

SSEC VESTRY AGENDA

June 27, 2019

1. Opening Prayer
2. Treasurer's Report
3. Finance Report: included in Treasurer's Report
4. Committee Reports
 - a. Ministry
 - i. Status on Fall Adult Ed. Programs (sent by e-mail)
 - ii. Executive Session
 - iii. Newcomers
 - b. Administration
 - c. Grounds
5. Senior Warden Report (sent by e-mail)
6. Old Business:
 - a. Gillory Concert – August 4
 - b. Big Scoop
 - c. First Fruits
 - d. Stewardship Workshop
7. New Business
 - a. Ramp in Chapel
 - b. School Financials
8. Closing Prayer

St. Stephen's Episcopal Church Vestry Meeting

Minutes of Meeting—Thursday June 27, 2019

Nancy Jenkins	senior warden	present
Joe Blanford	treasurer	present
	junior warden	absent
Dave Reynolds		
Ann Robertson	property	present
Greg Estes	property	absent
James May	ministry	present
Ken Ellis	administration	absent
Carla Daws	administration	absent
David Boles	ministry	present
Veronica Erwin	clerk	present

Opening prayer --led by Nancy

Treasurer's Report: presented by Joe. Joe stated we show favorable variance of \$42,249. Report attached. Addendum is also attached—relates to SSES. Joe has several concerns about the financial status of SSES. We need to know what they plan to do for the 2019-20 year. Fund raising for 2019 was not on par with previous years. Amanda will be at the vestry August meeting and will address marketing plans and financial status.

Finance Report: Ken was absent, so Joe highlighted the finance meeting—carpet has been paid for. Completion of audio system—installed. Committee discussed the search for a new rector. See attached.

Committee Reports

Ministry—emailed by James and attached.

- Becky and Cindy have reviewed the NT Wright book on Acts and decided we will use this for Monday Bible Babes fall session.

- Veronica reported that we have had more visitors and that one couple at the 8:00 has asked for name tags. Sherri Schmitt has joined newcomer welcoming team.

Executive Session: Began at 5:40 and ended at 6:01.

- **Grounds**—report presented by Ann.
- We have a hold on the paint. Carpet is on schedule. We need to do some landscaping before the new rector arrives, preferably in October.
- There are complaints about musty smell in MacArthur Hall, especially in choir room.
- Air conditioning issues in log cabin.

Senior Warden Report--see attached.

Old Business

- Gillory concert will be August 4.
- Big Scoop—we have raised \$22,000 thus far.
- First fruits—progressing well
- Stewardship workshop—in Corpus and San Antonio. Committee will be making report.

New Business

- Discussion about ramp in the chapel. Ann suggested a matching rail on the other side, instead of a ramp. Suggestion that we check some PT facilities to see how they handle ADA compliance before making a decision. We will then thank the Neukam's for their offer of installing ramp at no cost.
- Photo directory—Nancy asked Tom Brown about taking pictures for a directory & he agreed. We will insert a photo of our new rector in the front when the time comes.
- The vestry electronically approved a 10% raise for our Parish Administrator, Jeannetta Watson.
- The vestry also electronically agreed and unanimously approved the appointment of Father Phil Mason as our interim rector and his daily pay rate for three days a week.

Meeting was adjourned at 6:20 with all present offering individual prayers

Respectfully submitted,

Veronica Erwin, Clerk

Attachments for Vestry Notebook

- Agenda for meeting
- Treasurer's report
- Ministry Report
- Senior Warden's report
- Statement of Activities & Statement of Financial Position

Treasurer's Report - Addendum

June 27, 2019

Review of financial information provided by SSES:

This morning ,June 27, I received an email containing spreadsheets from Andrew Sudderth (SSES Treasurer) showing the 2019 financials through May 2019 and draft budgetary information for the coming year, 2020. I have not had an opportunity to review these documents in detail, however, a cursory review raises a number of questions that need to be addressed by those constructing these documents. I urge the Vestry to have SSES present the school financials, budget and a cash flow statement at their earliest convenience. Some of the questions I had after my cursory review include:

- Understandably, the 2019 financials show results through May and, year to date, a \$23,942.93 Net Loss. With approximately 80 enrollees (per Andrew Sudderth) for 2019 it appears likely that SSES will incur a loss of at least \$76,000 once June results are posted. It is my understanding that little to no revenue will be coming in and salary costs for those electing a twelve month payout will continue.. Through April SSES had tapped the Kay Delcher Fund for \$53,293 of the \$77,840 budgeted to cover expenses . It is not clear whether or not they will absorb the entire budgeted amount to fund the current year's operations. Regardless, The Kay Delcher Fund will likely not be available to bridge any shortfall going forward.
- Current enrollment for 2020 is 62 (18 less than 2019). Mr. Sudderth is confident that 2020 enrollment can reach the 80 levels of the current year. Keep in mind, however, that the current year is likely to end up with a significant loss even with relief from the now exhausted Kay Delcher Fund.
- The draft budget provided does not make sense. It assumes \$93,000 in expense reductions at both the 62 and 80 enrollment levels. Some of the costs involved must be variable to some degree. Based on reduced expenses and increased tuition, SSES is projecting a Net Loss ranging from \$8,217 (80 enrollees) to \$117,310 (62 enrollees).
- In 2019, SSES fund raising for the Extravaganza and Golf Tournament fell short of projections yet the draft 2020 budget anticipates those levels will be attained in 2020. How?
- A significant portion of the 2019 fund raising effort was the Annual Fund "Paver" project. I do not see where the costs associated with that project have hit the 2019 financials.

I do not have a feel for the flow of cash at the school, hence the need for a cash flow statement to ensure cash on hand to meet payroll and other expenses.

In summary, we need to understand the assumptions made for and the marketing plan in place supporting the 2020 school year.

Submitted By:
Joseph Blanford

Ministry Report from Veronica

Veronica reports that we have had several new visitors to our church recently at both services. Also, a new member to the welcoming team has been added: Sherri Schmitt.

SENIOR WARDEN REPORT

June 27, 2019

We've had a busy and productive month with lots of positives happening in our church community!

First and foremost, we welcomed Fr. Phil Mason as interim priest, following approval from Bishop Reed. Presently on a three and one-half weeks' vacation, Fr. Phil will assume his duties on July 22. He will be in the office on Mondays and Wednesdays, and plans to continue with Halftime on Wednesday evenings, as well as possibly moving the Healing Service to Wednesday. Of course, he will be here on Sundays.

The Vestry unanimously approved a much deserved raise in salary for Jeannetta Watson, Parish Administrator.

Our Search Committee was commissioned and has begun background work for the upcoming challenge of seeking a new Rector.

Big Scoop tickets are on sale and have already exceeded expectations. Thanks to all who work so faithfully on this annual event.

Our Stewardship Committee attended workshops in San Antonio and Corpus Christi and will be reporting their plans to us in the near future.

Upcoming challenges will be finding a parishioner to replace Tom Fulkerson's contribution of working with our youth. His law firm is taking on new projects and his time will be limited. He will, however, help as needed. We will also be looking for someone to replace our Youth Minister, Allie. She will be leaving to care for her young children. If anyone of you have thoughts on replacing these two valuable people, please bring them to the table.

We've accomplished quite a bit the first half of the year – congratulations! We will take a break in July (unless something unexpected happens) and will resume in August. Have a great summer and stay cool.

Blessings

Nancy