

VESTRY MEETING MINUTES - AMENDED

October 19, 2015

Present: Berghane, Williams, Ricci, Ivanov, Mealor, Sharp, Holt, Brown, Edom, Pierce
Absent: Dawodu

Call to Order

- I. September 21, 2015 Minutes unanimously approved.
- II. Treasurer Report (Berghane)
 - a. September was down in giving but we're still in good shape YTD.
 - b. On track to be on budget by year end.
 - c. St Peter's is 40K ahead this year compared to the same time last year.
 - d. MaxLife lost 3,700 last month due to van rental and additional staff
 - e. MaxLife would like to purchase a van to meet their growing demand and the Maxlife committee will be providing financial projections to vestry shortly.
 - f. Ricci motion that we lend MaxLife money to purchase the van with a stipulation that they come up with a debt consolidation plan by December 1st to pay off all their debt to St Peter's. Mealor 2nd motion.
 - g. Holt suggests that the treasurer should receive the financial projections of the van purchase for MaxLife.
 - h. Ivanov: MOTION to AMMEND LINE F: Treasurer will receive all financial projections for the purchase of the van and he will approve or deny depending on the feasibility within the church budget. AMENDED MOTION APPROVED.
 - i. YES: Mealor, Edom, Ricci, Williams.
Brown: YES only if the financial projections shows that MaxLife will be in the black after the purchase.
NO: Pierce, Berghane.
Wes did not vote.

III. Architectural Committee Report (Ivanov)

- a. Received 4 proposals for architectural designs for a new sanctuary.
 - i. Bidding firms are BHM, CPH, Dickerson, and KTH Architects.
- b. Architectural committee will need to sit down with each firm with a goal to narrow the search down to 2 or 3.

IV. Capital Campaign Committee (Mealor)

- a. 11 people are currently on the committee.
- b. Vestry recommends asking for information on the last 5 successful campaigns when interviewing consultants and also calling churches they have worked with for feedback.
- c. Committee agreed that an expert would need to be hired for a capital campaign but only 1 member says we shouldn't go into debt for it.

V. Rectors Report (Holt)

- a. Fr. Charlie will write a letter to the congregation about the plan to build a new sanctuary.
- b. St Peter's will need a new director for the preschool.
- c. Stewardship campaign will kick off in November
- d. St Peter's received a donation to upgrade audio system in the family life center and the sanctuary.

VI. Warden Report (Ricci)

- a. All signs at St Peter's are now level
- b. Trees have been trimmed
- c. Proguard will start to do treatment for the grounds on a quarterly basis.
- d. Gutters have been cleaned out in the courtyard.

| Accounts | YTD Actual (2015) | YTD Budget (2015) | Annual Budget (2015) |
|---|----------------------------|----------------------|-------------------------|
| Revenues | | | |
| Plate and Pledge | \$557,856.65 | \$560,833.30 | \$673,000.00 |
| Other Contributions Income | \$9,378.38 | \$2,083.30 | \$2,500.00 |
| Other Income | \$754.22 | \$291.70 | \$350.00 |
| Fees | \$20,083.32 | \$39,166.60 | \$47,000.00 |
| Total Revenues | <u>\$588,072.57</u> | <u>\$602,374.90</u> | <u>\$722,850.00</u> |
| Expenses | | | |
| Program Expenses | | | |
| Worship | | | |
| Music Ministries | \$1,368.98 | \$583.40 | \$700.00 |
| Guilds, Acolytes, Etc. | \$3,069.11 | \$3,083.30 | \$3,700.00 |
| Total Worship | <u>\$4,438.09</u> | <u>\$3,666.70</u> | <u>\$4,400.00</u> |
| Discipleship | | | |
| Adult | \$23,965.20 | \$40,416.60 | \$48,500.00 |
| Children | \$1,893.70 | \$2,250.00 | \$2,700.00 |
| Total Discipleship | <u>\$25,858.90</u> | <u>\$42,666.60</u> | <u>\$51,200.00</u> |
| Fellowship | \$7,484.21 | \$10,416.60 | \$12,500.00 |
| Mission | | | |
| Clergy Discretionary | \$712.83 | \$0.00 | \$0.00 |
| Youth Ministry | \$5,488.23 | \$4,166.70 | \$5,000.00 |
| Honduras Mission | \$10,280.92 | \$10,833.30 | \$13,000.00 |
| School & MaxLife | \$12,500.00 | \$12,500.00 | \$15,000.00 |
| Local Outreach | \$7,436.45 | \$6,874.90 | \$8,250.00 |
| Pathways to Home | \$3,446.95 | \$4,166.70 | \$5,000.00 |
| Diocesan Assessment | \$54,910.67 | \$56,083.30 | \$67,300.00 |
| Total Mission | <u>\$94,776.05</u> | <u>\$94,624.90</u> | <u>\$113,550.00</u> |
| Total Program Expenses | <u>\$132,557.25</u> | <u>\$151,374.80</u> | <u>\$181,650.00</u> |
| General & Administrative Exp | | | |
| Office Expenses | \$29,385.26 | \$26,666.70 | \$32,000.00 |
| Communications | \$705.45 | \$2,333.30 | \$2,800.00 |
| Other Administrative Expenses | \$5,585.41 | \$5,583.40 | \$6,700.00 |
| Total General & Administrative Exp | <u>\$35,676.12</u> | <u>\$34,583.40</u> | <u>\$41,500.00</u> |
| Building and Grounds | | | |
| Offset from School & MaxLife | (\$52,899.98) | (\$53,500.00) | (\$64,200.00) |
| Building and Grounds | \$86,628.89 | \$73,375.10 | \$88,050.00 |
| Total Building and Grounds | <u>\$33,728.91</u> | <u>\$19,875.10</u> | <u>\$23,850.00</u> |
| Personnel Expenses | | | |
| Salaries and Wages | \$269,684.60 | \$261,010.10 | \$313,212.00 |
| Professional Fees | \$11,446.45 | \$5,916.60 | \$7,100.00 |
| Employee Benefits | \$154,043.68 | \$152,421.70 | \$182,906.00 |
| Training and Development | \$1,412.87 | \$416.70 | \$500.00 |
| Payroll Taxes | \$15,104.63 | \$10,360.80 | \$12,433.00 |
| Grant Support Offset | (\$52,499.90) | (\$52,500.00) | (\$63,000.00) |
| Total Personnel Expenses | <u>\$399,192.33</u> | <u>\$377,625.90</u> | <u>\$453,151.00</u> |
| Total Expenses | <u>\$601,154.61</u> | <u>\$583,459.20</u> | <u>\$700,151.00</u> |
| | Net Total | (\$13,082.04) | \$18,915.70 |
| Other Expenses | | | |
| Loan Expenses | \$332.34 | \$291.70 | \$350.00 |
| Contingency | \$0.00 | \$18,624.20 | \$22,349.00 |
| Total Other Expenses | <u>\$332.34</u> | <u>\$18,915.90</u> | <u>\$22,699.00</u> |
| | Net Operating Total | (\$13,414.38) | \$0.00 |

| Accounts | YTD Actual (2015) | YTD Budget (2015) | Annual Budget (2015) |
|---|----------------------|----------------------|-------------------------|
| Revenues | | | |
| Other Contributions Income | \$19,927.88 | \$15,000.00 | \$18,000.00 |
| Other Income | \$8,333.30 | \$8,333.30 | \$10,000.00 |
| Fees | \$84,617.60 | \$86,655.56 | \$103,300.00 |
| Total Revenues | <u>\$112,878.78</u> | <u>\$109,988.86</u> | <u>\$131,300.00</u> |
| Expenses | | | |
| Program Expenses | | | |
| Camp Program | \$10,781.33 | \$6,250.00 | \$6,250.00 |
| After School Program | \$2,345.65 | \$1,400.00 | \$1,800.00 |
| Other Program Expenses | \$13,176.60 | \$11,458.30 | \$13,750.00 |
| Transportation Expense | \$4,652.18 | \$7,483.30 | \$8,980.00 |
| Total Program Expenses | <u>\$30,955.76</u> | <u>\$26,591.60</u> | <u>\$30,780.00</u> |
| General & Administrative Exp | | | |
| Office Expenses | \$4,914.85 | \$1,383.30 | \$1,660.00 |
| Communications | \$3,390.41 | \$1,666.70 | \$2,000.00 |
| Fundraising Expenses | \$1,523.62 | \$500.00 | \$600.00 |
| Total General & Administrative Exp | <u>\$9,828.88</u> | <u>\$3,550.00</u> | <u>\$4,260.00</u> |
| Personnel Expenses | | | |
| Salaries and Wages | \$87,513.10 | \$68,677.74 | \$82,780.00 |
| Professional Fees | \$1,000.00 | \$0.00 | \$0.00 |
| Employee Benefits | \$0.00 | \$3,878.30 | \$4,654.00 |
| Training and Development | \$1,494.21 | \$0.00 | \$0.00 |
| Payroll Taxes | \$6,518.50 | \$4,972.50 | \$5,967.00 |
| Grant Support Offset | (\$2,000.00) | \$0.00 | \$0.00 |
| Total Personnel Expenses | <u>\$94,525.81</u> | <u>\$77,528.54</u> | <u>\$93,401.00</u> |
| Total Expenses | <u>\$135,310.45</u> | <u>\$107,670.14</u> | <u>\$128,441.00</u> |
| | Net Total | (\$22,431.67) | \$2,318.72 |
| Other Expenses | | | \$2,859.00 |
| Total Other Expenses | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> |
| Net Operating Total | (\$22,431.67) | \$2,318.72 | \$2,859.00 |