

**Saint Mark's Episcopal Church**  
**Vestry Meeting Minutes**  
**November 21, 2023, 6:30 p.m. via Zoom**

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

Fr. Chris called the meeting to order at 6:33 p.m. with a prayer for Thanksgiving.

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

**Consent Agenda:** A motion was made by Tom Horan, seconded by Madeline, to approve the Consent Agenda, which includes: 1) the minutes from the October 17, 2023 Vestry meeting and 2) the Rector's Report for November 2023 (attached).

**Finance Report (by Tom Simson):**

**Bright Beginnings:** YTD October tuition receipts were \$594.7K, up 7% compared to \$555.4K YTD 2022, while YTD expenses were \$683.7K compared to \$849.1K YTD 2022, a drop of 19.5%. Tom noted that salaries comprise most of the expenses and these were down 5.8% from \$623K in 2022 to \$587K in 2023. YTD 2023 Net Income stands at -\$52.7K vs \$14.9K in 2022. Looking at the trendline, Tom thinks the school will approach break-even by year end, but he also noted that the church is now picking up expenses that the school previously covered. That factor will make the Bright Beginnings net income look slightly better than it would have a year ago and likewise, will make the SMC expenses higher than they would have been a year ago.

**SMC:** Tom S reported YTD October 2023 Church Donations of \$190.2K vs \$147.8K a year ago, a healthy 28.7% increase, although Other Revenue is lower by \$41.9K, from \$69.5K in 2022 to \$27.65K in 2023, due mainly to the conversion of the monthly cell tower leasing income to a one-time payment received in July 2022. For YTD October 2023, YTD Salaries and Benefits Expenses were \$264.2K vs \$250.3K YTD October 2022. The October 2023 YTD Operating Loss of -\$272.7K compares to -\$240.4K, but Tom also noted that the 2022 YTD number does not include a one-time COVID retention payment of \$192.2K.

Tom noted that we have started receiving \$10K/month rental income for the Beinecke Building. The real estate commission of \$8K/month was required to be paid upfront, but is being expensed over 12 months, which means we will start receiving the income benefit of the full \$10K/month rent beginning October 2024. Until then, we will essentially have net rent from the Beinecke Building of \$2K/month.

**Endowment:** The reported balance at the end of October was \$955K, compared to a balance of \$1.336mm a year ago.

**Safe Church:**

Tom Horan reported that he has completed the nine required online courses and sent emails to all Vestry members with instructions on accessing and completing the courses. He asked that anyone experiencing any issues with the courses to please contact him.

**Announcements / Upcoming Events (by Fr. Chris):**

Fr. Chris referred us to the Rector's Report for many of the upcoming activities. He highlighted the Blue Christmas service on December 17, the idea for which arose out of discussions with various people about personal challenges they experience during the holidays.

**Question and Answer Time:**

- 1) Barbara gave a status report on the 2024 stewardship campaign “Rooted in Abundance”. To date, 26 pledges have been received for a total of approximately \$85K. 11 of the pledges have been increased from last year.
- 2) Fr. Chris confirmed that the first patient at the NY Blood & Cancer Center in the Beinecke Building was seen yesterday, November 20, in response to a question from Tom Hadlock.
- 3) Fr. Chris mentioned that the Farmers Market will be moving indoors to the Parish Hall on Saturdays beginning in December and that we received a \$6,000 check recently from them for last winter’s markets.
- 4) Fr. Chris said that the organ will be delivered on December 4 and help will be needed after services on December 3 to lay masonite to protect the floors.

**Closing Prayer and Adjournment:** The meeting was adjourned at 7:46 p.m. after a Litany of Thanksgiving from the Book of Common Worship: Daily 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: December 19 (dinner 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

## Rector's Report for November 21, 2023

1. **Beinecke Building**—is now in full operation. The building is gorgeous and welcoming both inside and out.
2. **Covenant Class** for those to wish to be Confirmed, Received, or to learn more about the Episcopal Church will start in the new year.
3. **Blue Christmas Service** on Sunday, December 17th. Music starts at 4:00 p.m. and the service will begin at 4:30 p.m. This service is meant for those who find the holiday season difficult due to loss, grief, illness, or the state of the world in general.
4. **Menorah/Christmas Tree Lighting** on Saturday, December 2nd at the Village Green. I am in charge of this year's lighting. Carol Sing led by the Threshold Singers, cookies and hot cocoa, and a visit from Santa start at around 5:00 p.m. with the Menorah/Tree Lighting at 5:40 p.m.
5. **The Food Collection** continues through this coming Sunday, November 26th.
6. **WHB Farmers Market** is back at Saint Mark's. They will be outside during the month of November (with a very limited market this coming weekend) and then they will move indoors starting in December. We received \$6,000 from last year's use of the Parish Hall.
7. **HVAC Service Contact**—We now have a new contract in place with Absolute Comfort from Floral Park. They have been great to work with, and so far, they have saved us some money following some recent repairs.
8. **Snow Removal Contract**—I am in the process of securing a new contract with Dominick Clark who has taken care of us for the past two seasons.
9. **Church Garden**—Thanks to Larry Andria, a new brick walkway has been laid and two or three garden beds are still available for planting.
10. **Pipe Organ**—The organ should be arriving on Monday December 4th. We are in need of consistent volunteers to help Stephen. We will especially need help after church laying Masonite on the floor.
11. **Christmas Services:**
  - 12/24 9:00 a.m. Fourth Sunday of Advent (Service in the Parish Hall)
  - 5:00 p.m. Family Christmas Service with Brass Quintet
  - 9:00 p.m. Christmas Eve Service
  - 12/25 9:00 a.m. Christmas Day Service
  - 12/31 9:00 a.m. Christmas Lessons and Carols with Holy Eucharist followed by Brunch
12. Thank you to all who attended our Annual Parish Thanksgiving Dinner. We had 55 parishioners and new friends in attendance!