

# St. Paul's Vestry Meeting Minutes (amended)

Date: January 17, 2023

**Present:** The Rev. Jadon Hartsuff, Joe Lathrop, Dana Burkey, Dennis Marsh, Barney Rudolph, Christie Swanson, Tom Bowman, Deanna Leicht. Romelle Frey, Jan Osborn, Elaine Themm

**Absent:**

**Recorder:** Dana Burkey, Vestry Member

| Agenda  | Discussion   | Action/Responsibilities  |
|---|--|--|
| <p><b>Call to order, prayer</b></p>   | <p>Meeting called to order by Father Jadon with prayer at 5:03 pm.</p>   |  |
| <p><b>Review and approve November board minutes</b></p>   | <p>No changes noted.</p>   | <p>Minutes approval:<br/>Motion made by Deanna.<br/><i>Approved</i></p>                  |
| <p><b>Finance Report:</b><br/>The December financial statements were sent out via email before the meeting to the Vestry by St. Paul's treasurer Marco Shehab</p> | <p><b>Treasurer Marco reported:</b></p> <ul style="list-style-type: none"> <li>• We closed the 2022 budget with \$20k positive cash.</li> <li>• We are still waiting for word on the Camp Foundation/Jackson Comm. Foundation grant.</li> </ul> <p><b>2023 Budget Review</b></p> <ul style="list-style-type: none"> <li>• Reflects a deficit of \$71,098.</li> <li>• Agreed to adjust two line items which would reduce deficit.</li> <li>• Adjust line item 63203 Computer/IT Expenses from \$5000 to \$2500</li> <li>• Adjust line item 65203 Building Repair &amp; Maintenance from \$20,000 to \$15,000</li> <li>• Result reduced deficit to \$63,598.</li> </ul> <p><b>December 31, 2022, Balance Sheet Discussion</b></p> <ul style="list-style-type: none"> <li>• There was a lot of discussion around "designated funds".</li> <li>• Marco and Joe explained the McDougall Fund.</li> <li>• Marco answered a question about a "cash value life insurance" line.</li> <li>• Line item 25100 "Designated Restricted Funds" may need to be consolidated for clarity.</li> </ul> | <p><b>ACTION:</b><br/>Marco to update line-item changes and provide new 2023 budget.</p> |

| Agenda                             | Discussion   | Action/Responsibilities   |
|------------------------------------|--|---|
|                                    | <ul style="list-style-type: none"> <li>Remember: New Rector expenses may include moving expenses.</li> </ul> <p><b>2023 Budget Approval</b></p> <ul style="list-style-type: none"> <li>Vestry reached consensus to approve the budget with an in depth review in 6-months.</li> <li>Vestry agreed to approve 2023 budget as stands with \$63,598 deficit.</li> </ul>   | <p><b>ACTION:</b><br/>Motion to present the budget “as is” with proposed line-item reductions. Motion: Joe Lathrop</p> <p><b>ACTION:</b><br/>“Call to Order” by Fr. Jadon<br/>All members “Aye”. Consensus reached to approve 6-month budget.</p> |
| <p><b>Warden’s Reports:</b></p>    | <p><b>Co-Sr. Wardens Reports:</b></p> <ul style="list-style-type: none"> <li>Barney – “It has been a very interesting year!”</li> <li>Dennis – “Yes, it has been a very interesting and good year!” Dennis also thanked us for putting our trust in him by having him on the Vestry.</li> </ul> <p><b>Junior Warden Report:</b></p> <ul style="list-style-type: none"> <li>Elaine – “I have learned a lot being involved with the vestry throughout the year!”</li> </ul>  |   |
| <p><b>Rector’s Discussion:</b></p> | <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>Father Jadon will continue working as 3/4 status.</li> <li>Upcoming time away: Jan 23-27; Jan 30-Feb 2; Feb 11-17.</li> <li>Natalie Magnuson will lead Sunday Service Morning Prayer</li> <li>Next Vestry Meeting: February 21<sup>st</sup>, 5p.m.</li> <li>Diocesan Vestry Day: February 18, 9a.m. – Noon</li> <li>Fr. Jadon would like to appoint a member of the church as Treasurer (will act as “Chair” of the Finance Committee. Marco will then act as “Controller”.</li> </ul> | <p><b>ACTION:</b><br/>Appoint Treasurer at next Vestry Meeting</p>  |

| Agenda                      | Discussion  | Action/Responsibilities  |
|-----------------------------|---|--|
| <p><b>Old Business:</b></p> | <ul style="list-style-type: none"> <li>We still need a “Safe Church” Assignee from the Vestry. Elaine volunteered.</li> </ul>   |  |
| <p><b>New Business:</b></p> | <p><b>Black Excellence Dinner</b></p> <ul style="list-style-type: none"> <li>Will take place February 18<sup>th</sup>, 6 p.m.</li> <li>Everyone invited to attend.</li> <li>Cost is \$100 per seat.</li> <li>If you would like to attend but need assistance with cost, let Father Jadon know.</li> </ul> <p><b>Stewardship Team</b></p> <ul style="list-style-type: none"> <li>Establishment of a Stewardship Team is critical to our parish’s ability to continue our missions.</li> <li>Team must include a Vestry member.</li> </ul> <p><b>St. Paul’s Web Site</b></p> <ul style="list-style-type: none"> <li>Needs to be refreshed or replaced.</li> </ul> <p><b>Annual Meeting Content</b></p> <ul style="list-style-type: none"> <li>Overview of 2023 Budget: Joe</li> <li>Request for additional donations: Barney</li> <li>Update on Search Committee: Fr. Jadon</li> <li>Announcement of Vestry Member Nominations and vote.</li> <li>Dana and Romelle will count votes.</li> <li>Announcement of New Vestry Members.</li> <li>Question Session</li> <li>Closure and prayer</li> </ul> <p><b>Annual Convention</b></p> <ul style="list-style-type: none"> <li>Usually held in October, Friday evening and all-day Saturday.</li> <li>Consensus gained regarding costs to be reimbursed for attendees: Hotel and meals.</li> </ul> <p><b>Fr. Jadon disseminated outline of Vestry “Article VI. Convention Delegates.</b></p> <ul style="list-style-type: none"> <li>According to Article VI, the search committee assigned to identify potential new Vestry Members, is also responsible to identify potential candidates to attend the Annual Convention.</li> </ul> <p><b>Endowment Policy</b></p> <ul style="list-style-type: none"> <li>Fr. Jadon shared news regarding a possible new endowment.</li> <li>We should create a policy identifying how we are to draw-down our endowments. It is risky not having a policy.</li> <li></li> </ul> | <p><b>ACTION:</b><br/>Establish Stewardship Team by February Vestry Meeting</p> <p><b>ACTION:</b><br/>Identify possible web vendors. Deanna and Marco have suggestions.</p> <p><b>ACTION:</b><br/>Add convention costs to next budget.</p> |

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|----------------------------|--|--|
|                            | <p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>• Should review our financials quarterly.</li> </ul> <p><b>Big Guy Catering</b></p> <ul style="list-style-type: none"> <li>• Vestry to revisit contractual agreement with Big Guy Catering</li> <li>• We currently pay 50% of all repairs.</li> </ul> <p><b>Music Budget</b></p> <ul style="list-style-type: none"> <li>• Vestry to discuss music budget.</li> <li>• Tom mentioned that we should discuss our “product”, and how we want to continue. He enjoys the current music program and feels that it has not only enhanced the service, but will bring new members into our church.</li> </ul> | <p><b>ACTION:</b><br/>Create Endowment Policy</p> <p><b>ACTION:</b><br/>Review Big Guy Catering Contract</p> <p><b>ACTION:</b><br/>Discuss Music “Product” and budget.</p> |
| <p><b>Adjournment:</b></p> | <p>No further business so the meeting was adjourned at 8:03 pm</p> <p><i>Notes taken by Dana Burkey, Vestry Member, reviewed by Fr. Jadon, Interim Rector.</i></p>   | <p><b>ACTION:</b><br/>The next Vestry meeting will be on <b>Tuesday, January 22<sup>nd</sup>, 1:45 pm</b></p>  |