**ST MARTIN-IN-THE-FIELDS**

E P I S C O P A L C H U R C H

 **Vestry Meeting Minutes**

Date: December 3, 2019 Submitted by: Deanna-Marie Nati

Meeting Open: 7:00 p.m. Adjourned: 8:24 p.m.

Next Meeting: Thursday, January 9, 2020

Present:

Fr. Chris O'Connor - ABSENT

Ellen Valvo, Sr. Warden - ABSENT

Jeanne Percival, Jr. Warden

Molly Ehlenfield

Megan MacConkey - ABSENT

Bob Mesmer

Marylou Pohl

Dave Porter

Lynn Clark

Sharon Jones

Mark Korzelius

Marge Schlau

Paula Cramer - Guest

Pete Schlau - Guest

Jeanne Percival led the Vestry in prayer.

Add to Agenda

* Jeanne Percival asked if there was anything to add to the Agenda for tonight's meeting, and Amy Heist is gifting a new sound system to the church as a parting gift. Jeanne stated to place this under New Business on the Agenda.
* Marylou Pohl also stated to add the names of those that volunteered to run for Vestry, and they are:
* Linda Crist
* Dawn Farquharson
* Pete Schlau
* Melissa Prohaska
* Kris Dodge
* Eric Boron
* Irene Ehde
* Meoldie McEvoy
* Amber Root - Warden

Review of Minutes

* Jeanne Percival asked if there were any additions or corrections for the minutes of the previous November 14, 2019 Vestry meeting. Sharon Jones motioned to accept the minutes, and the motion was seconded by Mark Korzelius. The minutes were passed by a unanimous vote.

Monthly Finances

* Treasurer’s Report for November 2019 - Mike Somer

Operating Fund     $ 23,935

Capital Fund           15,894

Gift Fund                7,123

 Total                    $46,952

* Discussion took place regarding the Diocesan pledge, and Marge Schlau stated that there is more money in the Capital Fund and asked if it was for the Rectory. It was stated that is was, and also for ECF.
* Pete Schlau stated that there is about $2,000 left for the Rectory.
* Jeanne Percival stated that we still have the Endowment Fund money if we need to use it.
* Marge Schlau stated that the Gift Fund looks good as well, and Jeanne Percival asked if that money can be allocated for anything, and the Vestry stated that it can.

Budget Follow-up – Paula Cramer

* Paula Cramer stated that her review of the Budget would be very similar to the last meeting
* This is the 2nd Draft Budget
* Paula stated that the budget starts at $0 every year and does not carry over
* Paula stated that the December plate income is historically he highest month, and months that have 5 Sundays as well
* Paula stated that the Diocesan pledge amount was an estimated number, and Pete Schlau requested a past parochial report from Deanna to give Paula the actual number
* Paula stated that $189,000 for Parish Giving was not a realistic number, as it is typically $154,000
* The Vestry stated that the Search Team needs to have an understanding of the figures to see what they are working with
* Paula stated that Pete Schlau sent her an email prior to the Vestry meeting with some suggestions. These suggestions included changing Parish Giving to $156,000 based on previous years, stating that possibly a new Rector would bring in new parishioners. He also stated that the Diocesan Pledge was 13% based on the previous year's Parochial Report. And he also suggested making changes to reflect a full-time rector as of April, and paying the utilities for the Rectory every month, instead of giving the Rector a certain amount every year. Pete Schlau stated that the growth of the parish will just push us over the edge, and Molly Ehlenfield stated that new parishioners may be waiting to join until we have a full-time priest. Pete Schlau also stated that this may be an opportunity to discuss adding a Saturday service for families that may have extracurricular activities scheduled on Sunday mornings.
* Paula Cramer asked the Vestry if they would like her to make the changes to the Budget based on Pete Schlau's suggestions, and the Vestry stated yes. Paula stepped out of the meeting to recalculate some of the numbers.

Search Team Update

* There is no report at this time.

Rectory Update

* Pete Schlau stated that the new flooring is here and will be installed on Friday.

Vestry/Warden Elections

* The names for those that are running for Vestry and Warden were discussed.
* Marylou Pohl asked if St. Martin's has ever had a Warden that did not reside on Grand Island, and the Vestry stated yes, and John Pickwell was an example and he resides in Tonawanda.

Pest Control

* Marge Schlau stated that there has still been some pest activity, and asked if we could call Ehrlich to return and look over the property again.

Jack & Jill Lease

* Jeanne Percival will contact Ellen Valvo to check on the status of the lease.
* Cleanliness issues were discussed on the part of Jack & Jill, and Marge Schlau suggested some conversations with Jack & Jill regarding these issues. Molly Ehlenfield stated that this is difficult because the board changes every year, and to possibly have Jeanne Percival and 2 other Vestry members have a meeting with the President and Teachers. Molly offered to assist with this.

Electronic Monthly Newsletter

* There is a sign-up sheet in the Narthex for parishioners that still wish to receive a paper copy.

Further Budget Follow-up – Paula Cramer

* The changes that Paula Cramer made to the Budget were discussed. Changes were made from the music budget, as Jeanne Suski's request for a new keyboard could be taken from the Gift Fund, the Supply Clergy/Organist numbers were changed to the minimum based on the figures from the Diocese, and the Staff Compensation Sheet numbers were changed to reflect salary changes regarding the Parish Secretary when we have a full-time rector. Paula requested that the Vestry have a vote to approve these changes and she will distribute new copies for the Vestry members on Sunday.
* Marylou Pohl motioned to accept the suggested changes to the Budget, with adjusted salaries as per Paula Cramer's calculations, to make the totals $175,665, in order to pass the Budget, followed by the actual Budget sheet being distributed to the Vestry members. The motion was seconded by Sharon Jones, and the motion was passed by a unanimous vote.

Endowment Board

* A motion was made to elect Pete Schlau to the Endowment Board. Sharon Jones motioned to vote Pete Schlau in, and Molly Ehlenfield seconded the motion. The motion was passed by a unanimous vote.

Vestry Liaison Reports

* Christian Ed - Megan MacConkey reported from Elizabeth Wynne:
* We have had a successful fall. We have chosen our Pilgrimage location.
* We do have to make sure that the money allocated to our account gets switched into the bank account – I believe Mike Somer needs to do this. We aren’t asking for BBQ money any longer since it was so contentious. Vestry voted to make it part of the budget.
* Pete and Marge Schlau held the Rite13 Lock-in this past Saturday
* Pete and Marge will be heading south on the 16th of December, so Linda Crist and I will be leading the Rite 13 class until they return in April.
* I am going to reach out to Cathy Dempsey-Sims about holding Confirmation here at St. Martin's in the spring. I know that the Diocese is moving to regional confirmations, but I think we deserve one more at St. Martins ;-) I could use a little warden support on this.
* Molly Ehlenfield stated that the outing will be rescheduled.
* Molly Ehlenfield stated that Wonder Voyage has contacted us to do another trip; the previous trip was over 5 years ago
* Funerals - There is no report at this time
* Office - There is no report at this time
* Communications – Dave Porter will continue to be the Liaison for communications
* Scheduling - Marge Schlau will continue to be the Liaison for scheduling
* Buildings & Grounds
* There are still volunteers needed to sign-up for shoveling
* This is another topic to discuss with Jack & Jill as well

Capital Fund Drive

* Currently working on the next phase

Chicken BBQ

* New positions for 2020 are:
* Parade - Lisa Fabiano
* Basket Raffle - Lisa Hoyt
* \*Still looking for a replacement for Ken Killian, Logistics

Next Vestry Meeting

* The next Vestry Meeting will be our "Retreat" on Thursday, January 9, 2020.

Who will speak to the congregation on Sunday about tonight's Vestry meeting?

8am – Sharon Jones

10am - Jeanne Percival

Sunday Announcement Schedule:

Dec. 8 - Jeanne Percival

Dec. 15 - Marge Schlau

Dec. 22 - Marylou Pohl

Dec. 29 - Mark Korzelius

Jan. 5 - Lynn Clark

Motion to adjourn was offered by Sharon Jones. The motion was seconded by Marge Schlau. The motion passed by unanimous vote.

Attachments:

1. Vestry Meeting Agenda – December 3, 2019 - Ellen Valvo
2. November Income Statement - Mike Somer
3. 2020 Budget-2nd Draft - Paula Cramer
4. Budget Comparisons - Paula Cramer
5. Staff Compensation Sheet - Paula Cramer
6. "Pete" Budget Sheet - Paula Cramer