

ST. PETER'S BY THE SEA
VESTRY AGENDA
WEDNESDAY, June 28, 2017
6:30 P.M.
Dinner at 6:00

1. Call To Order (3 minutes)
2. Check In (please come prepared to discuss how you understand your role as a leader.)
3. Acceptance of the May 24, 2017 Meeting Minutes
4. Treasurer's Report/ Acceptance of the May financial report
5. Rector's Report
 - a. update on my on going conversations with the B&G
 - b. update on the By-Laws review
 - c. update on use of credit cards for fundraising
 - d. conversation about a youth trip
6. New Business
 - a. Approval to increase the B&G budget \$1500 to be paid from the Bazaar Fund to perform preventive maintenance on the air handlers.
 - b. Stewardship discussion
7. Old Business
 - a. Strategy for closing the deficit gap
 - b. Policy update/ event planning guide
 - c. pre school construction update
8. Motion to Adjourn
 - a. Compline



Rector's Report

1. The bulk of our conversation on Wednesday night will focus on stewardship. I have emailed a link to the Qull web site. Contained is an introductory video. We will watch this as a group and discuss how we are going to proceed.
2. I have continued conversations with the Buildings and Grounds committee. This month I met separately with John Dipanni, Jerry Reynolds and David Osterhout. We negotiated in regards to David's job description, how we understood it as a team. We ranked who was to be called by the alarm company and in what order. We figured out much we needed to increase the B&G budget. A motion for 1500 is found is part of our new business of the agenda.
3. Pre-school construction project -Beth Dipanni will be providing a written report for the meeting with a motion to expend the raised monies for the pre-school renovation.
4. Please save the date, August 20th is the Bishop's visit. He will want to meet with the vestry after the 10:15 service.
5. Andrew Kryzak - Andrew will be joining us on July 2nd He will be preaching at both services.



St. Peter's by-the-Sea
Vestry Meeting Minutes
Wednesday, May 24, 2017

Members in Attendance: Fr. Swan, Tom Utterback, BJ Carangia, Melissa Doak, Nicole Zelenak, Jim Cacciola, John Hines, Matt Melchiori, Sue Palmer, and Roxanne Melchiori, Treasurer. **Excused:** Betty Murphy

Guest: Gerry Reynolds, B & G Chair

The meeting was called to order at 6:30 PM

Fr. Craig led the group in Prayer

CHECK-IN

Fr. Craig reviewed Mission Statement and explained the difference between an Apostle and a Disciple.

OLD BUSINESS

MINUTES

The April 26, 2017 minutes were accepted as modified. Matt made the motion and Tom seconded. The motion passed unanimously.

NEW BUSINESS

TREASURER'S REPORT (See attached)

Roxanne reported that April indicates a deficit in the amount of \$4,694 with a year to date deficit of \$14,646, while our anticipated annual budgeted deficit was roughly \$30,000. Discussed ways to spread out deficit on a monthly vs. year-to-date basis, but basically month to month deficit depends on whether investment income was collected or a pension payout was made.

Roxanne presented the annual renewal request from Interfaith Power and Light. A motion was made by Matt not to donate this year, and was seconded by Nicole.

Roxanne reported that she had been contacted by Richard Hathaway, a member of the Diocesan Financial Committee, and they subsequently met to discuss the recent apportionment change. He indicated that the apportionment change should not have been approved by the Diocese, but that it would be left as is for this year. He explained that we should pay attention to how donations are recorded (designated vs. undesignated). Undesignated donations are part of the operating budget and

Appointing
therefore are taxed by the Diocese. If a fund was set up for capital improvements and donations designated there, donations should not be taxed. *Cash for Cards*

Discussed possibility of setting up process for the C4C (Community Market Fundraising) as well as other church fundraising events to use credit cards to accommodate those folks that don't carry cash. Roxanne will ask Linda to do some research and we will check the feasibility of establishing the use of credit cards.

RECTOR REPORT

1. Craig+ shared his ongoing discussion with B&G meeting centered around the By-Laws and the manner in which they were approved or changed in 2010 has created frustration and discontent. Prior to 2010, both the Clerk and Treasurer had voting rights on the Vestry, which was changed and the Rector was given voting rights, which may not be allowed by Canon Law. That will be reviewed, and if desired, By-Law changes could be explored. Must be approved by the Diocese and then voted on at two (2) consecutive Annual Meetings before any changes could be put in effect.
2. Craig gave an update that Andrew K. met with the Commission on Ministry. The commission decided to hold off the decision to become a Postulant for Holy Orders until after he completes CPE.
3. Craig+ reminded the Vestry of the Retirement Party for Carol Stuart on Sunday, June 4th from 2-5 in the Boss Building.
4. The Bishop will visit August 20th to confirm 7 individuals and to meet with the Vestry.

Action Step: Craig+ will discuss Diocese Review of St. Peter's By Laws with Bishop during 5/25/17 scheduled meeting.

PRE-SCHOOL

The original plan as anticipated would not have met either the Building Code or Fire Code due to the location and number of bathrooms required (1 for every 10 students). Allison and Rebecca will meet to gather requirements, but the bigger issue is that the cost may increase substantially and it may take 6-8 months longer and the pre-school may not open with anticipated renovations until the September 2018 school year. Pre-School could open as is for the September 2017 school year. Discussed bringing B&G in on this project due to their expertise in the arena of building and renovations.

ACOUSTICS

Gerry Reynolds explained that B&G would like to fix and paint the ceilings in the Guild Hall. Estimated cost is \$6,800 and the donor that had given \$10,000 for the acoustics tile project has given the approval for the redirection of said donation to the repair

and painting of the ceiling. A schedule commitment cannot be given until expenditure is approved.

Matt made a motion to approve a \$6,800 donor-funded expenditure but not to exceed \$8,800 for the inspection, repair as needed, and painting of the Guild Hall ceiling with the color to match the white polymax ceiling tiles, trim to be a contrasting color which will be chosen at a later date. Contractor to coordinate with B&G. Motion seconded by Jim. Unanimously approved.

Action Step: Gerry R. will request a W-9 and Certificate of Insurance from the contractor prior to commencement of work.

STEWARDSHIP

John Hines proposed a couple of stewardship options to help fill the gap and to establish a charitable giving plan, but as we are almost 6 months into the year, it was felt that we needed to move forward and plan for the next stewardship campaign for the fall. The Quill stewardship program, which was very successfully used five+ years ago, was discussed and Matt agreed to be a part of the stewardship team if this program is to be used.

POLICIES AND PROCEDURES

BJ presented a draft of an event planning application, which the Policies and Procedures subcommittee had prepared and she will forward a copy to each vestry member for review.

NEW BUSINESS

Nicole said that she had been approached by Dwayne to see if the Boy Scouts could paint their bulletin board and put glass over it to dress it up. Craig+ informed the Vestry that the Sexton will be painting the hallway and all of the bulletin boards, frame and background alike to unify the look as these are church property, but that the Boy Scouts are welcome to decorate their bulletin board by putting items on it. Nicole will inform Dwayne of the church policy.

Nicole made a motion to adjourn the meeting and Matt seconded. Motion passed unanimously.

The meeting was closed with prayer and adjourned at 9:25 pm.

Next Meeting will be on **Wednesday, June 28th, @ 6:30 PM** with dinner at 6:00.

Melissa J. Doak, Acting Clerk



May 2017 Treasurer's Report

Profit / Loss: ^{May} April indicated a deficit of \$8,184, with a year to date deficit of \$22,830.

Income:

- Total income received during the period totaled \$22,452. Pledges, and plate income were lower than anticipated by a total of \$4,200.
- Year to date income received is \$161,678, vs. a planned income of \$160,890, yielding a positive variance of \$787. Although this is positive for the interim, we are still projecting a total deficit for 2017.

Expenses:

Total actual expenses this period were \$30,636, with a budget of \$33,245 yielding a positive variance of \$2,610.

- Alter supplies were \$955 over budget due to the purchase of a new lapel mic and over-car microphone.
- Payroll expenses were under budget \$2,144 due to the timing of projected expenses.
- Year to date expenses are \$184,507 vs planned expenses of \$189,143, yielding a positive variance of \$4,636. Continuing this trend will help with the projected shortfall.

Balance sheet summary:

- There is a total of \$742,866 in the Indian Rock Trust, of which \$450,00 is restricted funds. Note that the fair market value of the account fluctuates due to the investment market changes.
- There is \$19,868 in Preschool renovations fund that was received from a generous donor to help defray the costs of the building renovations.
- The last payment for the window restoration was paid this month in the amount of \$1,944.
- The preschool year has ended and there is a balance of unpaid tuition (Accounts Receivable) of \$4,365 as of May 30 and \$5,350 as of last week. Statements have been mailed to the parents for collection.

Miscellaneous / Administrative

- No additional items to report this month

Respectfully submitted,

Roxanne Melchiori, Treasurer

8:36 AM
 06/26/17
 Cash Basis

St. Peter's by the Sea Church
Profit & Loss Budget vs. Actual
 May 2017

	May 17	Budget	\$ Over Budget	% of Budget
Income				
INVESTMENT INCOME	0.00	2,000.00	-2,000.00	0.0%
OTHER INCOME	562.08	292.00	270.08	192.5%
OUTREACH INCOME	60.00			
PLATE OFFERINGS	322.00	674.00	-352.00	47.8%
PLEDGES 2017	19,518.64	23,440.66	-3,922.02	83.3%
PRESCHOOL PLEDGE	0.00	0.00	0.00	0.0%
UNPLEDGED CONTRIBUTIONS	1,989.65	1,916.00	73.65	103.8%
WINDFALL INCOME	0.00	833.00	-833.00	0.0%
Total Income	22,452.37	29,155.66	-6,703.29	77.0%
Gross Profit	22,452.37	29,155.66	-6,703.29	77.0%
Expense				
ALTAR SUPPLIES	1,646.10	690.66	955.44	238.3%
APPORTIONMENT	4,899.63	4,899.63	0.00	100.0%
CHRISTIAN EDUCATION	92.85	249.99	-157.14	37.1%
COMMUNITY LIFE	646.15	501.65	144.50	128.8%
MUSIC EXPENSE	289.49	120.83	168.66	239.6%
OFFICE EXPENSE	1,216.07	1,027.06	189.01	118.4%
OUTREACH EXPENSE	120.00	1,083.33	-963.33	11.1%
PAYROLL	19,584.78	21,728.60	-2,143.82	90.1%
PROPERTY INSURANCE	0.00	0.00	0.00	0.0%
PROPERTY MAINTENANCE	783.80	1,427.49	-643.69	54.9%
UTILITIES	1,357.20	1,516.65	-159.45	89.5%
Total Expense	30,636.07	33,245.89	-2,609.82	92.1%
Net Income	-8,183.70	-4,090.23	-4,093.47	200.1%

8:48 AM
 06/26/17
 Cash Basis

St. Peter's by the Sea Church
Profit & Loss Budget vs. Actual
 January through May 2017

	<u>Jan - May 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
INVESTMENT INCOME	18,853.85	19,500.00	-646.15	96.7%
OTHER INCOME	10,928.86	1,460.00	9,468.86	748.6%
OUTREACH INCOME	112.00			
PLATE OFFERINGS	2,414.10	3,370.00	-955.90	71.6%
PLEDGES 2016	865.00			
PLEDGES 2017	121,784.17	122,815.32	-1,031.15	99.2%
PRESCHOOL PLEDGE	0.00	0.00	0.00	0.0%
UNPLEDGED CONTRIBUTIONS	6,719.55	9,580.00	-2,860.45	70.1%
WINDFALL INCOME	0.00	4,165.00	-4,165.00	0.0%
Total Income	161,677.53	160,890.32	787.21	100.5%
Gross Profit	161,677.53	160,890.32	787.21	100.5%
Expense				
ALTAR SUPPLIES	1,313.77	1,107.30	206.47	118.6%
APPORTIONMENT	25,288.59	25,288.59	0.00	100.0%
BANK FEES	30.20			
CHRISTIAN EDUCATION	864.65	1,249.95	-385.30	69.2%
COMMUNITY LIFE	2,185.02	2,250.75	-65.73	97.1%
MUSIC EXPENSE	3,241.25	2,534.15	707.10	127.9%
OFFICE EXPENSE	5,337.01	5,648.63	-311.62	94.5%
OUTREACH EXPENSE	327.63	1,416.65	-1,089.02	23.1%
PAYROLL	115,897.36	123,465.88	-7,568.52	93.9%
PROPERTY INSURANCE	9,701.00	10,200.00	-499.00	95.1%
PROPERTY MAINTENANCE	10,901.39	8,197.45	2,703.94	133.0%
UTILITIES	9,419.18	7,783.25	1,635.93	121.0%
Total Expense	184,507.05	189,142.60	-4,635.55	97.5%
Net Income	-22,829.52	-28,252.28	5,422.76	80.8%

St. Peter's by the Sea Church
Balance Sheet
As of May 31, 2017

	<u>May 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Discretionary Fund	1,332.68
WASH. TR. CHECKING	
Bazaar Funds	20,713.54
Capital Funds	38,256.57
Community Market Funds	34,438.11
Festival	1,258.44
Garden Funds	10,166.54
General Operating Funds	-28,284.39
J2A & Youth Program Funds	1,823.38
Living Stones Funds in Gen Acct	8,941.25
Music Funds	-664.15
Outreach Funds	650.00
Preschool Funds	6,298.96
PreSchool Renovations	19,868.26
Total WASH. TR. CHECKING	<u>113,466.51</u>
Total Checking/Savings	114,799.19
Accounts Receivable	
Accounts Receivable	4,365.00
Total Accounts Receivable	<u>4,365.00</u>
Other Current Assets	
Comm Market Restricted Trust	9,973.61
Indian Rock Trust	
Capital Self-Restricted \$100k	100,000.00
Operating Self-Restricted \$350k	350,000.00
Indian Rock Trust - Other	282,891.99
Total Indian Rock Trust	<u>732,891.99</u>
Total Other Current Assets	<u>742,865.60</u>
Total Current Assets	862,029.79
Other Assets	
Durkee Trust	312,305.64
Land - 1/5 interest of parcels	5,590.00
Treat Trust	103,166.24
Westcote Trust	318,427.71
Total Other Assets	<u>739,489.59</u>
TOTAL ASSETS	<u><u>1,601,519.38</u></u>

6:13 PM

06/27/17

Accrual Basis

St. Peter's by the Sea Church

Balance Sheet

As of May 31, 2017

	<u>May 31, 17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITY	
Payroll Taxes	751.40
TDI	375.69
Total PAYROLL LIABILITY	<u>1,127.09</u>
Total Other Current Liabilities	<u>1,127.09</u>
Total Current Liabilities	<u>1,127.09</u>
Total Liabilities	1,127.09
Equity	
Restricted Funds - Trusts	1,132,168.62
Retained Earnings	466,284.64
Net Income	1,939.03
Total Equity	<u>1,600,392.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,601,519.38</u></u>



St. Peter's-by-the Sea Church

Buildings and Grounds Council

Minutes from the meeting held on May 12, 2017.

Members present: Randy Wilson, Lou Clark, Sue Hines, Bob Palmer, Gerry Reynolds, Dave Ousterhout, John DiPanni, Bob Bergen

Members Absent: Tom Utterback

Guest: Fr. Craig Swan+

1. Reviewed the minutes from the 4/7/17 meeting. Motion to accept the minutes made by J. DiPanni, seconded by L. Clark. Motion approved.
2. Old Business:
 - A. Fr. Swan continued the discussion on the mission and direction of the B/G council. We talked about our mission statement, our vision statement, and how we see ourselves as leaders for the congregation. As "apostles", we have a passion for the property, and show it as follows:
 - a. We work to make the grounds attractive.
 - b. We make sure the property is here for future generations.
 - c. Our building must project our image, it must look like we are open for business.
 - d. We want to project pride in our church and its grounds.
 - B. Up-to-date budget was presented by D. Ousterhout. We would like to schedule the pre-season service on the A/C system.
 - C. Guild Hall Restoration – G. Reynolds spoke about being ready to start this project and will ask for approval from the Vestry to begin. The color of the ceiling needs to be determined.
 - D. J. DiPanni spoke about getting some mulch around two trees in the front of the property.
3. New Business:
 - A. A movable barrier is needed for the front area of the Preschool building to set a boundary for the children.
 - B. J.DiPanni spoke about the landscapers' work during the spring and fall clean-up. D. Ousterhout to specify the scope of the duties to the clean-up crew.

Motion to adjourn made by L. Clark, seconded by R. Wilson. Motion approved.

Next meeting scheduled for Friday, June 9, 2017 at 4:30 pm.

Respectively submitted,

Randy Wilson

