

Vestry Meeting Minutes: July 26, 2022

Attendance: Rev. Kelly Steele, Rev. David Wantland, Phil Snyder, Pete Kastner, Chris Goode, Kathryn McLearn, Sally Robinson, Kathleen Turner, Kathy Field, Aubrey Browner. Zoom: Doug Eberle, Dave Neises, Trevor Walker, Suzanne Thomas. Absent: Susan Homar.

Kathy led the **Covenant**.

The Consent Calendar and VPOC Reports were e-mailed to all Vestry members. Kathy Field moved to accept the Consent Calendar. Chris Goode seconded. All approved.

Formation Discussion: Kelly asked Where have you seen God in your life? The group went around the room to share their thoughts.

MISSION: The fall season will have some changes starting September 7th based upon the Strategic Plan. Wednesdays will start with a Children's Musical Adventure from 4:30 – 5:30 run by Kathleen & Betsey. Elderhood Happy Hour or a seasonal Topical Forum run by David from 6:00 – 7:00. In addition, there is Choir practice, and the Grief Group. And MIDWEEK MEALS will be offered from 5:30 – 6:00. Meals can be individual weeks or purchased by the semester (15 weeks). Due to the numerous issues regarding the Midweek Meals, Pete made the motion to create a sub-committee to address the questions of logistics. The committee would consist of Doug Eberle, Pete Kastner, Kathryn McLearn, Sally Robinson and Kathy Field. Debbie Giordan would be invited to join. Kathy seconded. All approved. Issues to discuss: Suggested Pricing, Cash at the door?, Wine Bar, Volunteer help, Check-In table, Menu, Set-up, take-down, Serving of food, Kitchen help. Everyone on the Vestry should volunteer for two Wednesdays. Kelly will create the Vestry Sign-up list.

Thank-you notes for APOC's: Vestry members will send Thank you notes to various members of the parish to thank them for the volunteerism. Each Vestry member should send 5 thank-you notes to someone that has gone above and beyond the expectations.

FINANCIAL REPORT: Doug Eberle reviewed the mid-year budget summary which reflects current reality for 2022. Non-Pledge contributions were reduced to be on the safe side. Non-pledge income is low for the year. Pledge income was reduced \$4k. Rents have increased and expenses are under budget. Transfer of money from Endowment for Betsey's salary and a little money allocated for the Midweek Meal program. Expenses have increased primarily due to new clergy letters, Regina going above 20 hours per week and getting benefits, Betsey's 20 hours per week. Outreach wants an additional \$4k. Pete stated the Endowment Committee voted to give the 2022 money and a check will go to the TRA to be transferred as needed. Other areas: Ministry programs will be saving \$5k, Administration office expenses are under control. Hospitality will include the Midweek Meals. Bank fees have been reduced. Building & Grounds – electricity up, water is down.

Motions: See below. Doug motioned. Chris seconded.

❖ **South State Bank Line of Credit:**

South State Bank (SSB) has approved the renewal of our \$250,000 Line of Credit (LOC). The Promissory Note documents prepared by SSB require two signatures, Peter S. Kastner identified as Treasurer and Harold W. Evans III identified as Senior Warden. Rather than require SSB to recreate the documents with Kathleen Field as Senior Warden, the Finance Committee recommends Vestry approval of the listed signatories. Kathy Field agrees with this approach. Pete and Hal signed last year's renewal. This motion also approves the renewal of the LOC.

Motion:

The Finance Committee recommends Vestry approval of Peter S. Kastner and Harold W. Evans III as authorized legal signatories of the South State Bank \$250,000 Promissory Note (Loan # 17000003430) dated July 11, 2022.

❖ **Business Check Account uncleared transactions**

Amber Wescoat, Senior Accountant of Holland, Bromley, Barnhill & Brett, LLP identified multiple uncleared transactions in St. Peter's business checking account during the 2021 audit. The oldest of these dates to November 2014. Generally, these were just oversights during monthly bank reconciliation. 'Clearing' these transactions will have no impact on the checking account balance or any fund balances. The 2021 audit has successfully completed. This is a clean-up operation.

Motion:

The Finance Committee recommends Vestry approval to clear all open transactions in St. Peter's business check account dated prior to January 1, 2022. The Financial Administrator will maintain a list of these transactions in case a future question surfaces regarding these transactions.

❖ **Mid-year Budget Review / Revision**

The Finance Committee (FC) has completed the mid-year operating budget review and revision as planned. The Jan-Jun detailed expenditure reports were emailed to committee & guild chairpersons, staff, and Vestry Points of Contact (VPOCs) on July 11. Thank you VPOCs for your active involvement in returning responses. Income trends were also analyzed. Jim Toedtman reviewed pledge trends and confirmed current pledge estimates. The Space Utilization group has revised the leases for St. Peter's tenants and provided an updated estimate for donations for building use. The FC believes the revised budget reflects current reality. Betsey Bass will be working 20 hours/week vs. the 30 hours in the original budget. Additional funding for the music program is included. A budget revision highlights memo and Summary Revised Budget exhibit are attached. The revised 2022 Detail budget was provided separately.

Motion: The Finance Committee recommends Vestry approval of the revised 2022 detail operating budget, forecasting a deficit budget for 2022 with total income of \$886,550 and total expenses of \$903,768. This revised budget replaces the 2022 budget approved in December 2021.

Vestry approved all motions unanimously.

HVAC UPDATE: Pete meeting with the contractors to estimate the unit size and get order.

MISC BUSINESS:

Diocesan Convention: The Diocesan Party and Eucharist is scheduled for Friday November 11th at St. Peter's. 400+ people attend. St. Peter's does not coordinate the planning but the Diocesan committee needs to know St. Peter's is having the Stewardship campaign wrap-up event November 13th. Kelly to coordinate with the Diocese to ensure they know the limitations of space and parking. It is an honor to host the Diocesan party but the timing is tough this year.

Hal Evans and HR is updating Regina, Susanne and Nate's letter of agreement – insurance included.

Stewardship campaign is very important and cautiously optimistic. Nov 13th is the last Sunday. The Stewardship committee is coordinating the brochure, pledge card, speakers and coordinating two shared presentations with food and online streaming. The campaign starts October 2nd and will run through November 13th.

REALM training scheduled for August 10th at 1 p.m.

David led the Closing Prayer.

Next meeting: August 25th 4:30 p.m.