

Saint Mark's Episcopal Church
Vestry Meeting Minutes
September 19, 2023, 6:30 p.m. via Zoom

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

Fr. Chris called the meeting to order at 6:32 p.m. with a prayer for the evening from the Prayer Book.

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

Consent Agenda: A motion was made by Barbara, seconded by Tom Horan, to approve the Consent Agenda, which includes: 1) the minutes from the August 22, 2023 Vestry meeting and 2) the election of Diane Stewart as Delegate and Carol Jubinski as Alternate Delegate to the 2023 Diocesan Convention.

Finance Report (by Tom Simson):

Bright Beginnings: YTD tuition receipts were \$452K compared to \$418K YTD 2022, while YTD expenses were \$565K compared to \$633K YTD 2022. Tom noted that salaries were down due to the absence of some of the bigger salaries in July, but he noted that salaries will return to previous levels. YTD 2023 Net Income stands at -\$74 vs -\$39 in 2022.

SMC: Tom S reported YTD August 2023 Church Donations of \$171K vs \$127K a year ago, a healthy increase, although Facility Income is lower by \$37K 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 \$206.3 vs \$195.6. He mentioned there were 3 pay periods in August. The August 2023 YTD Operating Loss of -\$152.6K compares to -\$229.1K a year earlier, a significant improvement.

Endowment: The reported balance at the end of August was \$1.131mm, compared to a balance of \$1.376mm a year ago. The balance was \$1.32K in January 2023 for reference. Tom mentioned he had to withdraw funds to pay the insurance bill, although it is being expensed over the time period represented in the coverage.

Organ Update:

Fr. Chris, Carol Jubinski and Stephen Hunt went to Buffalo after church on Sunday to see and assess the pipe organ at St. Paul's Cathedral that we are planning to purchase. It was a great visit and we are moving forward. We will pay \$29K for St. Paul's to disassemble and ship the organ pieces to us, arriving sometime in late November if all goes as planned. We are so fortunate to have Stephen to lead the reassembly and installation of the organ at SMC. He will need the assistance of some volunteers during the construction and installation of the new organ.

Announcements / Upcoming Events (by Fr. Chris):

- 1) We now have an HVAC maintenance contract with Absolute Comfort, Inc.
- 2) Fr. Chris will be away from September 27 to October 3.
- 3) The Blessing of the Pets will take place on October 7 at 10:00 a.m.
- 4) The celebration of life service for Emily Andren is scheduled for October 7 at 11:00 a.m.
- 5) The celebration of life service for Fred Caffari will be on October 8 at 1:00 p.m.
- 6) The 2024 stewardship campaign, co-chaired by Barbara Pettus, will kick off with a Spaghetti Dinner on October 27.
- 7) SMC will be an Early Voting location for the general election from October 28 through November 5.
- 8) Fr. Chris is contemplating holding a "Fifth Sunday" service at 9:00 a.m. followed by Brunch on October 29, although this may get revisited due to early voting taking place here that day.

Question and Answer Time:

- 1) Fr. Chris said Beinecke Building will likely become occupied as of the beginning of October.
- 2) The Village of WHB required Fr. Chris to sign a covenant package attesting that the parking lots will be used as described.
- 3) The Bright Beginnings Open House went very well and the school year is off to a great start.
- 4) The WHB Farmers Market will move from the Village gazebo green at the beginning of November to the SMC Parking Lot and then will move indoors into the Parish Hall beginning in December. Hours will be the same as the summer hours, 9:00 a.m. - 1:00 p.m., instead of 10:00 a.m. – 2:00 p.m. like last winter.
- 5) Madeline commented that the first week of Sunday School went very well and that some new children really enjoyed it. This year they are using a curriculum based on Bible stories from the Old Testament following last year's use of the Gospels.

Compline and Adjournment: After Compline, the meeting was adjourned at 7:50 p.m.

Next Vestry Meeting: Vestry meetings are normally held on the 3rd Tuesday of the month at 6:30 p.m. The schedule of upcoming meetings is: 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