

# St. Paul's Vestry Meeting Minutes

**December 21, 2021**

**Present:** Rev. Sarah Hurlbert, Rev. Melissa Congleton, Eric Magnusson, Dennis Marsh, Barney Rudolph, Elaine Themm, Romelle Frey, Dana Burkey, Jan Osborn, and Marco Shehab.

**Absent:** Debbie Batchelder, James Grant

Agenda	Discussion	Action/Responsibilities
Call to order, prayer	Meeting called to order at 6:31 pm with an opening prayer by Rev. Sarah.	
Review and approve previous board minutes		<i>Minutes approval:</i> Motion: Jan 2 <sup>nd</sup> : Dana <i>Approved</i>
Acceptance of Consent Agenda		Motion: Elaine 2 <sup>nd</sup> : Dennis <i>Approved</i>
Finance Report: <ul style="list-style-type: none"> <li>• Approve November financials as presented</li> </ul>	Treasurer Marco reported: <ul style="list-style-type: none"> <li>• Pledge contributions still on track to meet or exceed budget.</li> <li>• \$100,000 was pulled from endowment funds to cover expenses.</li> <li>• Funds in endowment are doing well, interest is a little lower, but good considering pandemic.</li> <li>• Monthly expenses on track.</li> </ul> <p style="text-align: center;">.</p> <b>Questions:</b> <ul style="list-style-type: none"> <li>• Dana asked about building assets. Why are they the same as last year? Marco advised that figure has not changed yet due to the lateness of our financial audit, It will adjust later but not by much.</li> <li>• Barney asked if sexton wages were normal, since higher than budgeted for this year. Rev. Sarah said sexton wages are higher this year because in-person activities have resumed. Last year the building was only used on weekends due to Covid pandemic shut-down. (In-person activities resumed Palm Sunday 3/28/21.)</li> </ul>	

Agenda	Discussion	Action/Responsibilities
	<ul style="list-style-type: none"> <li>The question was asked as to why there are two “Rector’s Discretionary Funds?” Marco said one is for the debit/MC account and one is for the checking account. However, more research is needed. The church accounting software that we use is outdated and not user friendly. He would like to get a better system so charges can be accounted for more accurately and easily.(E.g. It’s not easy to accurately allocate charges on the church credit card for the different funds they should be expensed to.) He is going to research this question further and get an answer to the Vestry soon.</li> </ul>	<p style="text-align: center;"><b>Action:</b></p> <ol style="list-style-type: none"> <li>It was decided to postpone the approval of the November Finance reports until Marco gets clarification of the Discretionary fund issue.</li> <li>Marco is going to research different church accounting software options.</li> </ol>
Proposed 2022 Budget	<ul style="list-style-type: none"> <li>Marco explained how the pledges for 2022 are determined.</li> <li>We hope to not need a transfer of funds from the endowment in 2022 but it has been budgeted (due to expenses for boiler project, choir director, etc.)</li> </ul> <p>A discussion of the various expenses in the budget followed...</p> <ul style="list-style-type: none"> <li>Q: What is the new “sabbatical expense line item? A. If a rector takes a sabbatical, these are expenses incurred by the church while the rector is on the sabbatical, not to pay for the rector’s expenses to take one.</li> <li>COLA (Cost of Living Allowance) raises for staff: The Vestry decided to give a 6% raise to staff for 2022. In addition, the H.R. Committee will be giving performance reviews/evaluations to all staff.</li> <li>Q: Where will the money for raises come from? A. Since a choir director has not been hired yet, most likely when/if we get one, it will not be until after the 1<sup>st</sup> quarter, so that will offset the additional expense.</li> </ul>	<p>Motion to accept proposed 2022 budget as amended: Elaine 2<sup>nd</sup>: Jan <i>Approved*</i></p> <p><i>*Budget will be presented at the parish annual meeting to be held on Jan. 23, 2022</i></p> <p style="text-align: center;"><b>Action:</b></p> <p>H.R. Committee to give performance reviews as soon as possible in the new year.</p>

Agenda	Discussion	Action/Responsibilities
Christian Ed. Plans for New Year	Due to the lengthy discussion of the budget and discussion of other agenda items needed, it was decided to postpone this discussion.	<p><b>Action:</b> Add this item to a future Vestry meeting</p>
New Vestry Members & Building & Grounds leadership	Discussion of possible new Vestry members. Three are needed and an alternate. Several names were discussed. (They must be confirmed or received Episcopalians.)	<p><b>Action:</b> Possible new Vestry members will be approached to see if they are willing to serve.</p>
Agenda item added: Using St. Paul's as a warming shelter	Rev. Sarah talked about the idea already in motion to use St. Paul's as an overnight warming shelter in partnership with the Jackson Interfaith Shelter. Volunteers will be needed to help organize it and serve in this new ministry to the community.	<p><b>Action:</b> Rev. Sarah will be sending more information out to the Vestry in the next few days and talking to members about how they can help.</p>
Meeting adjourned at 9 pm	Closing prayer by Rev. Sarah  <i>Minutes taken by Alice Mulhearn, Vestry Secretary</i>	