

St. David's Church and Preschool
Vestry Meeting Minutes for April 11, 2023
APPROVED

Vestry Members

The Rev. Susan Astarita, Interim Priest in Charge, Vestry Chair; Elaine Turnbull, Rector's Warden (1/26); Anne Kellett, Peoples Warden (1/26); Vicki Greco (1/24), Loral Priest (1/24);, Kathleen Hoot (1/25), Bill Blakeslee (1/26), Jane Krikorian (1/25), Treasurer, Joy Wolf (1/24), Kathy Winder (1/25)

Staff: Karen Garcia Director St. David's Preschool; John Mark Harris, Director of Music

APP Team: Jan Romerdahl, Equilla Luke, Loral Priest

Vestry Clerk: Chris Timmins

A. Opening

6:32 PM

1. Welcome/Call to Order – Mother Susan
2. Establish Quorum:
PRESENT: all
ABSENT: Jan and Equilla
3. Welcome Guests. David Priest and Roseann Myers
4. Opening Prayer – Mother Susan
5. Scripture Reading: Ephesians 6:11-17 – Anne Kellett (from the book, *Meditations for Vestry Members*) a new meditation will be shared each week.

B. Old Business

1. Approve March 2023, Minutes **MSP**
2. Approve Consent Agenda. **MSP**
3. Verbal Reports not in Consent Agenda
 - a. Vestry Liaison reports:
 - i. Vestry & Finance – Elaine Turnbull
 - ii. Facility Care – Loral Priest
 - iii. Worship – Mother Susan/Vicki Greco
Vicki reported that more volunteers are needed to fill the needs of the worship committee (i.e. Altar Guild and Ushers)
 - iv. Christian Formation – Kathleen Hoot
Kathleen reported on the Daughters of the King. This group cohosted A Quiet Day with the DOK from St. James. Also, the chapter is reading the, *The New Parish*.
 - v. Congregational Life – Kathy Winder
 - vi. Service & Justice – Joy Wolf. Report attached
 - vii. Communication – Bill Blakeslee
Bill reported on the different types of communication used by St. David's. He also complemented Treena on all of the communications done for Holy Week. The rest of his report is attached.
 - viii. Congregational Development – Anne Kellett

Anne explained about the new software that she is using to update the membership of St. David's and the demographics of the parish. The next step will be to assign parishioners by ZIP Code and instruct them in how to conduct Community Engagements.

4. **Monthly Finance Report** – Jane Krikorian

Income/Expenses for Mar 2022

Feb ending cash: \$67,989 (Balance Sheet: BofA + FC accounts)

Mar Church income: \$29,267 (from P&L Church) **Mar**

Church expenses: \$50,406 (from P&L Church) **Mar**

Preschool income: \$39,577 (from P&L Preschool)

Mar Preschool expenses: \$41,588 (from P&L Preschool)

Mar ending cash: \$72,117 (Balance Sheet: BofA + FC account) BofA

Savings Acct = \$568,833

Net income y-t-d for the Church (-\$17,036) and Prshl (-\$7,704): (\$24,740)

Total net income year-to-date for the Church only: (\$17,036)

Monthly Transfer (\$3,200 x 3) for Verizon Replacement Income: \$9,600

Yearly transfers from Savings (see Informational Item #8): \$35,000

Net Income after transfers: \$27,564

a. Informational Matters: (no action needed)

1. The Church had a negative net income in Mar of (-\$21,139). Adjusted by \$3,200 transfer = (\$17,939)
2. The Preschool had a negative net income in Mar of (-\$2,011).
3. Total net income in Mar for Church and Preschool: (-\$23,150).
4. Total income year-to-date for the Church and Preschool is \$209,732.
5. Total expense year-to-date for the Church and Preschool is \$234,472.
6. Total net income year-to-date for the Church and Preschool = (\$24,740).
7. Total net income y-t-d for Church is (-\$17,036) and total net income y-t-d for Prschl is (\$7,704).
8. Transfers from Savings y-t-d on Church side: \$25,000 transferred to cover classroom repairs, \$10,000 for new sound system (yet to be spent), \$9,600 to cover lost Verizon income = \$44,600.
9. Adjusted Church net income = \$27,564.
10. Church and Preschool net income after transfers = \$19,860 (Take Church net income \$27,564 and add Preschool net income (\$7,704) which equals \$19,860.

b. Discussion items

1. Financial Reports and noted the negative incomes for both Church & Preschool.
2. Most of the deficits on the Church side are due to repairs to preschool classrooms damaged in January rainstorms. Total repairs so far have cost \$26,300 for new flooring and installation, asbestos testing and remediation.
3. Transfers from savings are covering deficits on the Church side.
4. Transfers of \$25,000 have been made from our savings and reserve accounts to cover these expenses (\$15,000 from Bank of America Savings and \$10,000 from First Citizens Savings).
5. Please review Informational Matters 1-10 for a breakdown of net incomes with transfer offsets.
6. Committee discussed the challenge of tracking Church income and expenses to understand where Church stands “operationally” as the Church explores/plans for future full-time priest.

7. Anne Kellett suggested separate meetings with APP team member Jan Romerdahl to discuss ways to track church net income.

8. Preschool Director Karen Garcia gave her assessment of the Preschool and Preschool deficits (see Preschool Director's report).
9. Anne Kellett shared an Excel spreadsheet tracking the costs of remediating the water damage to the preschool from storms in January and which costs may be covered by a grant from the Diocese.
10. An additional \$10,000 was transferred from Savings to Operating in February to purchase a new sound system for the Sanctuary. Anne Kellett reported that Choir Director John Mark has placed an order for the new sound system.
11. The Parochial Report has been granted another extension and Mother Susan reported that Anne Kellett is working on an accurate "members" figure.
12. A request was made to cover additional expenses for more work with Dr. Eric Law. The total amount is \$3,000. However, \$2,870 still remains from the original \$10,000 restricted by the Vestry back on Sept. 13, 2022. The Operating Account has enough funds to cover this expense, so no new transfers were requested.
13. Loral Priest gave a report on tree trimming needed around the campus (\$2,000+). Loral did not expect any of these expenses to occur in April.
14. Anne Kellett requested funds to purchase an Adobe Acrobat package for the Clerk to combine documents. Package can be bought from Tech Soup for \$60.

c. Action Items

None

5. Property Report – David Priest

- a. Formed a Facility Care Ministry in March and made a list of goals.
- b. Accomplishments:
 - i. Preschool has moved back into its own rooms with new flooring, lighting, paint and drapery. There still needs to be work done on the stairs leading down to the classrooms.
 - ii. All lights are working in both parking lots. There are still lights that are not functioning in the lower parking lot, so that will be next.
 - iii. There were no leaks after the most recent rain.
 - iv. Roseann did garden and cleaning up on the street facing part of our property.
- c. On Thursday, David will be meeting with Sandy Lanzarada, Property Manager for the diocese. Anne and Elaine will join them.
- d. Our office and bathroom lights are antiquated, and it will cost to have them upgraded. No specific plans have been made as of yet.
- e. There will be a list of upcoming projects posted and attached to these minutes.
- f. Next meeting will be April 25 these meetings are open to anyone interested.
- g. A Property grant is being submitted to the Diocese to cover part of the expenses.

C. New Business

1. Workgroup Assignments

- a. Pastoral Care – Roseann Myers, Louise Buck and Jean Hemingway.

Roseann reported on the Pastoral Care Committee's preliminary findings. They will be giving a full report during a forum in June.

- b. Finance – Meeting with Jan Romerdahl, APP Rep, Jane & Elaine
- c. Bylaws – Roseann Myers and Shirley Culver
- d. Investment – Steve Turnbull, Convener, with Pat Carson and Patricia Jensen.
Jan Romerdahl will also be part of this group.

D. Executive Session – MSP to enter Executive Session

1. Read and discuss letter from Bishop Susan
2. No action needed
3. **MSP** to leave Executive Section

E. Important Dates

1. Next Vestry meeting: May 9, 2023
2. Bishop Visitation: September 10, 2023

F. Motion to Adjourn MSP

TIME: 8:56 PM

G. Closing Prayer – Mother Susan