

Saint Mark's Episcopal Church
Vestry Meeting Minutes
August 18, 2026, 6:30 p.m. via Zoom

Members Present: Fr. Chris Jubinski, Tom Horan, Steve DeCaro, Candace Andria, Diane Feil, Tom Hadlock, Jim Lilly, Norma-jeanne Okula, Pete Williams, Sandy Wyman, Tom Simson, Carol Fitton

Fr. Chris called the meeting to order at 6:36 p.m. and offered a Prayer for a Church Meeting.

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

Minutes: The June 16, 2026 minutes will be available at the next Vestry meeting.

Finance Report: Tom Simson

Tom prefaced his remarks by noting that changes to the financial software provided by Aplos have removed his ability to automatically separate the reporting for SMC and BB, so he currently has to do it manually. He also mentioned he has been correcting some bookkeeping errors where expenses were attributed to the wrong entity.

Bright Beginnings: YTD July 2026 Tuition receipts (including registration fees), which comprise the bulk of Bright Beginning's Income, were \$717.3K, up 3.1% compared to \$695.8K for YTD July 2025, while YTD July 2026 Total Income increased 3.1% to \$732.3K vs \$710.3K for YTD July 2025. YTD July 2026 expenses were \$661.6K compared to \$644.6K for YTD July 2025, an increase of 2.6%. Tom noted that salaries and benefits comprise most of the expenses and these were up 2.1% from \$506.8K in YTD July 2025 to \$517.5K for YTD July 2026. YTD July 2026 Net Income was \$70.7K, a 2.6% increase from YTD July 2025 Net Income of \$65.6K., but Tom reminded us that the YTD donations to SMC (none taken in July) and the insurance payment by BB reduced the Net Income number. He also reminded us that summer tuition revenues are booked in the late spring, which distorts the summer financials. He is hoping to defer the tuition to the appropriate summer months going forward.

SMC: Tom reported YTD July 2026 Church Donations of \$121.2K vs \$143.5K a year ago, a decrease of 15.6%. Other Revenue increased 18.9% to \$177K YTD July 2026 from \$148.9K in 2025, due to increased rent from the Beinecke Building from a year ago. For YTD July 2026, Salaries and Benefits Expenses were \$221.7K vs \$194K for YTD July 2025, an increase of 14.2%. The YTD July 2026 Net Income of -\$56.3K compares to -\$21.9 in 2025, a large decrease. Tom mentioned that the detailed financial statements still contain Unrealized Gain, which he has already removed from his powerpoint presentation, but he will also be removing it from the Income Statement.

Audit: The Audit Committee will meet on August 28 to make recommendations for the audit report to the Diocese. It will focus on cash reconciliation and any high-risk areas.

Investment Report: The balance in the investment account as of July 31 was \$735,273.53. There was a \$20K withdrawal on July 6 in anticipation of upcoming expenses, resulting in total withdrawals of \$34K to date in 2026. Tom noted this is below historical norms.

Wardens' Report:

Steve reported that work on the organ is progressing. He also mentioned that the formation of a syllabus for Sunday School is in process and that funding for it has been allocated.

Announcements / Upcoming Events:

Fr. Chris mentioned some upcoming events:

- The Blessing of the Backpacks and an Ice Cream Social will take place next Sunday.
- The Welcome Back BBQ will take place either the 2nd or 3rd Sunday in September.

- He is working on a fundraiser to sell pumpkins from the middle to end of October.
- The times of the church services at 5:00 p.m. Saturday and 9:30 a.m. Sunday will remain unchanged going forward.
- Look for a future announcement re the formation of a Choir.

Question and Answer Time:

- Tom Horan mentioned that tickets to the Ordination of our new Bishop are available on the Diocesan website. Attendees from the Parish will be car-pooling.
- We have one sitter confirmed and are looking for a 2nd person for childcare on Sunday morning.

Closing Prayer and Adjournment: The meeting was adjourned at 6:50 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. Upcoming meetings are: September 15, October 20, November 17, December 15 at the Rectory, January 19, February 16, March 16 and May 20. The Annual Meeting is scheduled for May 16, 2027.

Respectfully submitted,
Carol Fitton, Clerk