

St. Thomas' Episcopal Church
Vestry Minutes

May 21, 2024

Those in attendance: Rev. Ryan Whitley, Senior Warden Mary Jane Park, Junior Warden Tom Shevlin, Treasurer Mary Clark, Pam Holley, Wade Hamby, Colin Burkhart, Michael Labbee, Kayla Mitchell, and Secretary Bill Barns.

Opening Business: The meeting was called to order at 7:00 p.m.

Opening Prayer: Prayers were offered by Wade Hamby. Bill Barns facilitated the spiritual exercise using The Supplication in the *Book of Common Prayer*, pg. 154. Collectively, the Vestry prayed for individual concerns and contemporary issues.

A Motion to approve the April Vestry Meeting minutes was made by Bill Barns and seconded by Mary Jane Park. **The motion was approved.**

Building and Grounds

- Old business:
 - Pipe work. There has been a dramatic price increase in the cost of repairing St. Thomas' buried water pipes since the original estimate was received nearly two years ago. One reason is that there is no comprehensive map of the existing plumbing and locating lines to be repaired is a significant challenge. An estimate has been received from The Clean Plumbers proposing roughly a \$30K repair cost. This provider offers a high level of confidence to locate pipes. Beginning the repair has some contingencies: water line repairs must be accomplished prior to Curry Garden work, or parking lot paving.
 - The funding source is complicated: \$13K set aside already. Also, the Diocese provides grants for church infrastructure work (generally not to exceed \$10K and goes to under-funded churches). Applying for this type of grant may be aligned with some conditions on use upon receipt, e.g. within Deanery, St. Augustine's, etc. A differential of \$7K (at a minimum) to be funded. Ideally, this should be accomplished in the summer, while Canterbury is not in session.
 - After significant discussion, several questions remain about the scope of the project, the configuration and location of existing pipes, funding resources, etc. Fr. Ryan will vet the Vestry's questions to provide info to facilitate a decision. (This may be an e-mail action depending upon the timing.)¹

¹ Subsequent to this meeting the answers to questions were received and an e-mail vote was taken on May 30th to approve undertaking the pipe repair project.

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- Air Conditioner Replacement costs. Junior Warden Tom Shevlin has conducted an inventory of each air conditioner at St. Thomas' along with its projected replacement cost.
- Restroom refurbishment. Tom Shevlin is in discussion with Lee Harvard to explore cost effective possibilities to refresh the outdoor men's and women's rooms. They will also consider remodeling two inside facilities to comply with Americans with Disabilities Act requirements.
- New business:
 - Security developments. Bill Barns provided an update on progress with Sanctuary and Chapel deadbolt installation by Wizard Safe & Lock; there was a question about the Guild Room item. Also, the video camera and monitor system has been ordered through Accurate Electronics; the estimated time for delivery is 8 – 12 weeks.

Finance, Administration and Worship

Treasurer, Mary Clark, provided the financial update:

BALANCE SHEET

- The investments took a dive in April: the Main investment was down ~\$47K and the Connie Long Bequest at ~\$11K.

INCOME STATEMENT

INCOME

- Pledge income is on track with non-pledge income still falling short, but plate is exceeding budget by ~17% which is a big change from last month.
- Overall, revenue is right where we need to be month and year to date.

EXPENSE

- ACCT 511911 Copy Machine - this account includes billing for the number of copies we make. This statement reflects billing from March which is all the Holy Week and Easter bulletins.
- ACCT 511931 Office supplies - paper expense
- ACCT 511974 Workers Comp Expense - the \$2,219 is a result of the audit that is performed for the prior year.
- ACCT 554850 Rectory Maintenance - extra lawn and landscaping work
- Overall, expenses fell below budget both month and year to date.

NET INCOME

- Again, this month we exceeded the budget.

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RESTRICTED ACCOUNTS

- ACCT 800028 Altar / Worship - we will move money this month to cover the white altar frontals and normal altar expense.

A motion to approve the April financials was made by Bill Barns and seconded by Wade Hamby. **The motion was approved.**

Other Financial Matters

- Finance Committee. The Vestry discussed the need to establish a Finance Committee as a follow up to discussions from last year. Fr. Ryan provided the vision on what the 2 – 3 person group might look like along with the committee's responsibilities. In essence the group would meet approximately four times per year beginning in late summer / early fall to prepare the budget. They would give the Finance Director the Vestry's priorities for the coming fiscal year in order to build the budget. The remaining quarterly meetings would assess if the spending plan was on track and if not, propose recommendations to the Treasurer for the Vestry's resolution. Such a plan would be in keeping with diligent financial practices and provide a safeguard to avoid malfeasance. Potential candidates to make up the committee were discussed and will be contacted.

Senior Warden's Report

- Dispute with St. Cate's. Michael Labbee provided an update and has determined that the most realistic action is for the firm PHL to initiate a small claims action to recover the \$1,200 expense for lighting not received. The work will be accomplished *pro bono*. **A motion to approve this course of action** was made by Mary Jane Park and seconded by Kayla Mitchell. **The motion was approved.**

Rector's Report

- The Rev. Anne Hartley has accepted a call to a church in Burlington, VT, which will be a shared-clergy position among two parishes. She will begin there in August. A farewell event for her and a welcome for Jordan Markham, Organist / Choir Director will be held on June 16th following the 10 o'clock service. Recognition gifts for Anne and Ruth Cobb (who departs on June 9th) will be provided.

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- Mary Jane Park will receive suggestions for services, restaurants, *etc.* to provide Jordan facilitating his arrival in St. Petersburg.
- Two digital update projects: *Panther* Kayla Mitchell volunteered to work on updating the St. Thomas' information in this publication and Michael Labbee offered to update the St. Thomas' information in the Episcopal Diocese of Southwest Florida's Asset Map.
- Benison Farm. The Diocesan Council voted in April to approve the articles of incorporation. Additional actions to establish a board of directors and procure liability insurance are forthcoming.

- Review Goals for 2024 Vestry

<u>Goal</u>	<u>Progress</u>	<u>Remarks</u>
1. Enhance Church Security and Safety through material and procedural upgrades		<ul style="list-style-type: none"> • Installed deadbolts; video system ordered through the Baynard Grant • Receiving donations for AED • Assessing signage / way-finding needs
2. Deepen the Canterbury School Relationship by realizing parish membership growth		<ul style="list-style-type: none"> • Include education and educators theme in Prayers of the People • Wade Hamby on Exec. and Buildings and Grounds Cmte.
3. Consolidate the Outreach Initiatives by maturing existing and creating new programs		<ul style="list-style-type: none"> • Revitalized Outreach Committee • Establish an Outreach budget line item • DSWFL approved BF arts. of incorporation • Invite FAST Director to Outreach Cmte. Mtg.
4. Plan and Execute the Capital Campaign for physical campus improvements		<ul style="list-style-type: none"> • Discussed initial scope of projects at APR Vestry Mtg. • Conduct all-parish meeting with Next Level Generosity – <i>Horizons Stewardship</i> in fall
5. Revitalize the Music Program with measurable growth in adult and youth music ministries		<ul style="list-style-type: none"> • Completed. Newly hired Organist / Choir Director begins in June
6. Grow number of participants in key ministries		<ul style="list-style-type: none"> • Focusing on Ushers, Flower Guild, Greeters, Healing Prayer Ministry, <i>et al</i> • Consider using Signup Genius and asking participation for specific events
JAN FEB MAR APR	MAY	JUN JUL AUG SEP OCT NOV DEC

Affirmation
None offered.

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Amendment to this month's Minutes

At the suggestion of the Director of Finance, Joe Master, an update to the list of authorized check signatories was provided:

- To be added - Mary Clark (Treasurer), Tom Shevlin (Junior Warden), and Russ Martin (Parish Administrator);
- To be removed - Ann Leavine, Michelle Jennings, and Russ Ball.

A motion to that effect was made by Bill Barns and seconded by Pam Holley. **The motion passed.**

The next Vestry meeting is on June 18th; Prayers will be led by Mary Clark and Kayla Mitchell will provide refreshments.

A motion to adjourn was made by Wade Hamby and seconded by Pam Holley. **The meeting adjourned** at 8:57 pm.

Respectfully submitted,

Bill Barns, Secretary

DISTRIBUTION:

Rector, Curate, Deacon, Wardens and Vestry, Director of Finance, Parish Administrator, Endowment Committee Chair, Capital Campaign Chair

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