

St. John's Episcopal Church  
610 Young Street  
Melbourne FL 32935  
Vestry Minutes  
March 21, 2019

**Present:** Teresa Chernault, Hope Johnson, Ben Kendall, Hal Martin, Joe McLaughlin, Linda Miller, Kathy Oas, Lee Steinger, Eric Turner, Katie Wilson

**Absent:** Steve Bradley

The meeting was called to order at 7:00 p.m., by Father Eric with prayers and remembrances for family, friends, and members and loved ones of the Vestry and the congregation.

**“Canoeing the Mountains”:** Discussion tabled until April. The Vestry is to read Part 3 of “Canoeing the Mountains” for the April meeting.

**Minutes from March 21, 2018 Vestry meeting:** Motion made, seconded, unanimously passed to accept the minutes with correction - delete extraneous text, page 3, “Long range planning...”.

**Financial Report:** Steve Bradley was absent and Fr. Eric lead the discussion of the finance report for the month ending February 28, 2019. Financials contained Summary Comments, the February 2019 balance sheet, February 2019 Financial Summary and February 2019 Cash Flow, 2019 Restricted Funds Summary, and 2019 Outreach Contributions.

Revenues for the month were \$17,901 against a budget of \$17,175 – slightly higher than budget by \$205. Expenses for the month (\$18,780) were slightly lower than budget by \$42. The month ended with a deficit -\$879 (revenues to expenses) - lower than budget expected deficit of \$1,810 for the period. Results are generally attributable to sizable annual pledges arriving in February. A concern to monitor is the year to date deficit, which is \$4,880

The restricted funds account ended the month with a balance of \$45,345 of which \$44,416 is committed. This leaves a \$929.17 surplus of available funds in this account. Per approved motion by the Vestry last month, \$1,400 from Reserve Funds was used for tree removal expense.

A motion to authorize establishing a new restricted account, St. James House, was made. The motion was seconded and carried unanimously. This account will manage income and expenses related to the leased property.

A motion was made, seconded, and the Vestry unanimously approved the Treasurer's Report, subject to audit.

**Sr. Warden's Report:** None.

**Jr. Warden's Report:** Kathy Oas reported and thanked the Chernaults for stripping, cleaning, and waxing the floors; Richard Huffman for adjusting the sprinklers at St. James House, and Ray McClendon for fixing the tile in the women's restroom. The Flower House will be tested for asbestos before the May Family Promise of Brevard (FPOB) hosting. Hector, the insect/pest contractor, will re-evaluate the Flower House to

determine if there is further evidence of rodents. Three bids for roof repair over the offices, the Flower House, and St. James House were received. The bids were highly variable (46,300 - \$59,000) and initial analysis determines each covers a different scope of work. The expected cost of the work was \$40K - \$45K. The bids will be analyzed in greater detail to assure the scope of the work and the costs align.

St. John's received a notice of code violation from the City of Melbourne regarding incomplete removal of trees in the parking area west of the office. A motion was made to allocate up to \$500 from the Restricted Reserve Account to hire the work to be done. The motion was seconded and approved unanimously by the Vestry. Fr. Eric will contact the City notifying them of the action and timeline. An intentional barrier of tree stumps will be left in place to detract drive-through use of the space.

### **Rector's Report:**

**Leasing St. James House:** The lease was signed and the tenant was informed of the future rate increase, due to the property's status as 'residential' instead of 'institutional'. The tenant requested property modifications which were deemed modest and appropriate, including the installation of a 240 line for a washer/dryer and lattice for the outdoor entry.

The impact of the leasing of St. James House on St. John's Family Promise of Brevard commitments was discussed. It was noted that the following spaces are available for FPOB use: nursery, chapel, Flower House, Parish Hall, and the office space currently used by Young Life. The pros and cons of each space were weighed, including bathroom access, expense and efforts to make livable (Flower House), and future purchase of better partitions for the parish hall. The Vestry will reassess at the March meeting.

**Sale of Property Update:** Fr. Eric and Kathy Oas attended the Diocesan Board meeting on March 21. While the Real Estate Committee recommended denying the request for sale, the Board approved a resolution approving the sale in principal, providing St. John's completes the following: (1) assurance there is no violation of municipal codes for parking; (2) assurance the property will be used to establish affordable housing. Fr. Eric and Kathy will pursue these issues and go back to the Board.

**Memorial Garden Work:** The Vestry was asked to approve \$3,500 from the Memorial Garden Restricted Fund for paver work, increase the internment area to the east, add a foundation for a new wall to the east side, and any tree removal work that may be required. A motion was made, seconded, and the motion carried unanimously.

Future work to add shrubs, flowers, lava rock, and benches will be considered at a later time.

**Copier Lease:** Fr. Eric stated St. John's is in the 6 month window to renegotiate the copier lease with Atlantic Business Systems, which is up in late August. Expenses currently run \$7,000 per year on the copier lease and service contract. Fr. Eric collected bids from three companies, the most compelling from Delta Business Systems, based in Melbourne. They would pay off the current lease, remove the existing copier, install a new Canon copier with essentially the same features as the existing, and the savings would be \$2,000 - \$3,000 per year. Monthly expenses which currently run \$571/month or more should go to \$300/month.

Change of date for April meeting: The Vestry agreed to meet on April 11, 2019 instead of April 18 to avoid conflicting with Maundy Thursday. A vestry “mini-retreat” will be held on Saturday, May 4 at Kathy Oas’ home.

Following prayer, the meeting was adjourned at 8:30 p.m.

Upcoming meetings for 2019: May 4 retreat, May 16, June 20, no meeting in July, August 15, September 19, October 17 (FPOB hosting, likely location change), November 21, December 19, and January 16, 2020.