

Annual Meeting Minutes
February 8 & 9, 2025

February 8, 2025 5pm worship

Because of winter weather, and to ensure adequate numbers for quorum, the election of the slate was conducted at both services. The Rev. David DeSmith provided a printed list of the slate to the Saturday evening congregation, and they voted to elect unanimously. 14 votes were cast.

February 9, 2025 10am worship

Annual meeting held as planned, streamed, and recorded for remote viewing.
30 people were in attendance, for a total of 44 voting members.**

Meeting was called to order at 10am - by The Rev. Nina Pooley

A collect for the parish - by The Rev. Nina Pooley

Lessons: Isaiah 6:1-8; Luke 5:1-11

Sermon portion:

Rector's Reflection - "Not Really About the Fish" - by The Rev. Nina Pooley

State of the Church Report - given by: Warden John Garinther, Rector Nina Pooley,
Treasurer Suzanne White, Property Committee member Chris Plankey

The Rev. Nina Pooley reported about a small group of former wardens and treasurers who provided an outline to the vestry - describing 15 years of deficit spending and providing projections looking forward. The vestry committed to reduce costs and bolster income in the next several years.

Finances in 2024 - Treasurer Suzanne White outlined the final numbers from 2024.

She reported:

The 2024 actual total income was: **\$402,802**

The 2024 actual total expenses equal: **\$ 480,523**

The actual deficit of: **\$ 77,721**; Our planned budget deficit was: **\$112,379.14**

Chris Plankey reported the major project completed in 2024 and their cost:

1. Completed the stained glass window protection project - \$40,500 (total - \$180,000; \$125,000 provided by a CPA grant)
2. Completed the Heating, Ventilation, Air Conditioning assessment - \$8,800 (total - \$17,500)
3. New front lawn church sign - \$6,500
4. Desktop computer and network upgrade for office staff - \$5,400
5. Security camera installation - \$1,800
6. Foyer and dining room refresh - \$70,400

Additionally, Chris Plankey addressed upcoming projects for 2025:

1. Replace the boiler condensate receiver tank - \$37,000
2. Repair Steinway piano - \$13,000
3. Upgrade boiler control system - cost TBD
4. Install industrial ceiling fans in the main sanctuary - cost TBD
5. Upgrade the sound system in the main sanctuary - cost TBD

John Garinther explained the distinction between major property expenses and operating expenses, and noted that the parish has had to withdraw money from endowed funds for both.

Suzanne White then reviewed the 2025 budget approved by the vestry:

Projected income: **\$ 381,637**

Projected expenses: **\$ 466,072**, projected a deficit of **\$ 84,436**

(significantly lower than projected deficit in 2024, which was **\$112,379.14**)

John Garinther explained the lower operational expenses:

Sarah elected to reduce her hours;

Sarah and Nina both came off the Church's medical insurance;

eliminated the choir honorarium;

and utilizing a fund specific to rector's housing for half of Nina's housing allowance.

Noted increased costs:

Cleaning the building, utilities, maintaining heating system, food for St Stephen's Table.

And loss of Berkshire Immigration Center rental.

Worship continued with prayers of the people/prayers for the parish.

At the announcement spot:

1) Launching Year-round Stewardship

2) Presentation of Slate/Nominations and Election, 30 people voted, the slate was elected unanimously.

Officers

Co-wardens: John Garinther, David Nevin

Treasurer: J. Christopher Perry

Assistant Treasurer: William O'Neill

Clerk: Chris Plankey, officer,
but non-voting member

Vestry Members At-Large

James Brennan; Christine Furcinite Reynolds; William Morey;

Leah Luczynski (fulfilling 2-years of an unexpired term)

Delegates to Diocesan Convention: John Garinther and David Nevin (Co-wardens),

J. Christopher Perry (Treasurer) Alternate: William O'Neill (Assistant Treasurer)

3) Thanksgiving for outgoing vestry members: Josie Ellis, Wendy Webster Coakley, Chris Plankey, and Suzanne White

Meeting Adjourned at 11:10 am by The Rev. Nina Pooley, followed by the Closing Prayer

** A note about quorum:

According to the bylaws of the parish (as established by the diocese), a quorum can range from 10 - 20% of the congregation's members in good standing as reported in the most recent parochial report. (According to St. Stephen's 2023 parochial report, that number is 336.) The decision of what % will serve as quorum needs to be decided prior to the meeting/vote in question. Wardens and rector discussed quorum on Friday, Feb, 7, 2025, and decided that for the purposes of electing slate, 10% would suffice (quorum in this case would be 34 voting members).

Respectfully submitted, The Rev. Nina R. Pooley

Approve by vestry on