

Saint Mark's Episcopal Church
Vestry Meeting Minutes
April 18, 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 6:32 p.m. with a prayer for St. Mark's Day.

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

Minutes: A motion was made by Tom Horan, seconded by Marj, to approve the minutes from the March 21, 2023 Vestry meeting.

Finance Report by Tom S:

Bright Beginnings: March tuition receipts of \$68K were down 2% compared to \$70K in March 2022, while March expenses of \$111K were up 14% compared to \$97K in March 2022. Tom noted that salaries in March are up 16% year over year, consistent with the increase of 17% YTD. Net MTD income for March 2023 was -\$33.2 vs -\$8K in March 2022. Tom pointed out that BB had 3 pay periods in March which makes the comparative results look worse. Net YTD 2023 Income stands at -\$44.1 vs -\$10.4 in 2022 at this point, excluding the effect of grant "income". \$3K in grant money remains on the balance sheet, compared to \$84K in 2022. (The grant money is from NY State to be used for specific purposes, one of which is staff development.)

SMC: Tom S reported a monthly operating loss in March of approximately -\$47K vs a loss of -\$30K in March 2022. March 2023 regular donations stand at \$7K vs \$12K in March 2022, a drop of 17.6%. March 2023 Facility Income of \$520 was down 94% compared to \$9K in March 2022, which reflects the conversion of the former monthly cell tower rental income to the one-time payment received in the summer of 2022. Salary and Benefit Expenses for March 2023 are higher than March 2022, with Salary Expense up to \$21.2K vs \$19K in 2022 and Benefit Expense at \$11.7K vs \$9K in 2022. Tom noted that there were 3 pay periods in March, which obviously makes these expenses higher than the typical 2 payroll month. He also said there was a \$10K expense for the audit. March 2023 YTD operating loss of -\$66.6 compares to -\$73.8 in March 2022.

Endowment: The reported balance at the end of March was \$1,255,826, compared to a balance of \$1,102,749 a year ago.

Balance Sheet: Tom noted that prepaid expenses continue to accrue down as the cost of snow removal and general insurance are expensed each month and that the Unallocated Fund Balances continued to correct down in March. He explained that the unallocated fund balance is used as a balancing account to align the DDA Fund, Restricted Savings Fund, the Investment Fund and Bright Beginnings.

Safe Church:

Tom H sent an email to everyone on the Vestry recently, which contained a list of the required courses to take from Praesidium as well as login instructions. He requested we let him know immediately if we have any issues.

Parish Annual Meeting:

Fr. Chris mentioned the meeting will be held on May 7 and will likely include a potluck lunch.

Announcements / Upcoming Events:

- WHB will be having a “Spring Fling” on Main Street on Saturday, April 22. The Farmer’s Market, which has been held in our Parish Hall throughout the winter, will be held outside on our lawn. SMC will have an information table outside as well.
- Fr. Chris mentioned there will be a farewell lunch in honor of Dawn’s retirement after the service on May 21, although her last day at Bright Beginnings will be in late June.
- We will go to the summer worship service schedule at the beginning of June with a 5pm service on Saturday and one Sunday service at 10 a.m.
- There will be an Art Show in the Parish Hall over Memorial Day weekend that will coincide with the Art Show being held on the Lawn across the street.

Q&A:

Beinecke Building Leasing: Fr. Chris updated the Vestry that the Diocese has approved the rental and that we are now waiting for approval from the WHB Zoning Board.

Adjournment and Closing Prayer: The meeting was adjourned at 7:29 p.m. with the Lord’s Prayer.

Next Vestry Meeting: Vestry meetings are normally held on the 3rd Tuesday of the month at 6:30 p.m. The next scheduled meeting is May 16th at 6:30 p.m.

Respectfully submitted,
Carol Fitton, Clerk