

St. Peter's by-the-Sea
Vestry Meeting Minutes
Wednesday, Octoberber 26, 2016
6:30 pm
Dinner at 6:00

Members in Attendance: Betty Murphy, BJ Carangia, Beth DiPanni, Sue Palmer, Jim Cacciola, Mellissa Doak, Matt Melchiori, Nicole Zelenak, Craig Swan, Roxanne Melchiori, Treasurer, Susan Raesner, Scribe

Excused was Tom Utterback

Tonight's meeting began at 6:30 with prayer and individual check-ins.

MINUTES

The September 2016 minutes were accepted as ammended. Matt made the motion to accept and Jim seconded.

TREASURER'S REPORT

The full report is on file. Our expenses are running slightly below budget. Unfortunately our anticipated pledged and unpledged income is down by \$6700 for Jan through Sept, Roxanne's reported that the finance committee, recommends aligning our salary schedule with the Department of Labor (DOL) requirements this will include restoring the parish administrator salary to an hourly rate (which may increase her income overall) and to increase the Director of Ministries salary to the federally required employee minimum salary in addition to pension and social security. Hours need to be tracked daily. During our sexton's recovery from knee surgery, our former sexton, Dave Cunningham will do 10 hours a week with John Lord working the additional five hours. The committee also discussed the possibility of Fr. Craig meeting with the bishop's office to consider a modification of our apportionment.

RECTOR'S REPORT

See full report attached. Of particular note - - - The safety audit performed by the Diocese was overall good. The staff is in the process of working to remedy their list of recommended modifications. Fr. Craig Also noted that the discernment team needs to find a way to introduce our candidate to the parish, which will be done. Upcoming events for December include the Pageant, to be held on the Sunday before Christmas, Dec. 18th. Christmas Eve services will be at 4 for small children, 6 with the choir, and 10 for the full Eucharist with brass. Christmas Day service will be at 8 am. A Vestry Retreat Day will be scheduled at the end of February. So far, 70 pledge cards have been turned in; a group will make calls to contact the others who have not yet contacted us.

WARDEN'S REPORT and OLD BUSINESS

1. The estimate for the work needed on the pre-school building was \$23,157.00.
2. The program is in the process of being brought to a 3 Star pre-school by Alison Toupin and Rebecca Bouchard. Based on enrollment the pre-K may even turn a slight profit.
3. The question of support for this project was raised. Fr. Craig will talk with Ron Boss to ascertain the Boss family's interest in the project. The vestry will continue to discuss this subject at the November meeting.
4. The toddler-friendly spaces issue (Nicole and Jim) received no response to the questionnaire. It will be re-sent.
5. There have been no nominations for the vestry position and recruitment mode will begin.

NEW BUSINESS

The warden's report (attached) noted the need for the clarification of the goals and expectations of the parish activities. The increase in numbers of parishioners and the assorted busy ministries highlights the need for a vestry notebook of documented guidelines and procedures. An organized approach will provide clarity and transparency to facilitate the functioning of committees and to ensure responsible oversight by the vestry.

This organizational chart will clarify the purpose and procedures for the effective carrying out of each of the current 13 committees. This will identify the information needed by the vestry to approve and support each event, it will provide clarity for vestry related procedures, and will develop a general outline for operationalization of tasks and for the development of new ministries.

Suggestions made included going online to see how others proceed with this goal, clarifying in writing what is working for us now, and developing a template for each of our current committees.

A request was made from BJ's class to place recycle bins throughout the activity rooms with a poster describing the current recycling information. These middle school students want to encourage wise use of resources. Betty Murphy made the motion for the vestry to approve this project, and Sue seconded.

Adjournment motion was made by Beth and seconded by BJ at 9:10 pm.

Because the 4th Wednesday is Thanksgiving Eve, the - - -

Next Meeting will be Wed, November 30, 2016, @ 6:30 PM with dinner at 6:00.

Respectfully submitted,

Susan Raesner, Scribe

St. Peter's by-the-Sea
Vestry Meeting Minutes
Wednesday, September 28, 2016
6:30 pm
Dinner at 6:00

Members in Attendance: Tom Utterback, BJ Carangia, Beth DiPanni, Sue Palmer, Jim Cacciola, Mellissa Doak, Matt Melchiori, Nicole Zelenak, Craig Swan, Roxanne Melchiori, Treasurer, Susan Raesner, Scribe

Excused was Betty Murphy

Tonight's meeting was begun at 6:30 with prayer and individual check-in.

OPEN FORUM

Tonight's guests included Gerry Reynolds, Elizabeth DelGizzo and Justine Greenwell.

Gerry came to ask that the Garden Committee be recognized for the garden "looking better than it has since 2002" when he and Claudia joined the parish.

Elizabeth and Justine came to ask if the 12/2 Community Market could be changed to Thursday instead of Friday for the Guild Hall to be free for setting up for the 12/03 bazaar. The question was referred to the Market's Steering Committee; a representative will respond to Elizabeth and Justine.

Process request from Fr. Craig: Before the business meeting began, Fr. Craig requested that: 1. If action is needed, the reporter should say so, and 2. Let the group know when report is done. The vestry is here to hear and question proposals that are coming forward.

MINUTES

The August 31 minutes were accepted as presented. Tom made the motion to accept and Nicole seconded. The question of whether the minutes and reports when approved can be distributed on line was raised; discussion will be held at a later date.

TREASURER'S REPORT

The full report is on file; the vestry thanks our treasurer for her hard work. In sum, revenue is under budget which is typical of summer months. The stewardship campaign being under way may boost income. The Episcopal Church Women are asking for \$88; contributions haven't been made to them in two years. Fr. Craig will send the amount requested from the

discretionary fund. Roxanne raised the question of how to deal with the capital fund balances; perhaps this could be a November or December discussion topic.

BUILDING AND GROUNDS

Issues included in Warden's report on file.

RECTOR'S REPORT

See full report attached. Of particular note - - -

1. Building security issues continue. Fr. Craig asked that people come around to the front office door, even if parked in the back lot. Limited access is the best way to ensure safety. Parking lot door is to be kept locked, and all businesses are to use the front entrance
2. Matt will check into a buzzer system with an exterior camera included. Our existing camera does not include the outside of the door. B & G will bring options back to the vestry for the November meeting.
3. Clarification was made of our sexton, David's, role with contractors and B and G.

WARDEN'S REPORT

See report attached. Note especially:

1. The Vestry information and nomination form has been distributed to both the 8 and 10:15 congregations. The committee includes: BJ, Beth (Chair), Melissa and Nicole. Gerry Reynolds will represent the 10:15 and Jamie Wilson will represent the 8:00 congregations.
2. Both Jim and Tom agreed to continue on the vestry; one seat is open. A Junior Warden is needed before Christmas.
3. The rotten wood trim was brought to the attention of Keith Lescarbeau, chair of the Historic District Commission in Narragansett and president of Abcore Restoration Company. He agreed to return and do a detailed analysis of the needed work; he makes no charge to churches for his work.
4. Parish Hall acoustics report is being developed and will be presented to B&G by Tom.

OLD BUSINESS

1. Pre-K morning is well subscribed; many open spaces for the afternoon. The preferred maximum number for each session is 15.
 - a. Transition of leadership from Carol to Rebecca is going well. Fr Craig contacted the Church Pension Group on Carol's behalf and has given Carol contact information of those who can help her prepare for retirement.

- b. David did a superb job of cleaning the school building.
 - c. Children's chapel is now Wednesdays and Thursdays at 10 am.
 - d. Beth reported on the construction reconfiguration of the school spaces to be opened up and to be in compliance. After the electrician has been there, a quote will be available from which to work. Beth hopes to have it ready for the October vestry meeting.
 - e. The question was raised about whether the work was mandated – yes, there need to be open spaces throughout, including the bathrooms.
2. The toddler-friendly space committee is working on developing questions and is not ready yet to talk with parents. The goal is to keep parents and children together in church.

VESTRY PROCESS TO POST INFORMATION TO THE ST. PETER'S WEBSITE

Suggestion was made to brainstorm this process for an hour at the next vestry meeting. The vestry was asked to participate in an exercise to demonstrate how little knowledge they and the parish have in terms of process and expectations when developing new programs/ministries etc. The wardens and rector have requested the vestry enter into a period of reviewing all the programs and committees to identify each one's mission and ministry, how these groups relate back to the vestry or rector and set guidelines in place to clarify process and expectations as parishioners recommend idea for programs or new ministries in the future. The exercise demonstrated the scope of the issues we face and the size of the work that is needed.

The Vestry has agreed to set an hour aside at the October meeting to consider strategies to accomplish this undertaking.

Adjournment: a motion was made by Beth and seconded by Sue to adjourn the meeting at 9:00 pm. The meeting ended with the reading of Compline

Next Meeting will be Wed, October 26, 2016, @ 6:30 PM with dinner at 6:00.

Respectfully submitted,

Susan Raesner, Scribe

September 2016 Treasurer's Report

Profit / Loss: This month showed an operating income of \$3,415, and a year to date net income of \$6,775.

Income:

- Total income received during the month totaled \$33,122, which included \$12,678 of investment income. Pledges received, plate income and unpledged income for September were less than anticipated. Total income for the month was \$3,396 less than anticipated.

Expenses:

Total actual expenses this month were \$29,707, with a budget of \$30,167 yielding a positive variance of \$461.

- Most expenses for the month of September matched the budgeted amount for the month.
- Utilities were higher than budget by \$528.

Balance sheet summary:

- There is a total of \$716,913 in the Indian Rock Trust, of which \$450,000 is restricted funds. Note that the fair market value of the account fluctuates due to the investment market changes.
- As we move into the Fall, discussions should take place on how to fund the negative balances in the Capital Funds and Living Stones in preparation of the 2017 budget.

Miscellaneous / Administrative

- We will begin to discuss the 2017 budget during the Fall months, and will closely review the pledges, with the hope that pledges will remain the same as the current year.

Respectfully submitted,

Roxanne Melchiori, Treasurer

7:40 PM
 10/16/16
 Cash Basis

St. Peter's by the Sea Church
Profit & Loss Budget vs. Actual
 September 2016

	Sep 16	Budget	\$ Over Budget	% of Budget
Income				
INVESTMENT INCOME	12,677.97	12,500.00	177.97	101.4%
OTHER INCOME	690.00	250.00	440.00	276.0%
PLATE OFFERINGS	580.00	744.00	-164.00	78.0%
PLEDGES 2016	18,111.97	20,872.00	-2,760.03	86.8%
PRESCHOOL PLEDGE	0.00	0.00	0.00	0.0%
UNPLEDGED CONTRIBUTIONS	1,061.95	2,152.00	-1,090.05	49.3%
WINDFALL INCOME	0.00	0.00	0.00	0.0%
Total Income	<u>33,121.89</u>	<u>36,518.00</u>	<u>-3,396.11</u>	<u>90.7%</u>
Gross Profit	33,121.89	36,518.00	-3,396.11	90.7%
Expense				
ALTAR SUPPLIES	13.99	79.16	-65.17	17.7%
APPORTIONMENT	4,902.67	4,902.67	0.00	100.0%
CHRISTIAN EDUCATION	102.42	37.49	64.93	273.2%
COMMUNITY LIFE	119.90	383.32	-263.42	31.3%
MUSIC EXPENSE	197.83	304.58	-106.75	65.0%
OFFICE EXPENSE	1,308.13	1,585.11	-276.98	82.5%
OUTREACH EXPENSE	117.81	520.83	-403.02	22.6%
PAYROLL	19,580.55	19,653.18	-72.63	99.6%
PROPERTY INSURANCE	0.00	0.00	0.00	0.0%
PROPERTY MAINTENANCE	1,465.56	1,330.83	134.73	110.1%
UTILITIES	1,897.69	1,369.99	527.70	138.5%
Total Expense	<u>29,706.55</u>	<u>30,167.16</u>	<u>-460.61</u>	<u>98.5%</u>
Net Income	<u><u>3,415.34</u></u>	<u><u>6,350.84</u></u>	<u><u>-2,935.50</u></u>	<u><u>53.8%</u></u>

7:40 PM

10/16/16

Cash Basis

St. Peter's by the Sea Church
Profit & Loss Budget vs. Actual
 January through September 2016

	Jan - Sep 16	Budget	\$ Over Budget	% of Budget
Income				
INVESTMENT INCOME	47,826.54	44,570.00	3,256.54	107.3%
OTHER INCOME	2,558.49	2,250.00	308.49	113.7%
PLATE OFFERINGS	5,103.57	8,154.00	-3,050.43	62.6%
PLEDGES 2015	5,542.00			
PLEDGES 2016	217,604.58	224,402.00	-6,797.42	97.0%
PRESCHOOL PLEDGE	0.00	0.00	0.00	0.0%
UNPLEDGED CONTRIBUTIONS	11,795.28	20,982.00	-9,186.72	56.2%
WINDFALL INCOME	24,325.00	22,900.00	1,425.00	106.2%
Total Income	314,755.46	323,258.00	-8,502.54	97.4%
Gross Profit	314,755.46	323,258.00	-8,502.54	97.4%
Expense				
ALTAR SUPPLIES	1,271.11	1,661.44	-390.33	76.5%
APPORTIONMENT	44,123.99	44,123.99	0.00	100.0%
CHRISTIAN EDUCATION	859.68	787.41	72.27	109.2%
COMMUNITY LIFE	3,502.39	3,374.88	127.51	103.8%
MUSIC EXPENSE	4,438.37	3,316.22	1,122.15	133.8%
OFFICE EXPENSE	11,045.28	11,997.65	-952.37	92.1%
OUTREACH EXPENSE	2,550.50	4,937.47	-2,386.97	51.7%
PAYROLL	203,387.75	206,643.49	-3,255.74	98.4%
PROPERTY INSURANCE	10,193.00	8,700.00	1,493.00	117.2%
PROPERTY MAINTENANCE	12,078.47	8,958.97	3,119.50	134.8%
UTILITIES	14,529.43	15,650.91	-1,121.48	92.8%
Total Expense	307,979.97	310,152.43	-2,172.46	99.3%
Net Income	6,775.49	13,105.57	-6,330.08	51.7%

St. Peter's by the Sea Church
Balance Sheet
As of September 30, 2016

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Discretionary Fund	2,717.68
WASH. TR. CHECKING	
Bazaar Funds	16,984.65
Capital Funds	-2,256.28
Community Market Funds	62,946.95
Garden Funds	464.14
General Operating Funds	-15,531.70
J2A & Youth Program Funds	1,951.04
Living Stones Funds in Gen Acct	-1,684.74
Music Funds	2,572.65
Preschool Funds	-1,617.14
Total WASH. TR. CHECKING	<u>63,829.57</u>
Total Checking/Savings	66,547.25
Accounts Receivable	
Accounts Receivable	4,750.00
Total Accounts Receivable	4,750.00
Other Current Assets	
Employee Loan	640.00
Indian Rock Trust	
Capital Self-Restricted \$100k	100,000.00
Operating Self-Restricted \$350k	350,000.00
Indian Rock Trust - Other	266,912.55
Total Indian Rock Trust	<u>716,912.55</u>
Total Other Current Assets	717,552.55
Total Current Assets	788,849.80
Other Assets	
Durkee Trust	305,496.36
Land - 1/5 interest of parcels	5,590.00
Treat Trust	102,515.81
Westcote Trust	308,816.65
Total Other Assets	<u>722,418.82</u>
TOTAL ASSETS	<u><u>1,511,268.62</u></u>
LIABILITIES & EQUITY	
Equity	
Restricted Funds - Trusts	1,132,168.62
Retained Earnings	379,135.58
Net Income	-35.58
Total Equity	<u>1,511,268.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,511,268.62</u></u>

St. Peter's by-the-Sea

From: Matt & Roxanne [Melchiori1@cox.net]
Sent: Sunday, October 23, 2016 9:47 PM
To: Tom Utterback; bethdipanni@cox.net; 'nicole zelenak'; Jim Cacciola; 'Sue Palmer'; Melissa Doak; Betty Murphy; 'BJ Esposito'
Cc: 'Craig Swan'; stpetersbythesea@verizon.net
Subject: September treasurer's report
Attachments: September 2016 Treasurers Report.pdf

All,

Attached is the treasurer's report for September. Last week I met with the finance committee. Our largest discussions centered on the impending Department of Labor law changes that take affect December 1st. As you may recall we spoke about this a few months ago. The following was discussed:

1. Linda should be migrated to an hourly rate position. She and Craig have discussed ways for her to keep hours, etc. Traditionally, Linda does not work 2080 hours per year (i.e. 40 hours a week)
2. John should have a pay increase to continue to be paid salaried for his hours. The new DOL requirement for salaried employees is annual compensation of \$47,476.
3. John should put together a "test" timesheet for a period of time, 2-4 weeks, in order to determine his actual duties and his actual hours per week. This will allow us to make sure he falls within the criteria needed to be eligible for a salaried employee, as well as determine how much time is spent on his many "hats", for budgeting purposes, etc.

On another note, we discussed the possibility of Craig meeting with the bishop's office to perhaps discuss our apportionment for 2017. The 2017 amount is based on the 2015 expenditures, which were unusually high due to putting 100% of the DOM expenses against the operating expenditures. In hind sight, a portion of these expenses should have been paid from the market. We think this is a viable concern to the 2018 budget.

We can discuss all of this on Wednesday. Please let me know any questions!

Best regards,
Roxanne

