

**Saint Mark's Episcopal Church**  
**Vestry Meeting Minutes**  
**May 16, 2023, 6:30 p.m. via Zoom**

**Members Present:** Fr. Chris Jubinski, Diane Stewart, Sandy Wyman, Steve DeCaro, Diane Feil, Madeline Glover, Tom Hadlock, Tom Horan, Marj Kulesa, Ashley McLean, Barbara Pettus, Steve Turner, Carol Fitton, Tom Simson

Fr. Chris called the meeting to order at 6:33 p.m. with a prayer by St. Francis of Assisi.

**Check-in Time:** Fr. Chris invited Vestry members to share news and prayer concerns.

**Minutes:** Approval of the April 18, 2023 minutes has been postponed until the June Vestry meeting.

**Vestry Norms:** Fr. Chris directed attention to the handout on Sample Vestry Responsibilities from the Episcopal Church Foundation in the meeting packet. He discussed the concept of Vestry members' commitment to the church in all different ways including being visible, which communicates the importance of church events to the entire Parish. He reminded us that commitment includes confidentiality on the part of Vestry members and exhorted us to think about all the ways we can dream and work together going forward.

**Consent Agendas:** Fr. Chris described what a consent agenda is and referred to the handout entitled *The Consent Agenda* in the Vestry Packet, which goes into detail about how to use it. He said that use of this at the Diocesan and Vestry level has become a way of streamlining meetings by allowing routine items to be voted on in a single block.

**Safe Church:**

Tom Horan thanked all who have taken the courses and mentioned that feedback to Aissa Hillebrand, the Safe Church liaison at the Diocese, has been that the website is not as user friendly as the previous website. He also mentioned that the number of courses that one is required to take depends on one's position/activities within the Parish. For example, 9 courses are required of all Vestry members, while 3 courses are required of Ushers. If anyone needs help or has questions, he is available to help.

**Beinecke Building:** Fr. Chris updated the Vestry about the WHB Zoning Board meeting that took place on May 11, which delayed approval of the submitted plans because they were different than our understanding of them. A meeting will take place tomorrow with the prospective tenant's representatives to resolve the different understandings and come to an agreement on a final plan that will be presented at the next Zoning Board meeting.

**Finance Report by Tom S:**

**Bright Beginnings:** April tuition receipts of \$70K were down 39% compared to \$97.5K in April 2022, while April expenses of \$77K were down 18.7% compared to \$91.4K in April 2022. Tom noted that salaries in April are up slightly at \$64.7K year over year, but up 14% YTD. Net MTD income for April 2023 was \$1.25K vs \$20.4K in April 2022. YTD 2023 Net Income stands at -\$42.9 vs +\$10.8 in 2022.

**SMC:** Tom S reported YTD April 2023 Church Donations of \$120K vs \$88.7K a year ago, a healthy 35% increase, although Other Income is lower by approximately \$18K in 2023 due to the conversion of the monthly cell tower leasing income to a one-time payment received in July 2022. For the same timeframes, YTD Salaries and Benefits Expenses were \$110.5K vs \$99K. The April 2023 YTD Operating Loss of -\$79.2K compares to \$77.9K a year earlier, however 2022 includes a one-time net item of \$161.9 in COVID Retention Credits. Removing that one-time credit in 2022 results in a comparison figure of -\$84K vs 2023's operating loss of -\$79.2K.

**Endowment:** The reported balance at the end of April was \$1.247mm, compared to a balance of \$1.106mm a year ago.

**Balance Sheet:** To be updated next month.

**Announcements / Upcoming Events:**

- Fr. Chris mentioned there will be a baptism as well as a farewell lunch in honor of Dawn's retirement after the service on May 21. Her last day at Bright Beginnings will be in late June.
- The summer worship service schedule will begin in June with a 5pm service on Saturday and one Sunday service at 10 a.m.

**Adjournment and Closing Prayer:** After a motion by Diane, which was seconded by Sandy, the meeting was adjourned at 8:06 p.m. with the Lord's Prayer.

**Next Vestry Meeting:** Vestry meetings are normally held on the 3<sup>rd</sup> Tuesday of the month at 6:30 p.m. The schedule of upcoming meetings is: June 20, no meeting in July, August 15, September 19, October 17, November 21, December 19 at the Rectory, January 16, February 20, March 19, and April 16. The tentative Annual Meeting date is May 5.

Respectfully submitted,  
Carol Fitton, Clerk