

Saint Mark's Episcopal Church
Vestry Meeting Minutes
May 20, 2025, 6:30 p.m. via Zoom

Members Present: Fr. Chris Jubinski, Tom Horan, Steve DeCaro, Rich Caccavano, Diane Feil, Madeline Glover, Tom Hadlock, John Kern, Marj Kulesa, Norma-jeanne Okula, Steve Turner, Sandy Wyman, Tom Simson, Carol Fitton

Fr. Chris called the meeting to order at 6:35 p.m. and Marj offered the opening prayer.

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

Warden Nomination: A motion was made by Fr. Chris, seconded by Diane, to nominate Steve DeCaro as Warden.

Minutes: A motion was made by Tom Horan, seconded by Sandy, to approve the April 15, 2025 minutes.

Finance Report: Tom Simson

Bright Beginnings: YTD April 2025 Tuition receipts, which comprise the bulk of Bright Beginning's Income, were \$406.9K, up 33% compared to \$305K for YTD April 2024, while YTD April 2025 Income increased 32% to \$425.8K vs \$322K for YTD April 2024. YTD April 2025 expenses were up to \$339.4K compared to \$276.3K for YTD April 2024, an increase of 23%, but Tom mentioned that April expenses include \$5K he is setting aside in a BB Rainy Day Fund (for future unexpected expenses) as well as a \$10K "donation" to SMC. Tom noted that salaries comprise most of the expenses and these were also up 10% from \$238K in YTD April 2024 to \$261.3K for YTD April 2025. YTD April 2025 Net Income was \$86.4K, an 89% increase from YTD April 2024 Net Income of \$45.7K. Given the positive trend, Tom's intention is to continue the \$10K/month "donation" from BB to SMC and to dividend any excess funds at year end from BB to SMC. He added that BB does not pay monthly overhead costs, which is essentially what the monthly "donation" represents.

SMC: Tom reported YTD April 2025 Church Donations of \$99.1K vs \$74.5K a year ago, an increase of 33%. He noted it is a continuation of the positive trend we have seen in 2025. Other Revenue increased substantially to \$93.1K YTD April 2025 from \$34.7K in 2024, due to increased rent from the Beinecke Building from a year ago and a \$10K donation from Bright Beginnings. For YTD April 2025, Salaries and Benefits Expenses were \$109.9K vs \$125.8K for YTD April 2024, a decrease of 13%. Expenses are also down substantially due to 2024 one-time expenses of approximately \$33K for the real estate commission to rent the Beinecke Building in 2024 and approximately \$10K in audit expenses. The YTD April 2025 Operating Income of \$19.4K compares to -\$117.8K in 2024, a large increase due to higher income from a variety of sources.

Investment Committee: The balance in the investment account as of April 30, 2025 was \$775,801.31. There have been no draws from the account for the first 4 months of 2025, which is a positive development.

Vestry Orientation: Fr. Chris reviewed the responsibilities of Vestry members, shared with the rector, as described by the Episcopal Church Foundation:

- 1) Discerning God's call
- 2) Identifying new leaders
- 3) Stewarding and developing resources
- 4) Special duties in the absence of a rector

Safe Church: Tom Horan reviewed information about Safe Church for new and existing Vestry members, including the purpose of the program. He mentioned that the program is conducted online through Praesidium Academy and that he will be sending each member of the Vestry an email with login and course information.

100th Anniversary Celebration on June 22 at noon: Marj and Fr. Chris

- Checks from the fall have been held and will need to be replaced since they can no longer be cashed. People will need to RSVP given the new date in order to get a count for the luncheon.
- The luncheon will offer vegan and gluten-free options.
- A booklet with “ads” is being put together.
- Fr. Chris said there are 15+ confirmands.

Announcements / Upcoming Events:

- Fr. Chris said he will be forwarding a note from the Bishop re an imprisoned pastor to the Parish.
- Fr. Chris mentioned that the WHB Presbyterian Church has called a new pastor, Rev. Michael Hafele.

Closing Prayer and Adjournment: The meeting was adjourned at 8 p.m. with Marj reciting a prayer from Compline.

Next Vestry Meeting: Vestry meetings are normally held on the 3rd Tuesday of the month at 6:30 p.m. Upcoming meetings are June 17, no July meeting, August 19, September 16, October 21, November 18, December 16 at the Rectory, January 20, February 17, April 17, and April 21. The Annual Meeting is scheduled for May 17, 2026.

Respectfully submitted,
Carol Fitton, Clerk