

Amended Minutes for Vestry Meeting on December 13, 2023

Present: Fr. Andy Jones, Rector;
Casey Reiser, Senior Warden;
David Polet, Junior Warden;
Kevin Featherston-Crowe, Treasurer;
John Mullen, Andy Porter¹, Jeff Ocwieja, Dennis Lloyd, JoAnne Lehman, Stephanie Elkins, Ryan Brown, David Johnson, Julia Stanley

Absent: Erin Gasser, Anne Keller

Clerk: Jeff Ocwieja

Agenda Items

Opening Prayer: Given by Fr. Andy

Approval of Agenda: Casey wants to address date of the retreat, Fr. Andy says we can address during reports. Ryan wants to ask re Newell House, can address later. John moves to adopt. **Stephanie seconds. Unanimously adopted.**

Approval of October Minutes: Andy clarifies that it was Fr. Andy who clarified re approval of October minutes. Andy clarifies that under “Library,” should say “more inviting,” not “move inviting.” **Casey moves to adopt. David Polet seconds. Unanimously adopted.**

Voices from the Parish: Ryan and David are present.

October/November Financials: Presentation by Kevin. Not going to go thru details because we’re on an “off quarter” month (usually give a deeper explanation for quarterly statements). Only November financials included in the packet (not October). Discussion of balance sheet, end of month amounts. Discussion of long term investments, ended November 2023 with \$4.17 million in assets. David Polet asks about capital bank account, Kevin clarifies that it looks different because it is programmed differently (not really a change, just looks different because we’re in a transition year). Dennis asks about changes in long-term investments, Kevin clarifies that they are investments in securities that fluctuate (just the changes), but, e.g., for Columbarium change, that’s due to interest. Ryan asks about percentage change and whether it is year-to-year, Kevin isn’t sure, most change due to cash/pledges, disbursement of funds throughout the year, etc. Discussion of liabilities. Total liabilities of approx. \$25,000, but a lot are “pass through” liabilities that are just in the process of disbursement. We are currently in balance w/ assets. Dennis asks what “prior period” means, Kevin isn’t sure, thinks it is a Quickbooks term for year-to-date. Fr. Andy asks if we can write checks to disburse funds, Kevin says yes we are good to go. Discussion of reserves, approx. \$226,000 (or > \$100,000 in excess of 3-month benchmark reserve). Discussion of income statement, new format because we are using Quickbooks. Shows the attained budget through the date of the report. Currently ahead of budget on revenue. Casey asks if that includes Janet Hyde’s gift, Kevin says it includes the first half (approx. \$25,000) but not all of it. Stephanie observes that without Janet’s gift, we would have been slightly behind on revenue. Andy clarifies that we were going to use some this year and some next year, asks if we can “migrate” amount we don’t use for next year, Kevin clarifies that it would all be recognized as revenue for this year no matter what. Fr. Andy states that we should have a fund for it in the balance sheet, Kevin will speak to Chuck about that. Discussion of total expenditures, under budget by approx. \$22,000. Discussion of net revenue, currently approx. \$62,000. Casey clarifies that that includes Janet’s gift (so more like \$40,00-ish surplus). Ryan asks what happens if actual and estimated end up in the negative, Kevin clarifies that it depends, if we budget a negative number, it dips into reserves (and as long as negatives don’t exceed deposit amount, we’re good). Fr. Andy clarifies that 3-month reserve is a

¹ Unless otherwise noted, “Andy” refers to Andy Porter. “Fr. Andy” refers to Andy Jones.

best practice, but not a requirement. Julia asks when that policy was created, Fr. Andy says it's been a few years but isn't sure. Dennis asks if we could count Janet's gift as an expense, Kevin says that's more for government accounting (we use GAAP). Andy recognizes Kevin for the tremendous work he's done and offers his thanks. Kevin says that Dylan deserves a lot of thanks as well. **Andy moves to receive financials. Stephanie seconds. Unanimously adopted.**

HR Line of the 2024 Budget: Fr. Andy leaves the room. Remainder of vestry goes into closed, executive session. Discussion off record. Return to record.

Fr. Andy returns. Memorialization of vote that occurred in closed session: **Motion: approval of a 5% cost of living adjustment for all staff (including Fr. Andy), an additional 8% raise for Fr. Andy, and a \$10,000 bonus for Fr. Andy. That motion was adopted.**

Discussion of bonus for Ken. Previously gave a \$1,500 bonus. Casey suggests a \$2,000 bonus. **Dennis moves to approve a \$2,000 bonus for Ken.** Stephanie suggests \$2,500 bonus. Fr. Andy agrees. **Dennis amends motion to \$2,500. Casey seconds. Unanimously approved.**

Fr. Andy's Housing Allowance: Presentation by Fr. Andy. Discussion of how the housing allowance works in the packet. Vestry sets the "maximum amount" approved, and Fr. Andy can submit less. Requesting \$45,000 allowance. The "blank" in the resolution is new salary. Will be filled in later. **Casey moves to adopt housing resolution contained in packet. JoAnne seconds. Unanimously adopted (Fr. Andy abstains)**

New Vestry Closer Procedure: Presentation by Dennis. Suggests setting up a rotation like we do for readers, counters, etc. Dennis volunteers to coordinate. Will arrange it quarterly (because there are enough Sundays to cover one per vestry member (w/ an alternate). **David Polet moves to adopt Dennis's plan.** Casey says we don't need to vote. **No second.** Consensus that we should give this a try.

Newell House: Presentation by David Polet. See attachment. Committee is very active. Casey and Andy working on consolidating space so we can move stuff into the church. Kicked off the "visioning" process. Will have a forum on 01/21/24. Asbestos/lead testing completed, no significant asbestos (only in kitchen counter and mortar in furnace room). Re lead, no reason to remediate because it'll be included if we raze the house. Would likely only "renovate" (rather than raze) if the City doesn't approve the change. Discussion of historic registry/district issues. Working to put a "power map" of key players/constituents with the City. Meeting on 12/17/23 to develop a more concrete plan. Estimated time frame of retaining a company to actual demolition is 3-4 months. Just working on getting through the "hoops" with the city. Ryan asks if city is provided any guidance on what it wants to see happens, David Polet says city isn't giving us any guidance. Reason to believe that city will be "fairly open" to allowing us to raze the house. Julia asks about precedent re razing the house, David Polet discusses previous tear-downs in historic districts. Andy suggests that we should confirm if the Newell House is on a "historic registry." Ryan asks if there's anything in the house worth reclaiming, David Polet says yes (flooring, stain glass, bricks, etc.). David Polet clarifies that if we sell the house/reclaimed items w/in the house, proceeds go to the diocese, not to us (although would probably come to us eventually). David Polet says we should wait re asbestos removal, not in a rush because the space isn't being used. Don't need any advance permits from the city re asbestos removal (but needs more clarity)

Discussion of **resolution** to spend money for lead and asbestos testing. **Unanimously approved** ahead of time.

Thoughts from Outgoing Members of the Vestry: Erin not present. Words shared by John.

Reports:

Rector's Report: see attached.

Senior Warden's Report: see attached. Retreat scheduled 01/26/24 and 01/27/24. Exact times to come. Will be at Holy Wisdom Monastery. Will likely ask for help putting together an agenda.

Junior Warden's Report: see attached.

Items for the Good of the Parish

Compline