

## St James Episcopal Church

### Vestry Minutes

November 15, 2022

**Present:** Bill Kilgour, Josh Ilgen, Marc Wezner, Chuck Rogers, Drew Beck, Marilyn Hastings, Barbara Bateman, Sara Deacle, Peggy Schiavo Spinozzi, Francois Springuel, Janice Tabbut, Phil Tatum

**Absent:** Iva Ferrell, **Excused:** Fr. Mike

1. The meeting opened with a prayer
2. OLD BUSINESS
  - A. Vestry Minutes from October were approved as written
  - B. Evotes- One evote was sent by Francois and passed unanimously regarding ending our previous pest control contract. Our new provider will be with Patriot
  - C. The September Financial Report was accepted which had not been done in October
3. COMMISSION REPORTS
  - A. Buildings & Grounds- We are waiting to proceed with work on Glebe House garage doors until learning the result of the diocesan grant
    - Blue Jean Sunday is this week to rake leaves. This work will save us \$4K. Leaves will be composted in new compost bins near the vegetable gardens
    - The boiler in the Church has had a recent repairReport was approved
  - B. Outreach- A \$10K grant was received from St Andrews Church which has put OH in a better financial position allowing them to increase the monthly grocery shopping budget from \$2K to \$3K. Many food drives are underway this month and Mitten Tree Project is in progress. Report was approved
4. 2023 BUDGET/Financials
  - A. Phil reported that the money from the Alatha Sherrod estate has been received. It will be used to repay the money taken from the endowment (~\$125K) as previously approved by the vestry. A detailed accounting will be provided to the vestry for approval prior to the transaction being completed. The receipt of these funds has resulted in a surplus of ~\$80K this year.
  - B. Pledges- 75 pledges have come in so far, some anticipated to arrive as late as January. We see an increase of about 10%.
  - C. We have started to pass the plate again during worship services resulting in increased cash donations
  - D. Phil showed a spreadsheet of our baseline financial situation and multiple scenarios with changes to employee compensation. All showed a deficit for 2023. Significant discussion and exchange of ideas took place to address the deficit while fairly compensating our employees. Fr Mike does not want a raise but would like an extra week of vacation.
  - E. The following vestry decisions on compensation were approved:

- 1) Lauren will receive a 10% raise
  - 2) Lisa will receive a 5% raise
  - 3) Fr. Mike will get an extra week of vacation, 0% raise
  - 4) The vestry will confirm the vacation time for Lauren and Lisa prior to the next vestry meeting after determining what their current vacation time is
- F. There is not enough revenue to support 3 FTE's. The Vestry agreed that by Jan. 1, 2024 the parish Administrator position must be changed to part-time. Discussion was held on how to accomplish her tasks, including the book-keeping tasks that should be included in that position so that we do not have to pay high fees for professional data-entry services.
- 1.) The Vestry voted to form an HR sub-committee, headed by Bill Kilgour, to include Janice, Chuck, and Phil, to set expectations and benchmarks on maintaining the position as full time for 2023. If not meeting expectations by June, we will change it to part-time then.
  - 2.) The HR Committee will report to the Vestry at meetings every month
  - 3.) This decision will be communicated to the parish during the Annual Meeting which is scheduled for the end of February.

The meeting was concluded with a prayer. The next Vestry meeting is **Tuesday, December 19<sup>th</sup>** at 7:30 pm

Respectfully Submitted,

Peggy Schiavo Spinozzi

Vestry Secretary