

MINUTES OF THE MEETING OF THE VESTRY

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church convened in person for the first time in this calendar year on Wednesday, October 20, 2021, at 4:30 pm. Prior to the meeting, the Vestry met together at 4:00 in the Chapel for a service led by The Rev. Ken Brannon.

Vestry members in attendance were Blair Oden, Senior Warden; Stacey Malcolmson, Junior Warden; Richard D'Antoni, Warden-at-Large; George Baldwin, John McFarland, Jr., Holly Pena, Darrel Rice, Carol Roehrig, Jack Rubarth, Ginger Sager, Erica Sartain, Arnold Spencer and Scott Wilson. Louise Griffith and Hallie Lawrence joined the meeting online.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Rector; Janice Bywaters, Treasurer, and Nancy Wilbur, Clerk. Others in attendance were Rob Baber, The Rev. Ken Brannon, Caroline Marak, Bhavnita Masih, Cassie Pericak and Tim Smith.

Blair Oden welcomed everyone and called the meeting to order, and George Baldwin gave the prayer. Blair then asked everyone for a moment of silence in honor of the late Steve McKenney who served on our Vestry. He said that we shall not fill Steve's seat for the remainder of this year in his honor. Blair asked if everyone had read the Consent Agenda and then asked for a motion to approve the agenda. Darrel Rice seconded the motion, and it was approved.

RECTOR'S REPORT

Chris told the Vestry that it was very nice to see everyone in person for the first time this year. He mentioned the upcoming retreat on Saturday, October 23 from 8:00 until 12:00. He said that there will be some new information included in the retreat packets that will address the way in which the Vestry will be involved with the Capital Campaign going forward. The retreat will be an opportunity for the Vestry to meet with some of the church's leadership and be brought up to date on numerous subjects.

Chris then addressed the Diocesan Convention that is coming up on November 5. He said that Saint Michael will be well represented as the church has three members who have been nominated for offices – David Cowling, Bob Buchanan and The Rev. Ken Brannon.

SENIOR WARDEN'S REPORT

Blair said that he is looking forward to the retreat on Saturday. He asked everyone to read everything in the packet they will receive before then. The Parish Meeting is Sunday, October 24th from 10:00-11:00, and the elections of new Vestry members and the delegates to the Diocesan Convention will occur at that time. The Vestry will meet immediately after the 9:00 church service in the Garden Cloister to certify the elections.

JUNIOR WARDEN – no report.

DISCUSSION ITEMS

STEWARDSHIP REPORT

Caroline Marak told the Vestry that they have changed the mail house they have been using due to the company's recurring supply problems. After receiving delayed mail today, the campaign is at \$1.6 million. The committee's goals going forward are to increase pledges, and Caroline feels as if the trend is going in that direction. Beginning in November, the committee will begin to call those who have not increased their pledges in many years, and they also want to connect with the new pledgers as well as those who have not addressed their pledge this year. Blair asked Caroline if we have had 100% participation from the leadership, and she said almost.

FINANCIAL REPORT

Janice Bywaters, Treasurer, reported on the Finance Committee meeting Tuesday, October 19th.

YTD Total Revenue is \$5.3MM which is \$141M under budget. The variance is primarily in Current Year Pledges, which are \$206M under budget. The FC looks at this monthly, and it was noted that September showed less of a negative variance than August. The giving trends have been studied for the past 5 years (taking out 2020 because it was not reflective of normal trends) and found this delayed pattern consistent in two out of the 4 years. By year end, in all 5 years, we have either met or exceeded plan. A calling list was generated to contact those who are behind in YTD giving compared to their giving history. Historically this has proven effective.

Expenses, as expected, continue with positive variances, mostly due to salary and benefits for unfilled positions. Professional services have been engaged to help with a portion of the search but finding the correct person(s) continues to be a challenge. In total, we are short five persons, two of the positions are senior positions. Those two vacancies impact the income statement both in salary and benefits but also program initiatives. The largest positive variance is in Ministry, followed by Operations, Outreach and then Welcome & Engagement.

SMES shows a nice positive variance from unbudgeted growth in enrollment and adding additional enrichment classes. We do not expect the full positive variance to continue through year end because the timing of certain expenses.

The committee will be preparing to assist in the budgeting process which will formally begin in December.

Chris added that at the retreat, there will be discussion about any surplus that we might have at the end of the year, but no decisions will be made at that time.

AUDIT REPORT

George Baldwin gave a synopsis of the Audit Report Draft that each member had received in the Vestry packets. George pointed out that the Management Letter defined a material weakness, and there were suggested changes to be made in two areas regarding the funds held by the Foundation. These were in the Financial Statement presentation. He said there are still questions about how we shall handle the Horizon Fund within the Foundation but overall, we had a very good audit. George confirmed that the audit is an annual process, and the Audit Committee brings it to the Vestry, not the Finance committee. He then made a motion to the Vestry to accept the Audit, and the motion was seconded by Arnold Spencer. The motion passed.

NEW BUSINESS

Chris wanted to alert the Vestry to the 4 main ideas that will be discussed at the retreat. They are as follows:

The Campus Construction
The Foundation
The Capital Campaign
The Church Budget

Chris wanted the Vestry to know that the Wardens and other church leaders would like the Vestry's feedback. He also asked the first-year members of the Vestry to give him any feedback they might have regarding the orientation process for new members.

Blair called for the meeting to be adjourned.

Respectfully submitted,

Nancy Wilbur
Clerk of the Vestry