

St. David's Episcopal Church Vestry

Meeting Minutes November 9, 2021

Date | time 11/9/21 | 6:30 pm

Vestry Members

Anne Kellett (1/22), Clerk	Loral Priest (1/24), Jr. Warden	Kathy Winder (1/22)
Katie Turley (1/23)	Gail Decker (1/23)	Vicki Greco (1/24)
Jane Krikorian (1/22), Treasurer	Debby Park (1/23)	Joy Wolf (1/24), Sr. Warden

Time	Item	Presenter
	Welcome/Call to order	Jocelynn+
	Establish Quorum	
	Present: Anne Kellett, Loral Priest, Kathy Winder, Gail Decker, Vicki Greco, Jane Krikorian, Debby Park, Joy Wolf, Karen Garcia, Pastor Jocelynn Hughes	
	Absent: Katie Turley	
	Opening Prayer	
	Welcome Guests	
	Consent Agenda: Approve Minutes of last meeting, accept written reports	Jocelynn+

MSP

1. Rector/Regather Task Force
2. Sr. Warden
3. Jr. Warden
4. Treasurer
5. Preschool
6. Music Director
7. Outreach

Treasurer's Update Jane

Income/Expenses for October 2021

Aug ending cash:	\$76,391	(Balance Sheet: BofA + FC Operating accounts)
Oct Church Income:	\$27,707	(from P&L Church)
Oct Church Expenses:	\$29,704	(from P&L Church)
Oct Preschool income:	\$33,688	(from P&L Preschool)
Oct Preschool expenses:	\$38,676	(from P&L Preschool)
Oct ending cash:	\$66,676	(Balance Sheet: BofA + FC Operating account)

Informational Matters: (no action needed)

Time	Item	Presenter
	<ol style="list-style-type: none"> 1. The Church had a negative net income in Oct of (-\$1,997). 2. The Preschool had a negative net income in Oct of (-\$4,988). 3. Total net income in Oct for Church and Preschool: (-\$6,585). 4. Total income year-to-date for the Church and Preschool is \$699,524. 5. Total expense year-to-date for the Church and Preschool is \$781,571. 6. Total net income year-to-date for the Church and Preschool = (-\$82,047). 7. The high y-t-d negative net income is due to the use of the PPP money (\$75,000) to cover payroll which allowed additional spending on priority projects (see previous T-Reports for lists of projects.) 	
	Discussion Items	
	<ol style="list-style-type: none"> 1. The Committee reviewed the financial reports and noted the negative amounts. Aug, Sept, and Oct have all been negative months. While some negative months are expected, ongoing deficits are concerning. The Church has been negative for both Sept and Oct. mainly due to lower than budgeted income. The Preschool has also been negative for the past three months also due to lower than budgeted income. Budgeted income on the preschool side has not materialized due to low enrollment. Director Karen Garcia is working diligently to increase enrollment by giving as many tours of the preschool as possible. If deficits continue, adjustments will need to be made on the expense side for both Church and Preschool. Pastor Jocelynn sees opportunities to increase income in 2022 but noted that Covid could continue to effect options. 2. The Balance Sheet shows a high accounts receivable figure (\$34,320). Most of this is outstanding tuition payments for the preschool. Preschool Director Karen Garcia reported these amounts are difficult to collect. Craig Winder offered to help but later decided he could not. One idea was to give this amount to a collections agency although they would charge a certain amount. If no one has time to follow through on these collections, an agency may be a good solution. 3. The Committee reviewed a Draft 2022 Budget (see Treasurer's folder for copy). The current draft is #5. Last year we got up to at least #10 so we have ways to go. Current draft shows bottom line positive amount of \$1,191. This draft has Rector salary at \$80,000 for the entire year and small raises for Parish Administrator and Choir Director Committee. This is a "Best Case Scenario Budget" which includes \$210,000 pledge amount and an increase in the Preschool Facility fee by \$500 a month or \$6,000 for the year. These revenue amounts may be unrealistic. If so, expenses would need to be adjusted down. 	

Time	Item	Presenter
	<ol style="list-style-type: none"> 4. Committee recommends raising the K-house rent by 3.5% to \$3,725 from \$3,600. This amount is well below the current market rate of \$4,850 (according to zillow.com). 5. The PPP Loan Forgiveness process for Loan #1 (\$108,396) is taking a lot of time and work. It has gone into “remediation” for review. Outcome is still unknown as to whether a small portion will need to be paid back (up to \$15,000). I am still following up with Bank of America on this situation. 6. After church on Sunday October 31, 2021, I gave a PowerPoint presentation that included national trends from the Episcopal Parochial Report and comparable clergy compensation figures from the 2020 Church Pension Group Clergy Compensation Report. About 35 people stayed in the Sanctuary for the presentation. The idea was to gather as much data and feedback from the congregation so that we can come up with solutions that the Diocese has posed to us: “How can St. David’s present a plan that keeps [our] clergy housed with reasonable compensation?” (Jeff Martinhawk, EDSD CFO, email dated oct. 19, 2021). After feedback from members and further discussions, the Finance Committee has worked on ideas for salary and housing to present to the Vestry for discussion. See “2022 Budget Options Rector Housing and Salary” in Treasurer’s Folder. 7. Comments from guests at the Finance Committee meeting included hope that the Diocese would be creative with St. David’s to help solve our current salary and housing dilemma with Pastor Jocelynn. 8. The Church received a \$4,000 bill from Quality Interiors after the pew cushion project was completed. Due to a communication mix-up that the project we supposed to be put on hold back in June, it was agreed that the bill would be paid off in \$500 increments until fully paid. 	
	2022 Budget Comparisons	
	MOTION: Committee recommends raising the K-house rent by 3.5% to \$3,725 from \$3,600. MSP	
	New Business	Jocelynn+/Joy
	<ol style="list-style-type: none"> 1. Motion : Approve Internal Control Procedures Update MSP 2. Rector Compensation Ideas 3. Nomination Committee for Vestry 2022 	
	Important Dates Coming Up	Jocelynn+/Joy
	<ol style="list-style-type: none"> 1. Vestry Discernment Conversation, Nov 14th 12:30-2:30 2. Thanksgiving Meal Kits, Nov 21 3. Holden Evening Prayer, Nov 29, Dec. 6 & 13, 5:30 pm 	

Time	Item	Presenter
	4. Bay Park Food Drive, Dec. 11 th 5. Music Concert with John Mark, Dec. 12 4:30 6. Christmas Eve, 4 pm music, 4:30 Family Mass 7. Vestry meeting with the Bishop, January 10 th 6:30 pm	
	Closing Prayer Lord God, you have called your servants to ventures of which we cannot see the ending, by paths as yet untrodden, through perils unknown. Give us faith to go out with good courage, not knowing where we go, but only that your hand is leading us and your love supporting us; through Jesus Christ our Lord. Amen.	Jocelynn+
7:53 pm	Adjournment	

Next Meeting: December 14, 6:15 pm