

Regular Meeting St. Matthew's Vestry
Minutes
Thursday, January 13, 2022, 5:30 PM
Mtg via Zoom

Present: The Rev. Betty Glover, Jessica Ives (Parish Administrator), Allen Todd (Treasurer), Ron Moore (JW), Ann Fleenor, Laura Bender, Mary Johnson, Alan Hayton (SW), Maggie Castellini (Clerk)

Opening Prayer: Mary

Approve Minutes:

- Allen Todd moved to accept minutes from December 2021 Vestry Meeting
 - Correction to note decision to pay Endowment Loan and tithe
 - Unanimous to accept Minutes from December 2021 Vestry Meeting

Finance Reports: Allen Todd, Treasurer

- Permanent Fund fundraiser short of budgeted amount, recognizing that many people are still financially stressed from pandemic
- Expenses
 - Lines 6000, 6100, 6300 not as precise as previous years re: budgeted amounts – would require different software than is available to current Treasurer or pay accounting firm
 - Line 6580 – reflects cost of new website
 - largely paid for from Endowment grant
 - annual cost will be \$820 to host and support
 - increased expense partly a result of going more digital
 - Lines 65100, 61150 – some items have been coded as office expenses that should likely be separated for next budget
 - Based on 2021 may need to increase budget for heat – note that it was a cold year
 - Ron questioned if the report was capturing Aurora energy expense
 - Professional Services
 - Accounting \$1000/mth – Nov/Dec have not yet been billed
 - Line 6740 – includes 5 payments
 - Finance committee has requested that Treasurer clarify if this included one payment for 2020 or if there was an extra payment in 2021
 - Line 6720 – Cost of fundraising includes PayPal fees – many are giving via PayPal
 - Total Expenses 106% of budgeted
- Net Income ended the year At +\$6K; had originally budgeted for (\$53K)
 - Includes PPP income
- 31216 – Moody Bequest

- 2019 received \$250K
 - o \$70K has been moved to operating funds
 - o \$30K was moved to operating funds, then to reserve funds and then back to operating – tithe has been paid
- 2021 \$479K will be added as subsequent bequest
- Very high income for December relative to previous years - \$103K, more than double previous years
 - \$21K tithe due because of high level of contributions – Accountant has been instructed to pay off tithe
 - Statement reflects \$450K transferred to Moody reserve, \$80K repayment of Endowment Board loan, \$22K tithe paid
- Project end of January \$43K cash balance

Ron moved and Mary 2nd to approve Finance Report; accepted unanimously

Junior Warden Report - Ron Moore

- Need repairs on steam leaks in boiler room – Ron has made arrangements with a contractor
- New door lock has been ordered – Jessica is loading software codes, expect installation next week
- Snow removal going well considering the amount of snow to be moved – noted some ice dams and heavy snow load
- Bathroom leak has returned
 - Ron moved and Allen T 2nd to authorize Jr. Warden to enter into a contract for a contractor to investigate for
 - maximum \$2.5K.
 - Motion passed unanimously
- Church cleanup on hold until Jessica can arrange for removal of old furniture
- Library conversion – still need to move large conference table
- Capital projects
 - Should consider direction for projects as we need to start planning for summer work
 - Should include conversation with parishioners about future directions for St. Matthew's

The Vestry expressed thanks to Ron as he prepares to finish his term on the Vestry

Parish Administrator Report – Jessica Ives

- Currently working on end of year donations
- Office needed to shut for a few days because of a COVID close contact
- Obtaining tests so they will be available as needed
- Laura requested a copy of the Zoom recording of last year's Annual Meeting so she can create Minutes (2021 Annual Meeting) for upcoming Annual Meeting

Rector Report – The Rev. Betty Glover

- Online services continue
- Burrell's led weekly Advent Evening Prayer for the 19th year
- Noonday prayer 2x/wk
- MJ Derendoff leading Compline on Wednesdays, w/Mthr Betty running video
- When the Rector is out of state, we will have lay-led Morning Prayer one Sunday and Supply Priest-led Holy Eucharist the next Sunday (with drive-through Communion)

Old Business

- Annual Meeting: 1/30/22 – because of continued high COVID numbers the 2022 Annual Meeting will be via Zoom – at 2:00pm
- Vestry Members – Laura has agreed to continue as long as she is here. Vestry to send suggestions to Mthr Betty

New Business

2022 Budget – presented by Allen Todd. Finance Committee has recommended the Budget be passed as will be presented.

- Income – attempted to be conservative in projections
 - Expect increase from PFD donations
 - Fundraiser category – projection relatively optimistic; increased
 - fundraising activities could be helpful for building congregation
- 6% increase for staff salary – no increase for previous several years
- Outreach will now include expenses that have previously been coded to Office expenses
- Website has been paid through 2022
- Lawn, garden and snow removal costs have been combined under Beautification
- Question raised about dealing with adjacent property – would be considered a capital expense
- Insurance includes staff dental insurance – suggested that it be moved to salary and related expenses
- Staff development – carryforward to be put in a reserve account
- Expect continued effects of COVID on in-person attendance/giving; won't get PPP this year
 - St. Matthew's has cash reserves, but we need to work on creating a sustainable plan
 - Planning capital projects will need to anticipate deficit for the next couple of years
 - Discussion about how to develop ways to capture opinions about the future of St. Matthew's – how to reach people, be more connected

Maggie moved, Laura 2nd to approve budget – passed unanimously (Ron had to leave prior to vote but voiced his approval before leaving)

Opening Prayer & Closing Prayer for next meeting:

Laura open

Ann close

Next Meetings:

Finance February 08, 2022
Vestry February 10, 2022

Closing Prayer – Allen T