

St. Mary's Church
Vestry Meeting Minutes of August 12th, 2010

Present:

Fr. Michael Sclafani, Rector
Peter Cabbiness, Sr. Warden
Gerald Hatler, Jr. Warden

Tom Metry, Member
Jack Van Patten, Member
Virginia Engel, Member

Kyle Campbell, Clerk
Judy Wilson, Treasurer
Dcn. Jane, Guest

Absent:

Brandy Swisher, Member

I. Call to Order, Prayer

The meeting of St. Mary's Church Vestry was called to order at 6:15pm with a devotional led by Fr. Michael on "Resting in God" followed by a DVD of the recent VBS program.

NOTE:

Peter Cabbiness made a motion that the vestry move to a Closed Executive Session to discuss sensitive and confidential issues. The motion was seconded by Kyle Campbell. Motion passed unanimously. The vestry entered Closed Executive Session at approximately 6:30pm and came out of Closed Executive Session at approximately 6:55pm.

II. Approval of Minutes

A motion was made to approve the minutes, with corrections, by Judy Wilson, and seconded by Peter Cabbiness. One such correction was the header update "Pape" as opposed to "Paype" on III. H. i.

III. Budget Review

Father Michael mentioned that the income is down compared to last year at about 9%. The expenses are greater than last year as there is a fulltime rector for 12 months in 2010 as opposed to 9 month in 2009. Profit and Loss Budget vs. Actual six month budget. Expenses had been trimmed as much as could be, and the pledges were added into income. Some expenses over the 100% mark could be based on when they come in during the year (quarterly, etc). An example of this is the CCLI license. It is paid at the beginning of the year, and is good for the rest of the year. Propane is also another example, as it is filled once a year. The biggest expenses are payroll and facility expenses. Father Michael mentioned that one area that we have been saving on is office supplies and postage.

Ginny Engle mentioned possibly having mailboxes at church for members, instead of mailing out info on a regular basis.

Father Michael opened the floor for discussion to see if there are any other areas that may be cut back. A key area is that of personnel. An example is Lawn and Garden, but who will take care of the grounds? In regards to paid staffing, Father Michael, Office (Maryann), Nursery Worker, and a Sexton are those on paid staff. Peter mentioned that any cuts could cause more damage. Revenue is the only answer, and the focus needs to be shifted dramatically to revenue.

VBS was a tremendous outreach project. Because of the partnership between the Grove and St. Mary's the expenses will be shared. VBS expenditures were around \$300.00.

Peter Cabbiness mentioned that a marketing plan needs to be established. Father Michael mentioned that the Stewardship head needs to be started, but direction needs to be given by the Vestry. The position is called for by the canons; however, the description is vague. Need a 12 month marketing

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program. Deacon Jane mentioned the Scrip program through Save Mart. Families can obtain a card, and a percentage of purchases go to the church. A committee needs to be formed for welcoming, outreach, etc. to encourage stewardship. Deacon Jane and Ginny Engel would look into the Scrip program. Tom Metry mentioned that a comprehensive plan needs to be made, and someone inside the congregation could be found, and we may need to look outside the congregation. Father Michael asked Peter Cabbiness if he would be able to help out with the stewardship and marketing. Peter and Shannon will work together to begin brainstorming and working towards a plan.

When asked if there were areas that the Vestry felt could be cut, the consensus was that there were not.

Kyle inquired as to whether or not donations for the altar flowers cover themselves. It was confirmed that they did overall.

IV. Financial Reports

Judy mentioned that the expenses are staying about the same over the month, however, contributions are lacking. We need to see contributions at about \$3000/week. Father Michael stated that prior to May, the attendance was between 75-80 per week, and in June and July, the attendance dropped to the 50's and 60's. It has been improving. More monies are given at the beginning of the month as that is when most people get paid. Judy mentioned that the first Sunday in August, \$3900 was taken in. The second Sunday, \$900 was given. The attendance has not fluctuated that much.

Profit Loss and Budget Performance, item #2011 "Subscription Pay Cycle". Automatic withdrawal for \$380.32 to QuickBooks payroll renewal (an annual fee). #3002, two checks at \$49.95, was written for internet service (one for month of July, and the other for the month of August). The increase is due to two months worth of payments. #3008 "Repairs and Maintenance" \$344.44 to Jorgenson and Company for maintenance of old fire extinguished and new fire extinguishers had to be replaced for two extinguishers whose case had exceeded their date. A debit card transaction for Lowes was used to purchase a new office exterior light as the original one was broken (\$21.77) and a check was written to reimburse Debbie Bates for the purchase of a filter for the vacuum cleaner (\$31.00). #7002 "Altar Guild" \$117.43. A check was written to San Joaquin Religious goods for baptismal candle and card. A debit card transaction for Walmart for the purchase of votive candles, distilled water, and dental cleaner (used to clean the cruets) for \$27.88, and a transaction for Save Mart for \$11.99 for a bottle of altar wine, and one case \$64.61. Currently the remaining balance for the checking account is \$3800.00. Payroll runs approximately \$3000 each pay period.

Tom Metry inquired that over the six months, under net income that we are \$2600 behind. He wanted to know how much we started with. There had been about \$20,000 extra. When Father Michael had began the search process with St. Mary's, he had received a letter from the Vestry that there would be sufficient surplus within the operating account to go for 12 months to make up that discrepancy of income for 12 months. In reality that surplus has lasted us 18 months but it has now been depleted. There was, in the operating account, funds for different sources (Search Committee, moving funds, and funds for other projects). All monies had been compiled in the operating account. Tom inquired into monies that had been transferred in May, but those monies had not been transferred for the tree grant project. The treasurer's reports were received.

Judy made a motion to transfer \$12,000.00 from the Money Market Account to the Operating Account to use for operating expenses. It was seconded by Ginny Engle. Tom inquired as to where the amount

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requested came from. He mentioned a desire to move more, so that if at the end of the year, we have a surplus, it could be moved back rather than making future motions to move more money into Operating Account. Tom and Ginny both voiced that \$20,000.00 would be a better amount. Judy amended her motion to transfer \$20,000 from the Money Market Account to the Operating Account. Tom mentioned adding that there is a hope to replace those funds in the future.

Judy Wilson also passed out the Youth Group financial reports. The current Youth Group balance is \$953.18. On profit and Loss balance performance. \$160.26 from operating account to Youth Group Account, as they were the funds left over from VBS. It was added to the funds from the Rummage Sale marked for VBS. Youth group has a debit card instead of having to reimburse leaders. \$481.00 was spent on VBS, and \$102.62 remained from contributions. A line will be added (per Tom Metry's request) for VBS within the Youth Group account.

V. Property Reports

In regards to the truss, drawings were provided, and a visual inspection had been done. At the time of the visual inspection, he didn't seem very alarmed.

In regards to the mulch, Gerry will take a sample and get some price quotes on the value, to ensure we are not paying too much.

VI. Other Reports

Father Michael mentioned that Cody Cabbiness is doing a wonderful job leading the youth group along with Peppy. Father Michael also mentioned that he is playing a more active supervisory role. They are continuing their studies on the book of Matthew. Some members were helpful in volunteering with VBS. Tom Metry inquired as to the average age of the youth group, and Father Michael mentioned that it is probably around 16 years. He is also working on getting Mr. Wheeler and Mr. Duffy involved as well in helping with the Youth Group.

VBS was a success in so many ways, including the unification of two church families, and all of the children that attended. He has heard many positive comments, including from one family who had attended many VBS programs, and saying that ours was "the best." 75+ children attended in total, coming from many churches.

Diocesan Lawsuit Update: Oral arguments were requested by the court. Tentative dates have been set for September. Prayers were requested. Peter stated that we should have a ruling by the end of the year. It is all a part of the process and the request for oral arguments does not point in one direction or another.

VII. New Business:

Tom Metry brought up the issue of finishing up the tree grant project and the mulch. Elaine had been under the impression that it was a much bigger to-do than it was. The Vestry, at the last meeting, had discussed not paying John Pape until the mulch issue is resolved. Elaine had called Father Michael asking what was going on with the mulch project, and that he reiterated to her that he has since stepped away from the project and had referred her to speak with Peter Cabbiness as senior warden regarding any further information on the Tree Grant Project. She had not contacted Peter Cabbiness and did not feel comfortable doing so, and so Gerry Hatler was designated to work with Elaine on the matter.

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VIII. Announcements

St. Mary's will be hosting the DHC Fall Gathering on September 25th. Father Michael will be serving as Chaplain for the Diocese. Cathy Cabbiness (Secretary), Cindy Shaheen (Vice President), and Terilyn Dillon (President) have been nominated, and will be up for election.

Bishop Schofield will be visiting September 26th with a combined worship service at 9:30 with potluck following. Three teens will be being confirmed. Four to Six adults will be confirmed or received into our church. There may also be a baptism that day as well.

Next Vestry meeting will be held September 9th.

Meeting Adjourned with prayer at approx. 8:45 pm. Motion to adjourn was given by Judy Wilson, and it was seconded by Peter Cabbiness.

Respectfully submitted,
Kyle Campbell
Vestry Clerk