

St. Francis Episcopal Church
December 17, 2024 Vestry Meeting

The Vestry convened on-line on Tuesday, December 17, 2024, at 7:30 p.m., Fr. Mark presiding. Members attending: Ms. Tendall, senior warden, Mr. Feagles, junior warden, Ms. Byam, Ms. Hurdle, Ms. Oleson, Mr. Ruf, Dr. Schneider, Mr. Tester, Ms. Warren, and Mr. Whitlock. Also attending: Mr. Smith.

Invocation

Fr. Mark led the invocation.

Bible Study

Ms. Byam led devotions focused on Psalm 23, focusing on God's presence and finding strength in times of stress. Ms. Byam, noting her mother's passing on November 23rd, said she found great comfort in reading this psalm. She said Psalm 23 was probably the first psalm that most Episcopalians learned.

Rector's Report

Consent Agenda

Fr. Mark reported on the proposed 2025 budget and said most parishioners had submitted a pledge.

Budget

There are some changes to the budget's property section since the vestry reviewed the budget last month. Chris Stanton, the engineer overseeing our HVAC work has prepared detailed projections for electricity, gas, and oil costs. A new contract with Bradleigh Mechanical for HVAC maintenance has resulted in significant savings in 2025, and the revised version incorporates the cost of the contract with Griffith for HVAC maintenance in the two houses (this had previously been listed—inaccurately—as a utility cost.

Mr. Ruf reported on progress made in evaluating capital needs and larger maintenance projects. Some high and medium priority projects will require further evaluation, including rebuilding the stonework in the columbarium and resurfacing the south parking lot and the basketball court. The 2025 budget includes major repairs by the handyman to the wooden windows in St. Francis Hall. In 2027, we will likely need to allocate \$45,000 - \$60,000 + installation to replace the air handler positioned above the Narthex, as Mr. Whitlock said this equipment is in worse shape than originally thought, although the new motor and belts should last until 2030. This high cost is due to the air handler's location which doubles the installation costs.

The heating problem on Sunday, December 15 was due to a mistake in programming the controls for the new boiler by the contractor. It has been fixed and all the parts and controls are now working properly.

Zion Church

Fr. Mark has had further discussion with Zion Church officials who have told him they will not want to rent space until May 2025. Fr. Mark, Ms. Tendall, Mr. Feagles, and Ms. Nanan will meet with Zion Church officials on January 12th to discuss this rental agreement before it is presented to the congregation at the annual meeting. Fr. Mark and the Vestry have determined that a six months trial period, to begin this summer, should be part of the rental agreement, so we have some experience of the rental arrangement during a busier season (fall).

Miscellaneous Items

The water heater is being repaired, but it will likely still need to be replaced in the next two years. The repair costs fall well below the threshold needed for vestry approval.

Ken Hurdle and Ms. Warren are working on the flooring problems in St. Francis Hall. The contractor says that beams on which the floor rests cause an uneven surface in some places. The contractor will replace about 60% of the flooring in late January, a job which should take about 10 days. Any safety issues will be addressed immediately. The repair will be done at no cost to us and St. Francis will be reimbursed for the planking we had purchased that was used in earlier attempts to repair the floor. We will ask for a written guarantee for the flooring replacement.

Mr. Enrique Fuentes, who performs general maintenance and grounds keeping duties, is hired as a contractor. We have complied with our insurance company's recommendation that he be added to our worker's compensation policy to provide additional coverage in case of an accident. Father Mark has fully completed the vestry's requests about investigating this matter.

Motion to Approve the Consent Agenda

Ms. Tendall made a motion, seconded by Ms. Byam to approve the Consent Agenda. The motion carried.

Vestry Nominating Committee

Ms. Tendall said the committee has secured the nomination of a senior warden and two candidates to fill two vacancies on the Vestry and has only one vacancy remaining. She said the committee recognizes that selecting younger candidates for the Vestry would be helpful, though we also need to ensure we have people with relevant experience in the areas where expertise is helpful.

Motion to Approve the Draft 2025 Budget

Mr. Ruf made a motion, seconded by Mr. Tester to approve the proposed draft 2025 Budget with the changes and adjustments outlined in the rector's report. The motion carried.

Proposed Budget Adjustments

Mr. Feagles moved that \$75,000 of the \$83,834 surplus be designated for transfer to the Property Reserve to address long-term needs. This leaves a surplus of \$8,834.

Motion to Amend the Proposed Draft 2025 Budget

Mr. Feagles made a motion, seconded by Mr. Warren to amend the proposed draft 2025 Budget to include the transfer of \$75,000 to the property reserve for long-term needs. The motion carried.

Motion to Provide \$3,800 to Support Episcopal Seminaries

Mr. Feagles made a motion, seconded by Ms. Tendall, to amend the proposed draft 2025 Budget to reduce the amount budgeted for Diocesan Support to \$58,500, and to add a line for \$2000 for seminary support. The total amount allocated for Outreach Expense remains unchanged. The motion carried.

Motion to Approve the Proposed Draft 2025 Budget with Two Amendments

The motion was approved by voice vote.

Fall Pledge Campaign

Mr. Hunter said the fall pledge campaign had been a success.

Savvy Seniors

Ms. Tendall said she and Ms. Bahar were hosting the Savvy Seniors' Christmas luncheon and a giving a Christmas gift to each attendee. She said the group needs someone to lead it and to find speakers for upcoming meetings.

Financial Report

Mr. Tester gave an updated financial report that Mr. Maroulis had prepared. The monthly operating budget continues to be strong – there is a large miscellaneous revenue stream. The church has received its Employee Retention Credit (ERC) funds, and intends to allocate these for property maintenance expenses.

Motion to Approve the Financial Report

Ms. Tendall made a motion, seconded by Ms. Warren to approve the Financial Report. The motion carried.

Motion to Adjourn

Mr. Ruf made a motion, seconded by Mr. Tester, to adjourn. The motion carried.

Fr. Mark led the Vestry in the closing prayer:

Keep watch, dear Lord, with those who work, or watch, or weep this night, and give thine angels charge over those who sleep. Tend the sick, Lord Christ; give rest to the weary, bless the dying, soothe the suffering, pity the afflicted, shield the joyous; and all for thy love's sake. Amen.

Respectfully submitted,

Les Smith
Clerk