

St. Simon's On The Sound Episcopal Church

Vestry Meeting
14 November 2017

Clergy: The Reverend J. David Knight

Vestry Members:

Senior Warden Van Fuller, Junior Warden Paul Wheelless, Gene Correll, Elle Estes, Cathy Halprin, Frank Milhous, Rob Newton, Barbara Smith, Debbie Vaughan

Clerk: Ellen Dodson

Treasurer: Carter Caywood

Vestry-Elect Members: Gloria Battle, Samantha West, Jack White

1. **Call to Order** at 5:30 pm. (Van)
2. **Opening Prayer** by Van Fuller
3. **Roll Call** – Confirmation of Quorum (Van)
4. **Consent Agenda:**
 - a) Approval of October 2017 Vestry Minutes
 - b) Approval of October 15 Annual Meeting Minutes

A motion was presented by Frank Milhous to approve the Consent Agenda and seconded by Debbie Vaughan. The motion carried by acclamation.

5. Committee Reports

a) Administration (Gene)

1. Approval of Bylaws Revision: the only change is in section 5.01(b) which pertains to the nomination procedure for electing new vestry members.

Motion from committee by Gene Correll to approve the revision, seconded by Debbie Vaughan. The motion carried by acclamation.

2. Annual Endowment Policy Review: The proposed changes were administrative and grammatical.

Motion from committee by Gene Correll to approve the changes to the Endowment Fund Plan of Operation Policies and Guidelines as presented. Debbie Vaughan seconded the motion which carried by acclamation.

3. Manual of Business Methods in Church Affairs: Changes were Appendix A Section I on page 6, raising the personnel request/authorize amounts from \$1,000 to \$1,500 for the Rector, Senior Warden, and Junior Warden, and Personnel Payments & Cash Disbursements limits Section I on page 8, raising the limits from \$1,000 to \$1,500 for the Rector, Senior Warden and Junior Warden.

Motion from committee by Gene Correll to approve the changes to the Manual of Business Methods in Church Affairs as presented. Cathy Halprin seconded the motion which carried by acclamation.

4. Design & Decor: no changes were proposed.

Motion was made by Debbie Vaughan to accept the document in its present state, and seconded by Frank Milhous. The motion carried by acclamation.

5. 2016 Audit Update: The audit was returned from the auditor and there were changes in parts of the balance sheet, a systematic issue in closing out the previous year. Each individual line item wasn't balancing, but the situation has been resolved.
6. 2017 Discernment Update: The last Cottage Meeting will be held on Friday, November 17 at 10:00 am, after which Michelle Anchors will send a compilation to the Rector and Senior Warden. Vestry members will receive and review the results which will be an agenda item at the retreat in January.
7. 2018 Stewardship Campaign: Chair Rob Newton is gathering names of parishioners to possibly present a testimony to the congregation as to why St. Simon's is important in their lives. Consecration Sunday will be February 11 with a Mardi Gras theme and Cajun meal, and Mary Hauge has agreed to be the "Table Chairperson". Help will be needed for tasks such as stuffing envelopes, mailing, etc.
8. Approval of October Financial Report: Pledge receipts are down \$60,000 for the year. Plate receipts are ahead, but overall income is down \$36,000. Meanwhile, Van reported some Finance Committee and staff actions for

money saving: suspending the principal debt payments while still paying the interest, moving the third Sunday plate to the general fund instead of the Major Maintenance Fund for the next two months; suspending approved contract work to save us another draw on the LOC which generates more principal & interest, suspending contributions to the Rector's Sabbatical Fund and catch back up next year. We will review and properly account for use of memorial funds for approved expenses. Financial statements will be sent out in December, and it is important that we communicate to parishioners that pledge commitments are January – December, regardless of the timing of a stewardship campaign. In addition, Father David wants it made clear that a pledge is not set in stone and can always be adjusted depending on life circumstances.

A motion was made by Debbie Vaughan and seconded by Rob Newton to approve the October Financial Report. The motion carried by acclamation.

9. Approval of Preliminary 2018 Budget: Even though the proposed preliminary budget is a deficit one, Gene feels that it is fairly solid. Father David pointed out that this is preliminary and can be adjusted after the Stewardship Campaign. Something new is the six month funding for a Curate, which would be an annual salaried commitment for 2019 and 2020. Father David spoke to the projected pledge of \$510K, and the fact that some expense categories have been adjusted to match what we actually spend. Another major item is that staff salaries are flat after a 5% increase last year, and James Wyatt has signed up for a family health care plan, \$22,492 annually. Parish Administrator salary is less because Steve will work less hours since many major projects have been accomplished and/or in progress.
 1. Gene Correll moved to approve the preliminary budget with an amendment to increase Outreach to \$9K from \$4K, seconded by Cathy Halprin. During discussion, youth and education should be considered as well as other programs. This motion was rescinded.
 2. Paul Wheelless moved that a balanced preliminary budget be approved, seconded by Elle Estes. After discussion, the motion was defeated, 4 votes in favor, 5 votes opposed. Motion failed.
 3. Gene Correll moved to approve the preliminary budget as proposed, seconded by Debbie Vaughan. 5 votes in favor, 4 opposed: motion carried.
 4. Van Fuller moved that we execute to the 90% preliminary budget level

beginning in January for non personnel accounts. Paul Wheelless seconded the motion. Debbie Vaughan moved for an amendment to the motion to exclude stewardship from the 90% exclusion; motion approved, all in favor. Motion to execute to the 90% budget level carried by acclamation.

- b) Ministry:** The Senior Warden congratulated Cathy Halprin for her idea and execution of the St. Simon's water bottles which were handed out for the first time this past Sunday. They were a big hit at the visitor's table and amongst many people.

6. Old Business: (Father David)

- a) Diocesan Convention Delegates: Those who have expressed an interest are: Cece Allen, Mary Margaret Correll, Kelley Fuller, Rob Newton, Alvin Richey, and Chuck Roland. Elle Estes moved that we elect Cece and Chuck as alternates since they possibly have been involved at conventions in the past. Debbie Vaughan seconded the motion, and after discussion, Mary Margaret Correll, Kelley Fuller, Rob Newton and Alvin Richey were voted as delegates by acclamation.
- b) Upcoming Calendar Items: Father David announced a change of dates for the Christmas party which will be held Sunday, December 17 at the Knight's home. Stay tuned for more details.
- c) Men's Group organization meeting is on December 2 at 8:00 am. Sign up on REALM and if you can help cook, let Father David know.
- d) The University of Chicago students will be sleeping upstairs December 17-23.
- e) Vestry is scheduled to sponsor the Advent dinner on Wednesday, December 6. Food will be soup and salad, with a music program to follow.
- f) Father David will be gone Friday, November 17 through Thanksgiving Week. This is traditionally his annual time off as he travels to gather with family and friends.

7. New Business: (Father David)

- a) Craft Fair was a success as the gross was \$27,684, and with expenses of a bit less than \$8K, net should be around \$22K. There are presently 65 orders for pickles for those who shopped after we ran out on Friday at 3:00 pm.
- b) Congregational Enrichment Venture, formerly the School for Mission, is a congregational development effort led by the Reverend Margaret Shepherd of St. Andrews Panama City, and Bishop Kendrick. St. Simon's is hosting the first meeting on Friday and Saturday, November 17/18. Our representatives are Ann Clark, Kelley Fuller, Bob Hauge, Hunter King, Ellen Sheppard, and Father David. There are ten churches involved and meetings will be held four times a year for

two years.

- c) Anne Hall has resigned from her vestry position for personal reasons. We need to keep her in our prayers as she begins treatment this week. The 2018 vestry will make a decision at Vestry Retreat about replacement; she has two years remaining.
- d) Vestry Retreat will be held Friday night and Saturday, January 12-13, 2018 somewhere locally and will serve as the January Vestry Meeting. Father David would like to have Vestry installation on Sunday, January 14.

8. **Vestry Member Comments:**

- a) Paul Wheelless offered a reminder that The Nutcracker will be held this weekend at NWFSC.
- b) Cathy Halprin presented gifts to the outgoing Vestry members, Senior Warden, and Clerk – St. Simon's water bottles!
- c) Van Fuller reported that we're taking nominations for a new Vestry Clerk.
- d) Gene Correll will make available Administration Committee notebooks.
- e) Barbara Smith gave kudos to Father Jack's Kitchen volunteer Frank Gray.
- f) Remember Vestry Member of the Day duty includes staffing the visitor's table.

9. **Closing prayer** by Elle Estes.

10. **Adjournment** by the Senior Warden on 7:40 pm.

Respectively submitted,

Ellen Dodson
Clerk of the Vestry