mentioned that there was a major gift (approximately \$50K) in 2023 that favorably impacted last year's Donations. Other Revenue increased to \$47.1K from \$2.9K in 2023, due mainly to rent from the Beinecke Building. For YTD May 2024, Salaries and Benefits Expenses were \$154.3K vs \$134.1K YTD April 2023. The May 2024 YTD Operating Loss of -\$150.8K compares to -\$112.3K in 2023. He mentioned that we have made the switch to Paychex to process workers comp and disability.

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.

Barbara reported that the investment balance is \$887,887 as of June 18, 2024. Tom mentioned that there was a large endowment draw of \$26.5K for insurance and \$54.3K for 1/3 of the major repairs to the air conditioning systems.

Financial Software: Tom Simson reported that we are replacing Church Windows with Aplos software, which unlike CW is a true cloud-based system. Aplos is \$3,288/year vs \$2,400 (plus an upfront cost of \$1,500), but it has more functionality.

Amplify Media:

Fr. Chris mentioned that the Jubinski Family is underwriting this subscription, which provides a series of online videos and lectures by top theologians. This is an effort to provide opportunities for Parish members to learn and broaden our intellectual understanding. Anyone in the Parish can access this library by contacting Fr. Chris.

Announcements / Upcoming Events:

- Fr. Chris said the air conditioning components are being shipped and we hope to start installation next week.
- We are fortunate to have Rev. Dr. Anne Ritchie with us this summer and she will be preaching next Sunday.
- Fr. Chris said there have been rumors circulating that the altar stained glass window is being removed and he wants to emphasize that is not at all what is happening. Rather, the state of the window is being professionally assessed.
- Larry Andria and Chris Adams have been working on a brick walkway to connect the front parking lot to the back parking lot on the right side of the Beinecke Building.
- Marj mentioned she had really enjoyed an 11-week course called Sacred Ground and recommended that people look for the next course offering.
- Fr. Chris asked for prayers for those attending Convention. He also mentioned that due to the shortage of priests, there is a suggestion to extend retirement age to 75.

Closing Prayer and Adjournment: The meeting was adjourned at 7:33 p.m. after a Collect for Juneteenth from the Diocese of Missouri.

Next Vestry Meeting: Vestry meetings are normally held on the 3rd Tuesday of the month at 6:30 p.m. The upcoming meetings are scheduled for: July (no meeting), August 20, September 17, October 21, November 19, December 17 at the Rectory, January 21, February 18, March 18, and April 15. The Annual Meeting is scheduled for May 4, 2025.

Respectfully submitted,
Carol Fitton, Clerk

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.