

St. Stephen's Vestry Meeting November 29, 2022

The meeting began at 7:15 and was held via Zoom.

Present: Rev. Nina Pooley, Leah Luczynski, Chris Plankey, Josie Ellis, Suzanne White, Craig Reynolds, Wendy Webster Coakley, David Nevin, John Garinther, John Culver

Welcome/Call to order and opening prayer: Nina called the meeting to order. Nina opened with a reading from Isaiah: 61 and a prayer.

Clerk Report: Angie Moon

Action items from the last meeting (October 25, 2022):

Needed for next year's Vestry: Asst. treasurer, clerk, one Vestry member
Safe Church leader still needed-clerical piece is done by Sarah Morrison
Vote at this meeting for quarterly finance report approval.
Communion is going well-Vestry on duty is either ushering or Doug as acolyte is.

Approval of Minutes: Wendy moved and Suzanne seconded and the Vestry voted unanimously to approve the minutes from the October 25, 2022, Vestry meeting.

Stewardship: Wendy: Great job with the wonderful speakers! $\frac{2}{3}$ of the pledges are in. 2 members used their IRA R.M.D.'s to pay off their pledge this year. Thanks to Bill O'Neil for writing articles; another article is to come out soon in the monthly newsletter. Yay, success!

Property committee: John/Chris:

John is having second thoughts about preventive maintenance and esthetics: This does not seem like something that would hurt us if not taken care of this year. Craig mentioned a capital expense vs. a budgeted expense. Fixing something that will last a long time is a capital expense vs. an electrical bill, etc. as a budgeted expense.

We greatly appreciate the property committee's expertise in deciding what the needs of the building are. Should we look at how our projects on the list are prioritized? The list John and the property committee has is low, medium, high priority.

From the Property Committee:

- **Requires Vestry Approval:** Doors and Ice Shield Finishing - We received a [quote](#) from Renzi Painting Co. LLC for \$7,550.00 for exterior painting. This will include our Allen Street entrance, the door in the Sanctuary that leads to Allen Street and our front doors. This also includes the door frames, the soffit along Allen Street, and the ice guard along Allen Street. Our committee requests that the vestry approve this sum so the work can be performed as early as this spring. **Action: Garinther** to confirm the quote linked above is correct.

The Vestry chose to table this to discuss again and withhold approving yet.

- **Requires Vestry Approval:** Boiler Repair - We've received a [quote](#) from Laureyns United to repair #1 / our failed boiler at a cost of \$14,291.00. Our committee seeks approval from the vestry for this expense. While an upgrade to our HVAC system is on the horizon, we feel it could be 2 to 3 years away before a new system is up and running. Relying on one boiler for that long is too risky. As it is, there is a 20 week lead time for the parts needed to repair boiler #1.
 - **A motion from the property committee was made and the Vestry voted and approved unanimously.**

Financial Report: Leah/Suzanne:

The third quarter (July 1 to Sept. 30) financial report was reviewed by Vestry and Leah moved and Josie seconded and the Vestry unanimously approved.

- The finance team met in person, first time since Covid.
- Finances through October 2022—We are under budget for the month by \$8,178.83. YTD We are over budget by \$43,541.36. No money has come from the endowment to date to offset this deficit.
- \$5000.00 transferred as part of paying back what we borrowed to fix the organ.

- There is \$3,251.28 in columbarium purchases that will need to be transferred to the endowment. Per Sarah, this needs a Vestry vote. John moved Angie seconded, all in favor and the motion passed.
- \$42,967.64 from Gwen Sears' account. Leah motioned Wendy seconds and all approved moving this to endowment. Thank you Gwen!!!!
- (Savings account is proposed to be further consolidated and cleaned up to make it easier to read) Thank you for making this easily accessible for all to read.

2023 Budget Review: 2023 Budget was drafted -5%housing increase included. A deficit of 104,000\$ is budgeted for next year. (investment #s are predicted to be lower than usual) Pledge #s should be coming (2/3 are in so far)

Housing Allowance Approval:

The following resolution was duly adopted by the vestry of St. Stephen's Episcopal Church at a regularly scheduled meeting held on *November 27, 2022*, a quorum being present: Leah Luczynski, Chris Plankey, Josie Ellis, Suzanne White, Craig Reynolds, Wendy Webster Coakley, David Nevin, John Garinther, John Culver

Whereas, section 107 of the Internal Revenue Code permits a minister of the Gospel to exclude from gross income a church-designated allowance paid as part of compensation, to the extent the allowance represents compensation for ministerial services; is used to pay housing-related expenses such as utilities, repairs, and furnishings; and does not exceed the fair rental value of the housing (furnished, plus utilities) and

Whereas, The Rev. Dr. Nina R. Pooley is employed as a minister of the Gospel by St. Stephen's Episcopal Church which does not provide a residence for The Rev. Dr. Nina R. Pooley, the vestry resolves that of the total compensation of \$93,150 to be paid to The Rev. Dr. Nina R. Pooley during 2022, that \$ 40,000 be designated a housing allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code; and it is further

Resolved, that the designation of \$40,000 as a housing allowance shall apply to calendar year 2023 and all future years unless otherwise provided.

Josie moved and Suzanne seconded all were in favor of the housing allowance as written above.

Warden's Report: Craig/Josie:

Christmas-New Year's Epiphany and beyond

Loose plates will be offered on High Holy days—not sitting socially distant on these days either.

Chalice offered again in Lent-to drink from and not intinction. Sipping is less epidemiologically dangerous as compared to intinction. People would also be informed to just bow or make a sign of the cross with the host if they do not feel comfortable taking the chalice yet. Wendy suggested moving the chalice bearers to the 2 side aisles to prevent a back up.

Make sure that there are 4 baskets and 4 people to pass the plate at the services.

- **Paint & Sip: Downtown Pitts. Event we are part of will take place Saturday in the auditorium.**
- **Assistance with plates: People will be tapped to help out prior to the service- Wendy will be available at 8 p.m.**
- **CRASE training- Chief Wynn will do a safety training (active shooter) for several members of St. Stephens (up to 15). A doodle poll about which evening might work best (not Wednesdays)**

Rector's Report: Nina+

Zion's is where the Christmas day service will be held. We will host them the week after Christmas (Jan. 1st)

The staff is off/the office is closed the week after Christmas.

Nina is visiting her dad in S.carolina with her girls.

Staff meeting is coming up.

Pastoral care meeting is coming up.

Next Meeting

Our next Vestry meeting will be Dec. 20, 2022.

Action Items:

1. Email questions to both Leah and Suzanne and go over the 2023 budget before the Dec. meeting. We would like to have it approved at the next meeting.
2. Read questions again about the sign–please offer input to Chris Plankey.

Closing: Nina closed with a prayer, The meeting was adjourned at 8:43 P.M.

Respectfully submitted,

Angie Moon, Clerk