

St. Mark's Vestry Minutes
August 5, 2025
7:30 PM

Attendance: Cheryl Boop, Michael Bowman, Steve Brindza, Kevin Fix, Phil Glandon, Bill Lange, Ted Meyers, Jody Porreca, Alex Reed, Melanie Tepley, Park Zimpher, Vicki Zust

Digital Attendance Norm Jones

Not Present: Mary Beth Smith, Dwight Anstaett, John Wilson, Dan Verilli, Melanie Tepley

Welcome and Opening Prayer: Vicki Zust: 7:31

Call to Order: Cheryl Boop 7:31

1. Approval of Previous Meeting Minutes: Approved as submitted

2. Reports:

i. Rector's Report: Vicki

- a) UA schools start next week, the summer has flown by.
- b) Rainbow UA teen closet will have their second day on Wednesday during the Farmer's Market.
- c) Fall kick off September 7. Carpets have been cleaned; deep cleaning is next Thursday so the major cleaning will be done
- d) Started making lists of Fall organizations to sponsor, various school sports and school activities.
- e) There are critters in the attic, an inspection revealed no infestation. Apparently, one got in and found its way out. It is possible for \$3,000 to make adjustments to assure that no critters will get in again, but since it has only happened once, we will not do it.

ii Senior Warden Report: Cheryl

- a) There have been a numbers of people at the 8:00 service.
- b) No one has reached out with questions or concerns.

iii Junior Warden Report: Kevin

- a) There was an issue with the air handler; it cost about \$300 to get it working again.
- b) A bit of an issue with condensation from an AC unit. It was turned off since it was not a main source of cooling, so it is no longer dripping.
- c) One of the panels in the hall is not functioning. Kevin is trying to reach the service people.
- d) We've made progress on the AC with the quotes. The quote is not complete, but we should have something at the next meeting. They believe that some serious work needs to be done on the chimney. They want to run a gas line up to the roof. There needs to be an electrical upgrade for the boiler room.

IV. Treasurer's Report: Phil

- a. Phil went over the budget. It will be included in the minutes. Sere attached at the end of the minutes. It is all good news.
 - b. Motion to approve the treasurer's report by Norm. Motion approved.
- V. Discussion Items:**
- a. **Capital Campaign Event: Update**
 - i. Phil and Vicki met with the people they hoped would be major donors. All but two have pledged. The committee is now talking to the second level of donors as we finish the summer. Vicki asks the Vestry to turn in their campaign pledges by September 7. The goal is to wrap up the Capital campaign by the middle of October.
 - ii. The news on grants is not good. Funding is not guaranteed to be there going forward.
 - iii. There is still a possibility for diocese grants.
 - b. **Audit**
 - i. Is done. Phil explained the differences in the audit from our regular bookkeeping. They take our balance sheet and separate it into restricted and unrestricted.
 - ii. It is noted that there is a risk in having one person counting the cash receipts. Our cash gifts are so small it does not seem worth having to schedule an extra person.
 - c. **Endowment Distribution:**
 - i. After consultation with the Episcopal Church Foundation (ECF) the trustees recommend the distribution to the church operating budget to be based on the previous 12 quarters ended September 30th, 2024, at 4%, which would be the amount of \$13,364.02 to be paid in two installments. The first payment would occur upon notice to EFC and the second to occur around mid-December.
 - ii. Motion to approve by Ted. Motion approved.
 - d. **Sign -up / Vestry Person of the Week**
 - i. Vicki will send out the list based upon the vestry members stated preferences.
 - e. **Canterbury Choir**

There is a pandemic hole in the children most affected by the pandemic. They are going to hire two or three high school girls who have graduated out of the choir to serve as section leaders to help keep the choir going.
 - f. **Fall Workday/Fall Kick off**
 - i. September 6th is the workday; the kickoff is September 7th.
 - g. **2024 -2025 Program year Goals**
 - i. The website has been moved to the updated format. The help to get this done was \$400. The server is free which saves us \$4000 a year.
 - ii. Continuing to look at how to get newcomers engaged.
- VI. Open Discussion: Parking Lot Issues**
- a. Some of the hanging fixture bulbs are brightening and dimming. The next time one of those bulbs go out we can replace them all.
- VII. Blessing and Adjourn: 8:40**

Saint Mark's Statement of Activities

Year to date - 7/31/2025

Yr is 58.3% Complete

	This Year to date	Last Year to date	2025 Budget	% of budget	Comments
REVENUES:					
Member Contributions - pledged	\$ 327,344	\$ 344,100	\$ 485,000	67.5%	We should end up very close to budget
Plate & non-pledge receipts	37,282	37,090	75,000	49.7%	Below budget. Very unpredictable
Earnings from Investments	39,283	7,640	27,000	145.5%	Unrealized gains recognized thru 6/30 in 2025. None in 2024
Rental Income	11,593	10,918	18,000	64.4%	Ahead of Budget
Other Income	641	841	2,000	32.1%	
Total Revenue	\$ 416,143	\$ 400,589	\$ 607,000	68.6%	Better than Budget

EXPENSES:					
Staff & Payroll Expenses	184,462	175,580	321,540	57.4%	We are on track to be over budget by \$10,000. See separate report
Administration	47,583	34,192	71,856	66.2%	
Facilities	79,397	86,131	133,219	59.6%	
Outreach	10,500	8,750	18,000	58.3%	
Diocesan Mission Share	35,805	34,629	61,355	58.4%	
Christian Formation	1,767	1,141	3,600	49.1%	Organ repair \$2,280
Fellowship & Hospitality	1,757	1,501	3,750	46.9%	
Music	4,468	1,549	4,450	100.4%	
Worship	1,626	599	3,425	47.5%	
Total Disbursements	\$ 367,364	\$ 344,072	\$ 621,195	59.1%	Over budget by \$10,729. See separate Admin Exp Report
Net income (deficit)	\$ 48,779	\$ 56,517	\$ (14,195)		Better than Budget

Review of selected Admin Expenses:

	This Year to date	Last Year to date	2025 Budget	% of budget	Comments
Accounting and Audit Expense	7,400	1,700	7,500	98.7%	Audit is paid for. Will be under for the year by \$100 1st half has been paid. Will probably exceed budget by \$2,400 Our budget for the year is too low by about \$5,000 in these two expense categories.
Investment Adviser Fees	2,704	-	3,000	90.1%	
Computer Supplies & Service	3,248	427	600	541.4%	
Computer Tech Support	4,600	-	5,000	92.4%	
	17,972	2,127	16,100	111.6%	