

Vestry Minutes – January 21, 2013

Present: Rev. Charlie Holt, Fr. Wes Sharp, Gene Anderson, Sr. Warden; Rick Felthuis, Amy Jennings, Debbie Long, Ernie Mander, Helmut Schardt, Becky Watts, Todd Wilson

Absent: James Nedved

Also Present: Deacon Din Bissoondial, Steven Pope

- I. Fr. Charlie opened the meeting with prayer and teaching on Genesis 44.
- II. The minutes from December 16, 2012 meeting were approved.
- III. Eagle Scout Project:
Steven Pope presented a Community Grow Box Giving Garden project to be located in the grassy area west of the Memorial Garden. These boxes are self fertilizing, self watering and contain a weed barrier making them low maintenance. The Preschool will participate in the garden project and the harvested produce could be used for St. Peter's events, Grace n Grits, or for families in need. Steven will raise the funds to purchase the grow boxes, which eventually could generate fund raising opportunities.
The vestry approved the Giving Garden project.
- IV. Nomination for Discernment Process for the Priesthood: Deacon Din Bissoondial is seeking vestry approval for the Discernment Process for the Priesthood. 5 priests, including Fr. Charlie & Fr. Wes, have encouraged Din to continue the ordination process. The vestry inquired about the financial commitments to St. Peter's as our precedent has been to support our seminarian's tuition and book expenses.
 - a. The 2013 budget does not have any funds allocated to Seminary Scholarships. There are \$9700 in Restricted Seminary Scholarship; these funds are currently being allocated to Josh Gritter and Sean Eha. Din indicated there may be grants available.
The vestry requests additional time to consider their approval of Din's nomination; to be included on February 18th vestry agenda.
- V. Election of Officers / Executive Committee
 - a. Sr. Warden Todd Wilson (appointed by Rev. Holt 1/24/13)
 - b. Jr. Warden Gene Anderson (elected by email vote 1/24/13)
 - c. Treasurer Amy Jennings
 - d. Secretary Becky Watts
- VI. Treasurer's Report (Felthuis / Wilson)
 - a. December 2012 revenues were exceptional allowing us to finish the year with a net operating total of \$29,863.10. The vestry discussed a goal of rebuilding cash reserves to \$50,000 - \$75,000.
 - b. Florida Power & Light easement purchase has been completed and we have received payment of \$11,500. Our attorney fees were \$950, leaving a balance of \$10,550.
The vestry approved the finance committee's recommendation to use these funds to repay the Jim Grant endowment which loaned the money for the purchase of our Ricoh copier.

- c. Building Together campaign technically ends in May 2013, and we anticipate a remaining mortgage of \$50,000. We will consider extending the campaign as part of our Strategic Planning at the Vestry/Staff retreat on February 8th & 9th.
- d. Fr. Wes requested FF&E purchases for additional round tables, chairs and projector cages for the Family Life Center. Vestry withheld approval of expenditures until final 2012 financials are accomplished.

VII. Rector's Report

- a. To alleviate the Sunday morning worship service responsibilities of Vestry in Charge, Fr. Charlie suggests hiring Josh Gritter to unlock, set up & take down classroom tables & chairs, make coffee, and lock up following services.
MOTION (Jennings) to hire Josh Gritter for an additional 4 hours on Sunday mornings increasing the Youth Ministry salary by \$4,000. This will cause the salary & wages category to go over budget.
SECOND (Felthuis)
MOTION APPROVED unanimously.
- b. Bible Challenge is going well.
- c. Fr. Charlie is serving as interim chair to Pathways to Home board during their restructuring.
- d. Vestry Staff Retreat is scheduled for Friday, February 8th 6:00 pm – 9:00 pm and Saturday, February 9th 8:00 am – 3:00 pm in Barge Hall and will focus on Strategic Planning. Amy Jennings will help prepare agenda and Brent Tallman will provide team building fun!

VIII. Sr. Warden Report: Gene Anderson

- a. Gene shared a thank you note from Deacon Janice Miller for the Christmas gift card.
- b. Gene presented a letter from Brooke Holt requesting seminary scholarship funds that would enable her to complete her remaining class and receive her Masters in Biblical Studies. Reformed Theological Seminary (RTS) offers a Church Partnership Program where tuition is paid in equal thirds by the Church, the seminary, and the student. Brooke's 5 credit hour tuition request is for \$736.
MOTION (Felthuis) to fund Brooke's request for \$736 in seminary scholarship funds to be allocated from the restricted seminary scholarship budget line. The vestry requests scholarship needs and timelines from seminarians Josh Gritter, Sean Eha and Din Bissondial to be reviewed at February 18th vestry meeting.
SECOND (Anderson)
MOTION APPROVED unanimously.
- c. Vestry in Charge duties were discussed relative to the reduced number of vestry members to cover weekend worship services.
MOTION (Wilson) to schedule Vestry in Charge duties for an entire weekend (i.e. Saturday 5 pm, Sunday 9 am, 11 am, and 6 pm) effective February 2, 2013.
SECOND (Watts)
MOTION APPROVED with one NO vote (Mander)
 Gene Anderson will prepare a draft weekend duty Vestry in Charge schedule.

IX. Commission Reports

- a. Worship: In need of additional Vergers for 11 am worship. Training classes will be scheduled for all servers including Vestry in Charge.
- b. Fellowship: A new chairperson is needed to replace Beth Pope.

- X. New Business: New vestry members request guidelines for duties of vestry members; the Canons of the National Church and Diocese of Central Florida; and the By-Laws of St. Peter's.

Meeting adjourned at 9:15 pm with the Lord's Prayer.

Respectfully submitted, Susie Millonig

Next meeting is Monday, February 18, 2013 at 7:00 pm.

Accounts

Assets

Current Assets

Other Cash Accounts

1-100150 - Petty Cash \$100.00

Total Other Cash Accounts \$100.00

Procter & Gamble Company

1-100300 - Procter & Gamble \$6,715.00

Total Procter & Gamble Company \$6,715.00

Orange Bank of Florida

1-100110 - Orange Bank (Operating Fund) \$106,296.32

2-100115 - Orange Bank (Bldg Together Fund) \$13,334.79

Total Orange Bank of Florida \$119,631.11

PNC Bank Honduras

1-100105 - St. Peter's Honduras Mission \$2,696.54

Total PNC Bank Honduras \$2,696.54

Money Market Accounts

1-100131 - Orange Bank MM General Fund \$26,221.63

2-200122 - Orange Bank MM Memorial Chapel \$30,721.49

4-100123 - Orange Bank Jim Grant Endowment \$15,998.48

Total Money Market Accounts \$72,941.60

Total Current Assets

\$202,084.25

5/3 Bank

1-100140 - 5/3rd Priest Discretionary \$869.24

1-100141 - 5/3rd Asst. Priest Discretionary \$579.84

1-100142 - 5/3rd Assoc. Priest Discretionary \$1,498.90

1-100143 - 5/3rd Deacon Wren Discretionary \$581.34

1-100144 - 5/3rd Deacon Din Discretionary \$776.37

Total 5/3 Bank

\$4,305.69

Fixed Assets

Land

2-105110 - Land \$250,652.00

Total Land \$250,652.00

Building and Equipment

2-105100 - Church Building \$1,198,820.00

2-105101 - Family Life Center \$604,888.97

2-105102 - Site Work \$417,645.00

2-105200 - Furniture and Fixtures \$151,714.00

2-106100 - Accumulated Depreciation (\$658,014.00)

Total Building and Equipment \$1,715,053.97

Total Fixed Assets

\$1,965,705.97

Other Current Assets

2-103200 - Due From Other Funds \$310.60

4-103200 - Due From Other Funds \$9,074.78

Total Other Current Assets

\$9,385.38

Total Assets

\$2,181,481.29

Liabilities, Fund Principal, & Restricted Funds

Liabilities

Current Liabilities

Accounts Payable

1-200000 - Accounts Payable \$16,280.57

Total Accounts Payable \$16,280.57

Total Current Liabilities

\$16,280.57

Credit Card Liabilities

1-201000 - Visa PNC \$3,752.45

Total Credit Card Liabilities

\$3,752.45

Other Current Liabilities

1-203200 - Deferred Revenue \$1,000.00

St. Peter's Episcopal Church
Balance Sheet
January 2013

Accounts

1-205001 - Due To Other Funds	\$127.65	
2-500001 - Mortgage Payable - Orange Bank	\$88,634.78	
4-500002 - Jim Grant - Printer Loan	\$9,879.49	
Total Other Current Liabilities		<u>\$99,641.92</u>
Total Liabilities		<u>\$119,674.94</u>
Net Assets		
1-299999 - General Fund	\$41,553.36	
2-299998 - Investment in Facilities Pre-2011	\$927,825.58	
2-299999 - Investment in Facilities 2011	\$946,458.13	
4-299999 - Endowment	\$11.27	
Excess Cash Received	\$21,098.05	
Total Net Assets and Excess Cash Received		<u>\$1,936,946.39</u>
Restricted Funds		
Total Temporarily Restricted	\$82,570.32	
Total Permanently Restricted	\$15,133.00	
Total Restricted Funds		<u>\$97,703.32</u>
Total Liabilities, Fund Principal, & Restricted Funds		<u><u>\$2,154,324.65</u></u>
**** Out of Balance ****		<u>\$27,156.64</u>