

St. David's Episcopal Church and School
December 19, 2018
Vestry Minutes

Attending: Rev. Mary Kay Brown, Conrad Jones, Ken Courter, David Sheatsley, Mike Martino, Theresa Luby, Mike Gibson, Buz Price. Also attending; Father Will Packard, Allan Steed, Liz Mesecher, Jae Mitchel, Marilyn Tracy, Maureen Carey-Back, Kondeh Greaves, John Melish, Carol Bonifant, Ann-Marie Lanius, Julie Helstrom and Ginny Fecteau.

Call to order; Rev. Mary Kay Brown called the meeting to order at 7:20pm.

Parishioner Comment Period; Allan Steed said the trailer should be called the Brown Meeting Center. Conrad Jones said we should put a lighted Cross on this building.

Decision: Approve the December 19th, 2018 Agenda; Rector

Discussion: Move the Pre-School budget to the Standing Committee Reports.

Motion: Move the Pre-school budget to the Standing Committee Report section.

Motion seconded and approved.

Decision: Approve the November 26, 2018 Vestry Minutes; Rector

Motion: Move to approve the November 26, 2018 Vestry Minutes as written.

Motion seconded and approved with one nay vote.

Motion was amended, moved and approved.

Motion: Move to approve the November 26, 2018 Vestry Minutes amended to include the one nay vote.

Motion seconded and approved.

Discussion: November 2018 GM and Trustees Reports; GM/Trustees

- The Module Building was delivered on November 30 2018.
- Work to follow to complete finishing of building onsite over the next several weeks. Continental Electrical (Chris Broadbent and Kevin) submitted the permit request and waiting on Loudoun County.
- Front Deck with ramp and Emergency Egress Stairs in the back to be built on-site after bids come in.

- Liz Mesecher said the trailer passed the county permit. The electrical will be installed soon.
- Jae asked if there will temporary hookup for the trailer.

Discussion: November 2018 Treasurer's Report; Vestry

- Theresa Luby presented the Treasurer's Report.
- November: Unrestricted offerings came in below budget (81% of budget). Total revenue was 85% of budget.
- November Pledge Actual; \$52,016, November budget \$63,962, Monthly Variance (\$11,946), Year to Date Variance \$14,860.00 (102%).
- Conrad Jones said that the YTD Variance was what was pledged. Budget numbers are our R1 Budget.
- Expenses: Expenses for November were \$66,627 (90%) of budget.
- YTD Expenses are \$830,378, \$17,875 below budget.
- Net Income (loss): November had a net loss of \$4,999. We budget a loss of \$846.00 for a negative variance of \$4,153.
- YTD: Our Net Loss for the year is (\$38,508), \$31,734 ahead of the budgeted loss of (\$70,242).
- Operating Funds: The church's operating account which covers payroll, utilities, etc. is at \$104,659, a decrease of \$817 from October. At this point, we are well above our floor of \$50,000 heading into Christmas. For this reason, we will not be moving the \$10,000 from the Outreach Fund.

Decision: Approve November 2018 Treasurer's Report with one typo; Our Net Loss for the year is (\$38,508), \$31,8724 ahead of the budget loss of (\$70,242).

- Change the \$31,8724 to \$31,734.
- **Motion:** Approve November 2018 Treasurer's Report with the change: Our net loss for the year is (\$38,508), \$31,8724, to read \$31,734.
Motion seconded and approved.

Discussion: St. David's Episcopal Preschool 2019 Budget; Ann-Marie Lanius and Julie Helstrom.

- There is no tuition increase for this coming school year. Our tuition is currently higher than our competition. (Hope, Celebration).
- We have included a 2% increase for all staff in this budget. (This increase is lower than we have given in the past. We generally give a 50 cent raise on the hourly rate for teachers and administrators.)
- We have not included our 2 ½ class in this budget. We did not have enough interest to run it this year. We are surveying to determine interest for next

year. So far, it seems there will be enough interest for it to run. However, we are not including it our budget. It would add \$1,000 to the budget for the year.

- KWILD preschool enrichment is budgeted to run as it has run this school year.
- Open house for 2019-2020 School Year-Tuesday, January 22 at 7:00pm.
- Tours begin January 8.
- Marketing-new website is helping families to find us. Buz has helped us with signs which have been ordered as well as Open House Flyer.
- Staff Update: Judy Keiper, on of our Co-Administrative Assistants, ahs resigned and is moving to South Carolina. Margie Mamrol will be doing the job full time now. We will re-evaluate this at the end of this school year.

Decision: Approve the 2019 School Budget as presented; Vestry

Motion: Move to approve the Preschool Budget as presented.

Motion seconded and approved.

Discussion: Stewardship; Theresa Luby

- November 18th marked the last Stewardship Sunday-meaning the last date for weekly updates, inserts, etc. We will still accept pledges and provide updates quarterly.
- Calls were made to most of the 351 families that have not pledged.
- Results as of week 7 are as follows: Packets were sent to 351 families; additional packets were handed out. Of these, we have 9 new pledges. These are people that were not in our data base. Total pledges as of 11/18 of \$769,351. This comes from 174 families with an average of \$4,421,56.
- Rick Barker plans on running the campaign next year.
- Conrad spoke of a church member, Jeff Trussell, who owns a professional video company and has offered his services to the church.

Discussion: Marketing; Buz Price

- Mike Gibson is working on the fundraising calendar.
- Marketing Committee will look at streaming line video.

Discussion: Safety and Security Committee: Mike Martino

- The Sherriff's Office came out and helped the team develop a Security System for the church and the pre-school. Mike Martino spoke of how the system worked and cameras are hard wired. The cost to the Pre-School; alarm only; \$824.00 installed, video added \$1,718.80 installed. Mike

Martino spoke of how they system worked and cameras are hard wired. Cost for the Church alarm: Church Alarm system install; \$624.00. Video added is \$1,718.80. Offices: Alarm system installed; \$649.00, Video added is \$1,121.40. Budget for next year would be \$2,600 put aside for system. Monitoring is in the 2019 budget of \$2,500 for funding.

Decision: Approve an amount not to exceed \$5,000 for purchase and installation for alarm and video system in the church and office, with the money coming from the Capital Fund.

Motion: Move to approve an amount not to exceed \$5,000 for purchase and installation for alarm and video system in the church and office, with the money coming from the Capital Fund.

- Motion was seconded and approved.

Discussion: Nomination Slate:

Nominations will close Tuesday, December 18th. As of this writing we have the following list of candidates. Any additions will be presented at the meeting.

- Bragg, Tabitha
- Broadbent, Chris
- Rohit, Dean
- Greaves, Kondeh
- Korin, Keith
- Mitchell, Jae
- Saloman, Colgate
- Sheatsley, David

Decision: Approve the nominating slate as presented.

Motion: Move to approve the 2019 nominating slate as presented.

Motion seconded and approved.

Rector's Report; Rev. Mary Kay Brown

- The Vestry retreat is scheduled for 2/7/2019, 2/8/2019, 2/9/2019.
- Mike Gibson wants to make sure the new vestry has all that they need.
- Mary Kay is getting ready for the Christmas services.
- The Christmas pageant went very well.
- Attended the pre-school sing along.
- Lessons and Carols music was terrific.
- The office will be closed from 12/26 to 1/2/2019.

- Mary Kay is going on a sabbatical in May through August. She is going to Jerusalem and follow the footsteps of Jesus. She will be there for 3 months.

Discussion: Treasurer. John Mellish has offered to serve as St. David's Treasurer. As soon as the required paperwork is completed, we will swear him in as Treasurer.

Discussion: 2019 Vestry Elections; Theresa Luby

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- Greaves, Kondeh
- Korin, Keith
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Decision: 2019 Vestry Elections; Vestry

Motion: Move to approve the 2019 Vestry Slate as presented.

Motion seconded and approved.

Discussion: 2019 Budget; Vestry

- Pledges are at 102%
- The Diocesan Pledge is \$12,500. We will inform the congregation of our Diocesan Pledge amount.
- Of the families that have not resubmitted, we have \$124,290 on outstanding commitments.
- Of that \$124,290, we have \$25,720 in ACH payments (Automatic payments).
- For budgeting purposes, we will add the \$25,720 to the pledge base bringing that total to \$795,071.
- As we budget on 95%, our pledge total for now is \$755,317.
- Due to the large amount of unrenewed pledge dollars, the Finance Committee is comfortable adding \$40k to the unpledged gifts.

- Currently, Revenue for the budget is at \$938,817. This is an increase of \$55,342 over 2018.

Decision: Approve the 2019 Budget as presented.

Motion: Move to approve the 2019 Budget as presented.

Discussion: Change line 6 of the budget. Line 6 reads: Currently, Revenue for the budget is at \$938.817. This is an increase of \$55,342 over 2018. Change it to read an increase of \$46,000 over 2018.

Motion: Move to approve the 2019 Budget with the following change: Revenue for the budget is at \$928.817. This is an increase of \$46,000 over 2018. Motion was amended as presented.

One vote nay and six yes. Motion seconded and approved.

The meeting was adjourned at 9pm by Rev. Mary Kay Brown.

Motions:

- Move the Preschool Budget to the Standing Committee Reports. Motion seconded and approved.
- Move to approve the November 26, 2018 Vestry Minutes amended to include the one nay vote. Motion seconded and approved.
- Approve November 2018 Treasurer's Report with the change: Our net loss for the year is (\$38,508), \$31,8724, to read \$31,734. Motion seconded and approved.
- Move to approve the Preschool Budget as presented. Motion seconded and approved.
- Move to approve an amount not to exceed \$5,000 for purchase and installation for alarm and video system in the church and office, with the money coming from the Capital Fund, approved.
- Move to approve the 2019 nominating slate as presented, Motion seconded and approved.
- Move to approve the 2019 Budget as presented.
- Move to approve the 2019 Budget with the following change: Revenue for the budget is at \$928.817. This is an increase of \$46,000 over 2018. Motion was amended as presented, 1 vote nay and six yes, Motion seconded and approved.

Respectfully submitted;

Virginia M. Fecteau
Register.

