

Finance Committee of the Vestry
Saint Michael and All Angels Church
Minutes, March 22, 2022

Present: Janice Bywaters (Treasurer), Glen Davison, Terese Finitzo, Patrick Jenevein, Kathy Kelley, Stacy Malcolmson, Becky Odlozil, Jeanie Sikes, Jim Smith and Chris Wiley.

Absent: Kristi Hornsby, Bill McGannon.

Ex-officio present: Rob Baber (Director of Finance), The Rev. Ken Brannon (Vice-Rector), Richard D'Antoni (Senior Warden).

Guests: Suzanne Lipscomb (Saint Michael Presents) and Jonathan Ryan (Director of Music and Organist); Tricia Stewart (Director Saint Michael Farmers Market); Barry Hancock, Rick Curry, Brett Ratliff, and Colleen O'Hara (members of the Campus Construction Committee); and Caroline Law (Director of Advancement).

1. **Approval of minutes** – Ms. Bywaters moved the minutes from the February 15, 2022, meeting be approved as presented, Mr. Jenevein seconded and the motion was unanimously approved.

2. Fund Solicitation – Saint Michael Presents

Ms. Lipscomb and Mr. Ryan presented the fund solicitation request for Saint Michael Presents to support two concerts, one in the fall of 2022 and one in the spring of 2023. The budget for the upcoming season was presented, reflecting the need to raise \$54,000. The restricted funds balance of \$72,000 will be used in part for the remaining concert of this season, with an expected residual balance of \$45,000 left to cover any up-front payments for the next season or any fundraising shortfall. Ms. Malcolmson moved the solicitation be approved, Mr. Wiley seconded and the motion was unanimously approved.

3. Fund Solicitation – Saint Michael Farmers Market

Ms. Stewart, Farmers Market Director, presented the fund solicitation request for the Farmers Market. The committee is seeking permission to pursue their annual mail campaign, which usually raises about \$35,000, to about 400 parishioners and other key individuals who support the market. Ms. Stewart presented the annual budget which includes Salaries, Operating Expenses, Income from booth sales and an allocation of cash reserves from the Farmers Market Restricted Fund. The budget results in an estimated \$12,927 shortfall, which appears in the Farmers Market expense line of the Church Operating Budget. Farmers Market Restricted Fund balance as of February is \$149 thousand and is retained for future contingencies. Kathy Kelley moved the solicitation be approved, Ms. Finitzo seconded and the motion was unanimously approved.

4. Campus Construction Committee Update

Mr. Curry, Mr. Hancock, and Mr. Ratliff presented an update of the Campus Construction Committee work for the past three years. The presentation included funds spent to date and future phases planned.

5. Advancement/Stewardship Update

Ms. Law presented an update on funds solicitations requests and results to date.

6. Review of February 2022 Financials

Mr. Baber reviewed the results of operations for the period ending February 28,2022.

Revenues - Total Operating Revenue exceeded budget by \$130 thousand, with Current Year Pledges and Prior Year Pledges each exceeding budget by \$107 thousand and \$35 thousand, respectively. Total Revenue Available reflects a positive variance to budget of \$130 thousand.

Expenses - Total Operating Expense reflects a \$67 thousand positive variance, which when combined with the 130 thousand positive revenue variance results in a net for the period of \$197 thousand positive variance.

7. **New / Old Business** – Ms. Bywaters informed the committee of a change to the Saint Michael Foundation to become a “publicly supported non-profit” instead of a “supporting entity” of the SMAA. In order to support this change in legal entity type, a change in the flow of funds is required. Mr. Smith moved the monthly lease payments be received initially by SMAA and then forwarded to the Foundation Horizon Outreach (60%) and Facility Funds (40%). The funds would be designated for the benefit of the Horizon Outreach and Facilities as non-operational and designated as “mission” and “capital”, thereby removing the funds from the diocesan assessment calculation. Mr. Wiley seconded, and the motion passed unanimously.

The next Finance Committee will be April 19 to be held at the church. The meeting was adjourned.