

St. Stephen's Episcopal Church Vestry Meeting

Minutes of Meeting—Monday, October 26

Nancy Jenkins	senior warden	present
Roy Buckley	treasurer	present
John Odell	administration	present
Todd Schmidt	property	present
Mary McIntosh	property	present
James May	ministry	present
Ken Ellis	administration	present
Carla Daws	administration	present
Anita McNabb	Ministry	present
Veronica Erwin	clerk	present
Father Kevin Schubert	Rector	present
Jeannetta Watson	Church adm.	present
Amanda Ebner	School Head	present

Opening prayer—The opening prayer was led by Father Kevin Schubert. Meeting was conducted by zoom and began at 5:00.

The minutes for September 29 were approved electronically by email.

Committee Reports: Most of the reports were sent by email.

School Report: Amanda indicated that the school is doing very well, and there are currently 107 enrolled. A new bookkeeper has been hired. Amanda complimented John for his work on the golf-a-thon.

Treasurer's Report: Roy summarized the emailed report. Our fund- raising income has impacted our revenue inflows because of the pandemic. Our deficit for the period of January through September is \$2,783, but that shortfall is covered by the Payroll Protection Plan fund of \$33,000. Motion was made to use the permanent fund to fix the mold problem. Vestry approved.

Finance Committee: Ken summarized. Report is attached.

Grounds and Buildings: Todd updated us on the exterior wall work. We have two bids of approximately \$70,000. Short discussion on where to come up with money included using some of the permanent fund, borrowing from Frost Bank, and fund-raising in the spring.

Stewardship Report: Father Kevin praised the committee's work and said we will have a drive-through pledging this coming Sunday, November 1 from 12 to 1:00.

Carla will greet drivers, then pledge cards can be given to Jeannetta, and folks can drive by to meet Father Kevin and family. Father Kevin will give a flower to all at the last station.

Motion was made by Veronica and seconded by Todd to accept all committee reports, and vestry approved.

New Business:

- First Fruits—Nancy visited with Ann Robertson about this event, hopefully to be held at MacArthur Hall on April 25. Ann has backup plans.
- Turning Lane—County will be adding a turning lane in on 3237 going into our church. A small portion of church land will be required, and we will be paid for the land. Father Kevin indicated that the diocese will coordinate with the county for the land payment.
- A task force is being organized to help with returning to church services. Katy Shugart will lead this committee.

Old Business:

- Golf-a-Thon—John updated us on all the advertising that is going on for the Saturday, October 31 event. \$11,000 has been raised in donations so far! He and Nancy both offered their back yards for folks to gather and cheer on the participants. Hays City Store is providing lunch for the golfers.
- Father Kevin gave a special thanks to Jeannetta, Mike and Todd for the AV help.
- Father Kevin indicated that the clergy conference went well, and he said that his house is currently in the building stage. He also encouraged those who have not met with him yet to do so.

The meeting was adjourned at 6:10 p.m. with a closing prayer by Father Kevin.

Respectfully submitted,

Veronica Erwin, clerk

Attachments for Vestry Notebook

Treasurer's Report

Finance Committee Report

Grounds and Buildings Report

Admin/FC meeting October 22, 2020

Members on phone call: Ken Ellis, Roy Buckley, Carla Daws, Nancy Jenkins, Jeannetta Watson, Tom Brown, John Odell, and Fr Kevin Schubert

Meeting was held via telephone conference on Thursday, Sept 22, starting at 2:30 pm with a prayer by Ken.

Treasurer's Report

For September, the pledged income (\$34,700) was lower than projected (\$37,460). Also, fund-raising income (only \$23) was short of budget (\$8,300), mainly because the 1ST Fruits Event could not be held due to the covid-19 pandemic. However, some of this short fall was partially offset by reduced expenditures. There was a motion to accept the treasurer's report, that was seconded, and approved by the Finance Committee.

SSEC Financial Statements

The monthly financial statements for September, presented by Jeannetta, were reviewed. There were no significant departs from the expected expenses. There was a motion to accept the monthly financial statements, it was seconded, and approved by the Finance Committee.

Committee Discussions:

Water and Mold Damage: Repairs are nearly completed on the significant water and mold damage to the walls in the choir practice room and the adjacent small meeting room in McArthur Hall. The cost to date is \$13,370. Final repairs, mainly masonry work, is expected to cost \$3665. There was a motion to use the Permanent Fund to cover these expenses. That motion was seconded, and approved by the Finance Committee.

Audio/Visual Equipment: The equipment needed to upgrade the on-line presentations of Sunday services are to be completed in the next two weeks. The final cost will be slightly over the projected budget.

Payroll Protection Plan: SSEC has received \$33,000 from this plan, which is being managed by Frost Bank. SSEC has until February, 2021 to use these funds to cover employee payroll expenses, starting with July, 2020. The finance committee has recommended that Jeannetta make sure that the appropriate forms are completed and filed with Frost Bank by the end of 2020 to ensure compliance with the requirements for receipt of these funds. Otherwise, the amount remains a loan that would have to be repaid with interest.

The Admin/FC phone teleconference call ended at 3:15 pm with a prayer by Fr. Kevin.

Treasurer's Report

October 26, 2020

Review of the September 2020 Financials

Financial statements reflecting September 2020 activities revealed cumulative revenues of \$42,867, which fell short of budget expectations by \$5,597. Contributing to the revenue shortfall were Pledge receipts of \$34,700, falling \$2,761 short of budget, and Fund-Raising Income of only \$23, which was \$8,310 short of budget. On the Expense side, First Fruits budgeted costs of \$1833, yet no actual costs were incurred. Special Gifts receipts of \$7,445, however, exceeded budget by \$7,195. All in all, Fund Raising Income impacted our revenue inflows more significantly than other revenue categories due to our inability to host First Fruits as we have done for many years in the past. The COVID epidemic rendered that fund-raising tradition impossible to schedule due to the prohibition of large in-person gatherings in indoor venues the size of our McArthur Hall.

Expenses continue to follow positive patterns set in prior months, with cumulative outflows falling \$2,855 below budgeted expectations. Expense outflows continue to reflect sound expense management procedures, although our Operating outflows exceeded budget by \$694.

With cumulative Revenue inflows of \$42,867 reduced by cumulative Expense outflows of \$51,027, SSEC experienced a deficit of Revenues below Expenditures by a margin of -\$8,160. The 2020 Budget anticipated a deficit shortfall of -\$5,597 for the month of September. The below Revenue/Expense Summary Schedule sets forth the inflows and outflows of the past 2 months and its Monthly and Year-to-Date effects.

	Actual	Budget	Actual	Budget	Actual	Budget
	Aug-20	Aug-20	Sep-20	Sep-20	To-Date	To-Date
Pledge Income	\$41,198.49	\$37,460.42	\$34,699.49	\$37,460.42	\$347,606.16	\$337,143.74
Plate Income	\$313.09	\$2,083.33	\$600.00	\$2,083.33	\$8,498.67	\$18,750.01
Fund Raising Income	\$64.00	\$0.00	\$23.00	\$8,333.33	\$422.00	\$8,333.33
Special Gift	\$0.00	\$250.00	\$7,445.00	\$250.00	\$14,317.00	\$2,250.00
Flower Income	\$48.25	\$158.33	\$100.00	\$158.33	\$1,458.25	\$1,425.01
Prior Year Pledge		\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00
Total Ordinary Inflow	\$41,623.83	\$39,952.08	\$42,867.49	\$48,285.41	\$374,302.08	\$367,902.09
APPORTIONMENT	\$8,341.00	\$8,340.00	\$8,341.00	\$8,340.00	\$66,725.00	\$75,060.00
CONTRACT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00
EVANGELISM & FORMATION	\$0.00	\$62.50	\$0.00	\$62.50	\$196.39	\$1,933.50
MINISTRY	\$570.43	\$1,972.74	\$212.32	\$2,306.06	\$4,701.23	\$9,288.14
OPERATING	\$6,028.94	\$6,402.33	\$12,831.94	\$12,138.33	\$84,318.96	\$90,329.01
STAFF	\$24,851.26	\$24,396.10	\$29,642.03	\$31,035.87	\$220,968.79	\$235,671.40
	\$39,791.63	\$41,173.67	\$51,027.29	\$53,882.76	\$377,085.37	\$412,282.05
Net Ordinary Surplus / (Deficit)	\$1,832.20	(\$1,221.59)	(\$8,159.80)	(\$5,597.35)	(\$2,783.29)	(\$44,379.96)

The mold remediation project carried out in McArthur Hall Meeting Room 1 and the Choir room has been completed for the most part. Mold inspection, remediation, and some masonry work is finished and its associated costs of \$13,369.77 paid. What remains to be done is some extensive exterior masonry work to insure adequate interior drainage so that mold issues do not recur. This final part of the project will, when finished, will cost \$3665. The Permanent Fund should be available to cover project expenditures to-date and will require Finance Committee and Vestry approval.

In summary, September Revenues failed to meet budget expectations in nearly every revenue category, while actual Expenses incurred for the month fell short of budget expectations, thereby placing SSEC in a deficit position for both the month of September (-\$8,160) and for the Year-to-Date period of January through September (\$-2,783). Fortunately, the deficit shortfall for the year is covered by the Payroll Protection Plan fund of \$33,000 which we received in late July.

Submitted By:
Roy R. Buckley,
Treasurer