

Finance Committee of the Vestry
Saint Michael and All Angels Church
Minutes, March 19, 2024

Present: Janice Bywaters, Michael Cosby, Glenn Davison, Kathy Kelley, Bill McGannon, Becky Odlozil, Michael Reddell, Jeanie Sikes, Jim Smith, Chris Wiley

Absent: Patrick Jenevein

Ex-officio present: DeeAnn Anigian (Warden At Large), Rob Baber (Director of Finance), The Reverend Ken Brannon (Vice-Rector), Caroline Moore (Director of Advancement), Kelly Reddell (Senior Warden), Kim Snyder (Stewardship Chair)

Guest: Steve Burk, Interim Music Director

Fr. Brannon opened the meeting in prayer.

1. **Approval of February Minutes** – The minutes for the February 20, 2024 meeting were approved.
2. **Fund Solicitation - Saint Michael Presents** – Mr. Burk, presented his fundraising request for the fall 2024 and spring 2025 concerts. Saint Michael offers high caliber concerts to the community at no cost to the attendees. It is a unique tool to attract non-parishioners. Fundraising includes a mailer to previous contributors. It is a targeted list, not to the entire parish. Mr. Baber added that there are funds in the account for this event, but the music department likes to stay a year ahead due to deposits for performer commitments needed in advance. Fr. Brannon added that the Executive Committee had reviewed this request. It is consistent with previous years' requests. Mr. Reddell inquired about using this performance as an evangelical tool. Mr. Burk mentioned that there is some tracking of the attendee demographics. Additionally, while there is no cost for the concert, there is an effort to recoup some costs through a QR code for contributions and plates set out for contributions. A motion to approve the Saint Michael Presents fundraising efforts was made, seconded, and approved.
3. **Advancement/Stewardship Update** – Ms. Moore reported that the annual stewardship campaign was closed and that work had begun in thanking everyone. The Capital Campaign is just short of the initial \$60 million goal. The latter part of capital campaigns are generally higher volume and lower dollar amounts. The goal is to have everyone participate. There will be an official groundbreaking ceremony and celebration May 19th (Pentecost). Ms. Odlozil thanked Ms. Moore and her committee for their hard work and dedication.
4. **Review of February 2024 Financials** – Mr. Baber presented the February financial statements. The 2024 budget is final and he is comfortable with it. Interest Income is higher at the beginning of the year because the cash balance is generally higher in the early part of the year due to year

end pledges. There was a \$14,000 unplanned HVAC repair that created an unfavorable variance in Operations. The \$15,000 favorable variance in total is likely bills not received. Mr. Davison inquired about the draw-down of the restricted general holding account. This led to noting of an adjustment required in Prepaid Pledges account. 2024 Prepaid pledges are a liability in 2023 until the 2024 books are opened. Rob will adjust the liability balance as necessary and re-send updated financials. He will have the updated financial statements for the Vestry meeting.

5. **Fredericks Square – LOC Renewal** - The next item discussed was the Frederick Square building Line of Credit renewal. The renewal is for two years for \$300,000. The Line of Credit has never been used, but is in place to cover unanticipated operational expenses. The main items that could trigger the use of these funds would be an elevator failure or need for roof replacement. Mr. Baber also mentioned that this building account will be on a tight budget the next few years because we will have fewer outside tenants. The origination fee for this Line of Credit is \$500. A motion to approve this Line of Credit was made, seconded and passed.
6. **Capital Project Update** – Ms. Odlozil reviewed the Prichard Report. \$8.6 million has been incurred to date, or 12% of the budget. She also mentioned that Mr. Baber is building a cash flow model and will present his findings in October of this year. This analysis will show when and if we need to secure a loan to cover construction costs which exceed donations received due to timing. We are currently anticipating that time frame to be October of 2025.

Mr. Wiley inquired about asbestos abatement. Fr. Brannon responded that it is nearly complete, and there will be a small area to be completed in August before school starts.

As there were no new or old business items raised, the meeting was adjourned.