

**Saint Mark's Episcopal Church**  
**Vestry Meeting Minutes**  
**January 17, 2023, 6:30 p.m. via Zoom**

**Members Present:** Fr. Chris Jubinski, Sandy Wyman, Steve DeCaro, Tom Hadlock, Marj Kulesa, Ashley McLean, Barbara Pettus, Steve Turner, Tom Simson, Carol Fitton, John Kern

Fr. Chris called the meeting to order at 6:31 p.m. with a prayer.

**Minutes:** The December 20, 2022 Vestry meeting minutes will be on the agenda at the February Vestry meeting.

**Beinecke Building:**

John Kern joined the meeting to give an update on the status of the prospective tenancy. More negotiations took place this past week re the rental payments during the buildout period, with a resolution that both parties find acceptable, so John is hopeful a final lease will be forthcoming shortly. This week they are conducting electromagnetic testing to ensure their imaging equipment will work properly in the building. The Village declined to approve the building permit due to the Proposed Change of Use, so the proposed lessee has hired a local attorney to handle the appeal with the Zoning Board of Appeals, so the appeal process is underway.

Fr. Chris thanked John for his invaluable legal assistance.

**Finance Report:**

**Bright Beginnings:** Tom S reported December tuition receipts were basically flat at \$67.7K compared to \$66.5K in December 2021 with December expenses up modestly to \$87.5K compared to \$84.9K in December 2021. Tom noted that salaries are up 28% year over year. Net MTD income for December 2022 was -13.6K vs -6.8K in December 2021. YTD 2022 net income came in at -\$12,218. Tom mentioned that the school will be adjusting its classrooms to reflect current demographic trends next year. \$28.6K in grant money remains on the balance sheet, down from \$40K from November 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 December monthly operating loss of approximately \$9K vs a gain of \$37.6K December 2021, although he clarified that the comparison is misleading because a large one-time gift was received in December 2021, which turned what would have been a larger loss into a gain in December 2021. YTD regular donations are up 36.3% year over year from \$139K in 2021 to \$190K in 2022. 2022 YTD Facility Income was \$51.9K vs \$71K a year ago, down 27% due to the absence of monthly cell tower lease income since those were sold, which added one-time income to the endowment. As expected, YTD Salary and Benefit Expenses are markedly higher than December 2021, with 2022 YTD Salary Expense up 22.6% to \$176K vs \$143K in 2021, and 2022 YTD Benefit Expense up 81% to \$122K vs \$67K in 2021. Tom has also been fine-tuning the budget and expects it to be ready for circulation in time for the next Vestry meeting.

**Endowment:** The reported balance at the end of December was \$1,323K, compared to a balance of \$1,178K in December 2021.

**Balance Sheet:** Tom reported that 2023 prepaid pledges of \$54K were received as of the end of December 2022, which was the highest amount ever received in advance.

**Announcements / Upcoming Events:**

- Fr. Chris commented that it was a great Christmas season and that it felt magical to him.

- He noted that the Saturday Farmer's Market with about 20 vendors is gaining traction and attendance is increasing.
- Tom H mentioned that the Men's group will be helping to prepare the pancake supper on Shrove Tuesday (February 21), so they'll be looking for 5-7 volunteers to help around 3 p.m. The tentative time for the supper is 5:30-7 p.m. Fr. Chris will also be burning palms outside to prepare for Ash Wednesday.

**Q&A:**

- Tom H asked if the chili cookoff is happening this winter. Chris is mulling over some options.
- Fr. Chris mentioned that we have been seeing increased traffic in the number of people initiating communication through the website.

**Adjournment and Closing Prayer:** The meeting was adjourned at 7:10 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. Scheduled meetings are February 28 (4<sup>th</sup> Tuesday due to Shrove Tuesday), March 21, and April 18. The Annual Meeting is tentatively scheduled for May 7.

Respectfully submitted,  
Carol Fitton, Clerk