

**Saint Mark's Episcopal Church**  
**Vestry Meeting Minutes**  
**May 21, 2024, 6:30 p.m. via Zoom**

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

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

Tom Horan started the meeting with a prayer from the Book of Common Prayer.

**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 Steve D, to approve the Consent Agenda, which includes the minutes from the April 16, 2024 Vestry meeting.

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

**Bright Beginnings:** YTD April Tuition receipts, which comprise the bulk of Bright Beginning's Income, were \$295.1K, up 2.9% compared to \$286.6K YTD April 2023, while YTD April Income increased 2.6% to \$322K vs \$313.9 YTD April 2023. YTD April expenses were \$275.3K compared to \$348.8 YTD April 2023, a drop of 21.1%. Tom noted that salaries comprise most of the expenses and these were down 20.7% from \$300K in 2023 to \$237.95K in 2024. YTD April 2024 Net Income is \$46.7K vs -\$34.9K in 2023, a dramatic turnaround. Tom highlighted the improving financial trend, but he also noted that the church has been picking up expenses since June 2023 that the school previously covered, including utilities and insurance. Tom also mentioned that the \$65K we loaned to Bright Beginnings last year has now been formalized as an asset on the SMC balance sheet (and therefore a liability on the Bright Beginnings balance sheet) and thus far \$10K has been repaid from surpluses.

**SMC:** Tom S reported YTD April 2024 Church Donations of \$74K vs \$120.2K a year ago, a drop of 38.5%. He mentioned that there was a major gift in 2023 that favorably impacted last year's Donations. Other Revenue increased to \$35.3K from \$2.2K in 2023, due mainly to rent from the Beinecke Building. For YTD April 2024, Salaries and Benefits Expenses were \$128.1K vs \$110.5K YTD April 2023, an increase of 26.4%. Tom noted that Workers Comp has increased by \$8.7K this year and there is a catch-up expense of Housing Equity for the Rector of \$3.3K. The April 2024 YTD Operating Loss of -\$111.5K compares to -\$72.4K in 2023.

Tom reminded us that while we have started receiving \$10K/month rental income for the Beinecke Building, the real estate commission (paid upfront) is being expensed over 12 months at \$8K/month, 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.

We are evaluating proposals from Paychex to move the processing of Workers Comp and Disability to them and from Aplos to switch to their product from Church Windows. The switch to the Aplos product would entail an upfront cost of \$1,500 and then a payment of \$3,288/year vs \$2,400/year for CW. Barbara made a motion, seconded by Tom Horan to purchase the Aplos product.

Barbara reported that the investment balance is \$960,743 as of 5/21/24.

**Diocesan Convention:** Sandy made a motion, seconded by Tom Hadlock, to nominate Marj as a Delegate and Carol Jubinski as an alternate delegate to the upcoming Diocesan Convention.

**Announcements / Upcoming Events:**

1. Fr. Chris reminded the Vestry of the importance of confidentiality when it is required by the situation.
2. He mentioned the new mailbox on edge of the parking lot belongs to New York Blood & Cancer.
3. Sandy mentioned he had received some comments re summer service times and Fr. Chris reminded us that we moved the Sunday service to 9 a.m. the summer before last and parents said they couldn't come that early so the Sunday service was moved back to 10 a.m. last summer and will stay at 10 a.m. this summer.
4. Marj mentioned initial plans for the 100<sup>th</sup> anniversary celebration on September 29, including a possible journal and perhaps some official proclamations from government officials.
5. Fr. Chris mentioned that the Rev. Vanessa Winters is leaving her position at the Presbyterian Church and Rev. Jack King is retiring from the Methodist Church in WHB.
6. Fr. Chris reported that 4 very reputable companies have come to assess the condition of the stained glass window behind the altar and have responded with a wide variety of opinions as to its condition ranging from it will be ok for 50 more years to it needs to be totally restored now.
7. Fr. Chris reported that the rough estimate for the replacement of the 4 air conditioning systems is approximately \$170K.

**Closing Prayer and Adjournment:** The meeting was adjourned at 7:38 p.m. after 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. The upcoming meetings are scheduled for: June 18, no meeting in July, August 20, September 17, October 21, November 19, December 17 at the Rectory, January 21, February 18, March 18, and April 15. The Annual Meeting is scheduled for May 4, 2025.

Respectfully submitted,  
Carol Fitton, Clerk