

St. Margaret's Episcopal Church

Minutes of the Vestry Meeting

January 12, 2020

Present: Fr. Tommy Dillon, Senior Warden – Traci Precht, Junior Warden – Mike Baldwin, Secretary - Diane Bondioli, Treasurer - Jack Warner, Fay Barnett, Cheryl Duplechain, Julie Parrish, Tammy Gremillion. Also present: Vestry Candidates --Jennifer Ocken, Ronny Daley, Mark Liggett.

Absent: LaKedra Pam.

Meeting convened at 11:32.

- I. Opening devotion led by Fr. Tommy Dillon.
- II. Approval of November 11 Meeting Minutes. Motion by Traci Precht, seconded by Tammy Gremillion. Motion passed unanimously.
- III. Senior Warden Report:
  - a. Thanks to Junior Warden for handling particular issues.
- IV. Junior Warden Report (written report submitted):
  - a. Temporary fix made on urinal; will need to be replaced in 2020.
  - b. Waste Management still picking up twice a week despite request for once a week service. Unable to close top due to last pickup.
  - c. Power washing of walkway alongside office to parking lot planned, when weather permits.
  - d. Timer for portico lights has not been located.
  - e. Susan Rains and Landscape Committee working on safety railings.
  - f. Parking lot continues to sink/erode.
  - g. Christmas signage removed and stored in office hallway closet for next year.
  - h. Chip Blair has not recommended contact for sealing slate in the Memorial Garden; Mike is working with Curtis Baham to obtain bids from outside sources. Sealing slate is final item to be completed for Memorial Garden.
  - i. Professional sanding and sealing of church doors is scheduled.
  - j. Two rectangular tables borrowed by unknown person have not yet been returned.
  - k. Long Term Maintenance Needs: (1) Roof replacement; (2) HVAC cleaning; (3) Mold cleaning off church siding; (4) Power wash and remove unused/duplicate parking stripes; (5) Paint hallway, parish hall, and vestry meeting room.
  - l. Tasks for Parish Work Party: (1) Clear brush on south side of church property; inspect and clean drains; (2) Clear T Building roofs; (3) Extend roof joint troughs to 3 feet from building to avoid undermining HVAC cement platforms; (4) Empty work shed; dispose of trash and unused items.
  - m. Discussion of James Barrow's good performance with Here Today Gone Tomorrow boxes.
- V. Treasurer's Report (see report for details)

- a. Balance sheet as of December 31, 2019.
  - i. Cash in banks: \$140,908.49
  - ii. Other current assets: \$200.00
  - iii. Fixed assets net of depreciation: \$671,429.98
  - iv. Current liabilities: -\$1,631.52
  - v. Long term liabilities: \$236,209.74
  - vi. Restricted Funds: \$101,561.74
- b. Profit and Loss for December 31, 2019 and Year to Date
  - i. Revenue of \$41,066.35
  - ii. Pastoral Expenses of \$7,669.68
  - iii. Personnel Expenses of \$3,550.82
  - iv. Administrative Expenses of \$6,760.91
  - v. Program Expenses of \$1,683.64
  - vi. General Expenses of \$3,262.89
- vii. Month ended with a Net Income of \$17,788.41 against a Budgeted Deficit of \$6,247.91; Year to date Actual Income of \$33,943.62 against a Budgeted YTD Deficit of \$4,390.58.
- c. Discussion of closing 2019 books. Motion by Cheryl Duplechain, seconded by Mike Baldwin. Motion passed unanimously.

VI. Rector Report:

- a. Attendance at Christmas services was up by 43%, discussion of impact of earlier service times.
- b. Rising Strong workshop will be offered again in 2020.
- c. Jenn Ocken will facilitate the Financial Peace series in 2020.
- d. Confirmation class will be held in 2020.
- e. Epiphany Challenge issued to congregation.
- f. Maria Curry and Dorothy LeBlanc will work on Music Jam.
- g. Quarterly Children's Leader Service.
- h. Lenten Quiet Day to be offered.
- i. Progress on programs for Young Families.
- j. Book study planned.
- k. Discussion of youth programs, including use of dedicated funds for youth coordinator.
- l. Parish Retreat – committee is planning for another successful retreat.
- m. Review of 2019 stewardship strategy and look towards 2020 plans.
- n. Fr. Tommy will attend Gathering of Leaders for Entrepreneurial Ministry in Albuquerque from February 3-7.
- o. Vestry retreat will not be held at the Solomon Center; plan to have Friday night dinner at vestry member's home followed by a Saturday meeting at the Episcopal Church of the Nativity in Rosedale. Jenn Ocken is working on arrangements.
- p. Parish ministry leaders are to provide annual reports in PDF format to reduce need for paper copies at Annual Meeting.

- q. Discussion by Jenn Ocken of planned fundraiser to benefit Invite Welcome Connect ministry to sell note cards and other materials crafted by Jenn Ocken with the St. Margaret Icon. Sample cards shown to Vestry. Discussion of legal aspects of use of Icon.
- VII. Old Business
- a. Review of revised preliminary budget by Treasurer Jack Warner; \$2,000 in non-pledge income has been added to prior budget reviewed by Vestry.
  - b. Update by Mike Baldwin of Here Today Gone Tomorrow status; discussion of impact of James Barrow's service on HTGT revenue. Anticipate higher revenue in 2020.
  - c. Fr. Tommy provided draft agenda for Annual Meeting; Vestry members to provide food for meeting.
- VIII. New Business
- a. Proposed Vestry Retreat date - weekend of March 7. Fr. Tommy to send out Doodle poll.
  - b. Diocesan convention delegates to be selected at Annual Meeting. Paul Allman and Julie Parrish may be interested in serving as Delegates again; Cheryl Duplechain is interested in serving as Alternate.
- IX. Executive Session.
- X. New Business (resumed)
- a. Review of Vestry revisions to budget. 2020 Budget presented at Annual Meeting will have deficit of \$32,056, which will be partially offset by 2019 final surplus.
  - b. Motion to adopt revised 2020 budget by Traci Precht, seconded by Cheryl Duplechain. Motion passed unanimously.
  - c. Motion that Vestry review 2020 program expenses on a quarterly basis to monitor possible budget overages by Mike Baldwin, seconded by Julie Parrish. Motion passed unanimously.
- XI. Gratitude and Thank You Notes.
- a. Gratitude to Budget Committee members: Fr. Tommy Dillon, Traci Precht, Jack Warner, and Kathy Foster.
  - b. Gratitude to outgoing Vestry members: LaKedra Pam, Cheryl Duplechain, and Mike Baldwin for their service.
  - c. Gratitude to Mike Baldwin for service as Junior Warden.
  - d. Observation by Cheryl Duplechain that Vestry service allows the member to be another voice and is a part of our stewardship commitment.
  - e. Observation by Mike Baldwin that Vestry members need to talk to each other to assimilate information. Recommendation that Vestry Person of the Day be clearly identified by name tag/sign in addition to vestry medallion and actively invite questions/concerns during general announcements.
- XII. Closing devotion by Julie Parrish and adjournment.