

St. Peter's Episcopal Church
Vestry Special Meeting – December 2, 2024
AGENDA

1. Adoption of Agenda

Formation

2. Order for Evening Prayer

Discussion

3. Approval of Minutes
4. Treasurer's/Finance Report
5. 2025 Draft Budget

Action

6. None Noted

Information

7. Key Upcoming Dates:
 - a. Next Vestry Meeting: December 9th @ 5:30 pm @ Ken's House
 - i. Meeting: 5:30 pm – 6:30 pm
 - ii. Christmas Party: 6:30 pm
 - b. Parish Meeting: December 15th
 - i. Vestry Meeting with Mother Becky @ 1 pm in Room 201 (lunch will be provided)
 - ii. Full Parish Meeting @ 4 pm in Burns Hall
 - c. January Vestry Meeting: January 27th @ 5:30 pm in Room 201 (plan for two hours)
 - i. Final Budget Approval
 - ii. Search Committee Selection

St. Peter's Episcopal Church
Vestry Special Meeting Minutes
December 2, 2024

Members Present: Fr. Doug Hodsdon, Ken Saitow (Senior Warden), Jim Carpenter (Junior Warden), Annette Bell (Substitute Clerk), Leigh Coulter Beal, Kevin Green, Rob Hicks, Diane LoCastro, Clint Smith, Tracy Smythe, Beth Thornton, Bob White, Connie McDaniel (Treasurer)
Absentee: Rhonda Warren (Clerk)

The meeting was called to order by Fr. Doug called the meeting to order at 5:30 PM. Fr. Doug established a quorum.

Adoption of Agenda: Bob moved and Ken seconded a motion to adopt the agenda as presented. Motion carried.

FORMATION

Fr. Doug presented the Order for Evening Prayer.

DISCUSSION

Approval of Minutes: Rob moved and Diane seconded a motion to accept the minutes as presented. Motion carried.

Treasurer's/Finance Report: We reviewed the October financials with particular attention to the *Financial Review Notes* document prepared by Connie. Connie noted that accounts 8003 (Rector Sabbatical) and 8409 (Adult Pilgrimage Fund) have balances that will not be utilized and suggested we transfer those funds to Schuyler. This will be discussed and voted on at the January meeting. Ken informed us that the new video equipment to replace that which recently failed in the sanctuary (2 cameras plus the controller) will hopefully be installed before the Christmas holidays.

Connie reported on the November financials. She noted that the offerings are increased compared to previous, and we are ahead of YTD. If our offerings for December are above \$105k, we can fund the restricted accounts. This year's stewardship campaign pledges are ahead in terms of the number of pledges and pledged amount compared to last year. We discussed ways to continue to promote the campaign and remind our congregants that there is still time to pledge. Fr. Doug advised that a new clergy candidate will want to know pledge statistics, the percentage of the budget funded by pledges, and parish and staff participation.

2025 Draft Budget: We reviewed the *2025 Budget Key Assumptions* outlined by Connie. In addition to the five identified in the document, she added that it is assumed we will not call a new rector in 2025, so this budget does not include related expenses (e.g., relocation expenses). We reviewed the variance analysis in detail. Ken noted that our rector search expense will be \$5000 less as we will not utilize a consultant. Connie noted that we are trying to reduce our

bookkeeping and auditor costs. Numerous vestry members commented on the strength of our choir and Tim's great work and support for increasing funding to our music ministry and for more regular organ maintenance. This budget assumes a \$60k transfer to restricted accounts, and if we remove that transfer and the rector search costs, the 2025 budget is < 2% over 2024.

Bob requested priority be given to funding the Schuyler account. Concern over our paper expenses was raised and Fr. Doug shared that he has challenged the staff to find ways to decrease our paper usage. Connie mentioned that unused CPE funds roll over to allow more flexibility in how those are utilized and support for this was voiced. Connie specified where she can fine-tune the budget and that the January version will be more accurate. Leigh requested that the 2025 EFM budget remain the same as 2024 as some have supported the ministry with their personal funds.

Finally, we discussed staff salary increases for January 2025 and are continuing to evaluate the appropriate numbers within the context of the overall budget.

ACTION

None Noted

INFORMATION

Key Upcoming Dates:

- a. December Vestry Meeting/Christmas Gathering: December 9th @ 5:30 PM at Ken's home
 - i. Meeting: 5:30 pm – 6:30 pm
 - ii. Christmas Party: 6:30 pm
- b. Parish Engagement/Listening Report Presentations with Mother Becky: December 15th
 - i. Vestry Meeting @ 1 pm in Room 201 (lunch provided)
 - ii. Full Parish Meeting @ 4 pm in Burns Hall
- c. January Vestry Meeting: January 27th @ 5:30 pm in Room 201 (plan for two hours)
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Jim provided an update on the AC system. As of this Friday, the work will be 80% complete, with Trane and Jim to complete the installation's final steps.

Leigh moved and Beth seconded a motion to adjourn the meeting at 7:02 PM. Motion carried.

Respectfully submitted,

Annette Bell, Substitute Clerk of the Vestry