

St. Anne's Parish
Vestry Meeting Minutes
Tuesday, June 12, 2018

Clergy and Vestry Members Present

Rev. Tim Mulder
Linda Adamson
Monica Barry
Patrick Carlson
Carrie Dana-Evans
Ginger DeLuca
Josiah Dykstra
Mark Grimes
Katherine Hilton
Jason Houser
David Huggins
Cary Lukens
Bill Malicki
Cardie Templeton

Vestry and Executive Officers Not Present

Doug McNitt
Tripp Trippitelli

Non-Vestry and Others Present

Thea Chimento, Clerk
Steve Fisher, Treasurer
Amy Hoffman, PASA

- *Opening/ Welcoming of Guests*

Josiah opened the meeting at 19:00. Tim led the meeting in prayer.

- *PASA Budget*

Amy Hoffman noted that PASA was able to enroll an additional Twos classroom. PASA is having trouble enrolling a two-day Three year old classroom; the school has turned away multiple families who wanted a five-day program. Consequently, PASA is planning to start a five day program, which will require shutting down one of the three day programs. Dropping the 3-day program will cost about \$9,500. To make up for loss of revenue, PASA is allowing two year olds to enroll in aftercare starting in October.

Jason Houser moved that Vestry accept the revised PASA Budget as proposed. Monica Barry seconded, and the motion carried by voice.

Steve noted that the PTO is interested in supporting the funding for the new PASA fence (discussed at last month's Vestry meeting).

- *Housing Allowance*

Cardie moved that the Vestry approve a \$14,000 housing allowance for Jessica Sexton. Carrie Dana-Evans seconded, and the motion carried by voice.

- *Interim Rector's Report*

Tim distributed his report prior to the meeting. There were no questions.

Tim noted that starting July 1, the Saturday night service will be eliminated. It was worth trying out, and it just hasn't taken off the way some others have. Will be talking with the congregants and encouraging them to go to

other services. Tim noted that he and Ernie have been working on the Sunday night service, since after Erik Apland's death the service has changed radically.

The 11:15 service is switching to 11:00.

Tim noted that it's worth considering how we can communicate our service offerings beyond our parish community.

➤ *Profile and Search Committees*

Josiah provided an update on the Profile and Search Committees. The Profile Committee is on track to complete their ministry profile at the end of June. It is the Vestry's responsibility to approve the ministry portfolio.

Josiah proposed that the Vestry meet on July 10, 6-8pm, for dinner with Profile and Search Committees to discuss the profile and draft Office of Transition Ministry posting. Vestry members should bring something to drink.

➤ *Refugee Committee*

Tim spoke with Jeanne Malicki. The Committee is very committed to helping refugees, but has been unable to get a new family on board. If a family is not found, the furniture the Committee currently has in care will be donated to two charities.

The committee is requesting that the money set aside by Amy from the rector's contingency fund remain set aside for future use. Steve noted that the original motion had provisions for what needs to be done if no family can be found.

➤ *Outreach Procedures*

Cardie emailed a revised procedure for distributing grants, prepared by the Outreach committee, for review. The procedures would establish a restricted fund to hold money collected to distribute for grants. As a reminder, this is to prevent a scenario where we commit money to grants without the certainty that we will have the money in hand. In the transition year, 2019, there would be no grants, unless 2018 is better than expected and Vestry is able to fund the restricted fund right away. The request deadline for grants would change to February 1. This does not affect the majority of what Outreach oversees and gives away, which is drawn from the endowment.

Cardie noted that the Outreach could choose not to allocate all the funds right away, and could allow the funds to grow, since it would be in the endowment. Typically general funds are allocated to the Capital fund by the Vestry at the end of the year.

There was a question about whether Vestry would need to approve the individual grants. In the past, the Vestry approved the budget, the Outreach committee determined the grants. Cardie noted that the Outreach Committee was submitting the grant amounts and recipients in advance, so the Vestry had de facto approval. Now, the Outreach Committee will receive a budget, and the Vestry will approve the grant requests after the Outreach Committee determines who receive the grants.

Tim noted that based on his past experience, Vestry receives a report, and approves the report. Steve noted that the Treasurer needs authorization from the Vestry to write a check. Steve noted that the restricted fund needs a different name. It was decided to name the fund the Outreach Grant Fund.

Linda Adamson moved that Vestry approve the revised Outreach procedures as amended [specifically, as proposed by the committee with the name change]. Ginger DeLuca seconded, and the motion carried by voice.

➤ *Stewardship Volunteers*

The Stewardship Committee is looking for volunteers. Dave noted that volunteers are crucial this year. The number of pledges is lowest in 20 years. The church's unit pledge is up, but the overall number of pledges is

down. Volunteers are needed for ideas, speaking at church, and making follow-up calls.

Bill Malicki noted that we are the largest church in the diocese but are among the smallest contributions per family.

Josiah, Patrick, and Cary volunteered to help. Tim will provide non-vestry names for consideration.

➤ *Paid Sick Leave*

A letter has been drafted to the employees to explain the new paid sick leave policy, which constitutes an amendment to the Personnel Policy.

The leave accrued will be in addition to whatever leave a staff person already has.

Cardie move that Vestry approve the proposed changes to the Personnel Policy to align with Maryland's Healthy Working Families Act as articulated in the letter. Carrie seconded, and the motion carried by voice.

➤ *Church Management Software*

Steve explained that Seraphim is church management software, used to track donations, which replaced Revelations, the church's earlier program. Seraphim was intended to track donations and keep parish records, but after two years of implementation, the program has been unable to meet our needs. The company has since been acquired by another company and will be unable to maintain the software. Staff have spent extensive amounts of time trying to make the software work.

The staff have researched a product called Realm, offered by ACS technology, which is the leader in church software. A demo has been conducted. Realm will keep track of contributions, offer a portal, interface with smartphones, and set up ministry groups. It will not interface with Ministry Scheduler Pro. It will not do what Constant Contact does. The church will establish a common database of contact information that the different programs we use will interface with. There is staff support for the switch. Realm has a robust implementation package and has done Seraphim and Revelations migrations. The model is run on a month to month subscription, with 30 days notice to leave.

Steve is requesting a contingent approval to proceed with Realm, subject to additional research.

Question: Do we still own the data? In Seraphim, we owned it, but we still need to go through terms and conditions in Realm. The terms and conditions will be reviewed by multiple levels. Note: Realm and Seraphim do not store credit card data. The implementation could happen as early as July. Mark confirmed that Realm was the runner up in the previous procurement.

Monica moved that Vestry conditionally authorize St. Anne's to terminate its church management software contract with Seraphim and approve \$6,000 for setup and \$314 per month to adopt Realm from ACS Technologies, contingent on an appropriate finalized contract and an identified implementation team. Dave seconded, and the motion carried by voice.

➤ *Facilities Report and Requests*

Cardie distributed a report prior to the meeting.

Stained Glass Windows

Josiah moved that the Vestry approve \$12,495 from the Capital Fund to repair the glass windows and protectively glaze the clerestory windows. Cary Lukens seconded, and the motion carried by voice.

PASA Bathrooms

There are two bathrooms to be restored. The bathrooms need to be heated and need to be updated. A leak which prevented this work has been resolved. Work includes heating, cleaning, and replacing the sink and floor areas.

Carrie moved that the Vestry approve \$16,462.25 from the Capital Fund to upgrade the PASA bathrooms. Linda Adamson seconded, and the motion carried by voice.

Front of Parish House

Ginger DeLuca moved that the Vestry approve \$3,076 from the Capital Fund to remove the defunct storm drain, repair the bricks, and stabilize bricks in front of the Parish House. Linda seconded, and the motion carried by voice.

Space between High Altar and Reredos

The church is planning to move the Reredos back 12-18 inches to give the priests more room to maneuver. The company doing the work is the one we used for the banisters in the choir loft. The reredos is not going to be moved; the bottom shelf is going to be cut off.

Katherine Hilton moved that the Vestry approve \$5,520 from the Capital Fund to move the reredos back 12-18 inches. Patrick Carlson seconded, and the motion carried by voice.

Mark noted that to date, \$128,000 in Capital Fund expenditures have been approved. We have \$400,000-\$500,000 in the Capital Fund. Typically we get about \$90,000 per year from the cell sites. Note that the HVAC system in the church will need to be redone in 3-4 years.

Question: Have we thought about improving the sound system? Yes, it's under investigation.

Cardie noted that there will likely be more requests, so the Vestry should consider what may be critical vs. what is not.

Historically, we have not done a capital budget because expenditures are too difficult to predict. We have a spreadsheet which plans out expenditures over a number of years, at net present value. However, something else always comes up too. Last year's spending was minimal, the year before that was \$350,000. We have insurance for repairs based on natural disasters. Steve provides an update on funds quarterly. We have not had a capital campaign in 20 years. We have also done things not-facilities-related with the capital fund (steeple lighting, vestments, bonuses, driveway)

Banquet Chairs

The Facilities Committee recommended replacement chairs for room 102. We are buying 50.

Patrick moved that the Vestry approve \$1,935 to purchase new banquet chairs. AMENDED by Cary: approve the disposal of up to 50 chairs if the Facilities Committee thinks fit (including sale, donation, or disposal). Patrick accepted the amendment. Jason Houser seconded, and the motion carried by voice.

➤ *Postage Meter*

Steve noted that the current postage meter is nearing the end of its lease. The Pitney Bowes S200 is proposed as a replacement. Vestry approval is required because it is a multiyear

Cary moved that Vestry accept the office manager's recommendation to enter into a new postage meter contract for \$122.85 per quarter. Carrie seconded, and the motion carried by voice.

➤ *Treasurer's Report*

Steve distributed the report prior to the meeting.

Church

- Pledge is \$10K favorable to budget as is total, giving thanks to a generous donation
- Total Income is \$12.8K favorable to budget.
- Expenses are \$27K favorable to budget but items that are favorable will likely catch up to budget.
- Net Income is \$40,300 favorable to budget after five months.

Cemetery

- YTD net income is \$2.4K favorable to budget

PASA

- Preschool has completed the active school year and is \$9K favorable. June and July remain which have both summer camps and summer care activities.
- Some open collections issues may require future actions; too early to tell. Maximum exposure is probably \$5K.
- On track for another good year.
- ADDENDUM: Surplus is \$13,003. Due to additional entries recongizing revenue from summer care in May.

Endowment

- May investment income was \$52,451 which brings the five month income number back to the positive side.
- 2018 has been very volatile as interest rates rise, bonds have fallen, and stocks have become more volatile.

Steve noted that we are still looking reasonable with pledges. We are about \$40,000 favorable total.

Steve noted that we received a bequest from Emily Peake. We have received a bequest of \$50,000 for the Perpetual Care fund, and a bequest of \$97,358, which is restricted to the restoration of the cemetery wall and tombstone restoration.

The Cemetery Committee (Ginger, Connie Ramirez, Linda, and Pat Poffel) will come up with a plan. Will ask the lawyer about specifics of the bequest so that we are honoring it.

➤ *Announcements/Approval of Minutes/Open Floor*

Cardie moved to waive the reading of the May minutes and approve them as submitted; Cary seconded, and the motion carried by voice.

➤ *Closing*

Katherine led the vestry in prayer, and the meeting adjourned at 21:02.

Respectfully submitted,
Thea Chimento