St. Paul’s Episcopal Church

 145 Main Street

Southington, CT 06489

**VESTRY MEETING**

Minutes from January 10, 2023

**Voting Members Present:**

Mary Palinkos, Jennifer Hinckley, Rev. Helena Martin, Chris Marquis, Geoff Herman, Angelo Troiano, Mike Richardson, Amy Cook, Amanda Barnes Sisson, Neil Walker

**Voting Members Absent:**

Cory Cyr

**Visitor Present:** Kate Palinkos, Kim Shea

**Opening Spiritual Exercise:** Rev. Helena

Readings from Martin Luther King. *Strength to Love*

**Visitors Forum**: Kate Palinkos, Kim Shea - Overview of Outreach Committee plans for 2023:

* The main challenge is how to balance the requests from Mission and Outreach with our other requests for funding and participation without overwhelming parishioners. In trying to spread out the outreach activities throughout the year, here is a tentative schedule:
	+ Jan – take the month off
	+ Feb – Rise Against Hunger, plate donations into Souper Bowl, presentation on Little Roses Home in Honduras
	+ March – Little Rose’s Home in Honduras – presentation by Rev. Helena in February
	+ April – Earth Day – Environmental Cleanup
	+ May – Diaper Drive. To CT Diaper Bank
	+ June – Rails to Trails Cleanup, cereal Shelf.
	+ July – Support for the Southington Fuel Bank. Christmas in July – ask parish to contribute. Lisa Inc, Regifting Program, Christmas. Lighter of an ask than in Christmas
	+ August – school supplies drive
	+ September – first responder appreciation. Fire, EMT, Doctors and Nurses, Policemen
	+ October – volunteer day at Prudence Crandell
	+ November – Thanksgiving food collection
	+ December – Lisa Inc Gift cards, regifting, buying gifts for Southington Community Services
* May also have periodic have loose plate for various charities

**By-law review:**

* Quorum of the vestry – ½ of officers and ½ of the vestry members
* Rev. Helena updated by-laws and put them here:

 <https://www.stpaulct.org/governance>

* Mary Palinkos made a motion to accept the updated by-laws. Jen Hinckley seconded. The **motion passed** unanimously.

**Old Business**: Jen Hinckley and Mary Palinkos

* Inspection of the kitchen by the Southington Health Department occurs on January 24.
	+ TSShe kitchen is being cleaned, including: vents above the oven are being cleaned, refrigerator cleaned up and, going through all the cupboards to make sure everything is up to code.
	+ Mary Palinkos’ certification expired and she has scheduled to retake the course. She needs someone else in the parish to take the course as well.

**December Minutes**:

Mike Richardson made a motion to accept the amended December minutes. Chris Marquis seconded. The **motion passed** unanimously.

**Treasurer Report**: Angelo Troiano

* December 2022 Treasurer’s report
	+ See Appendix A for the December 2022 Statement of Financial Position.
	+ Strong pledge month for December. Lots of parishioners completing their pledge amounts. Overall the budgeted pledge amount to actual was very close for the year, with the actual being about $2k more. Non-pledge amount to actual was almost $4k more than budgeted.
	+ We received an anonymous donation of $88,670.67 to be put either in the General Fund and or used as Saint Paul’s sees fit.
	+ Completing end of year tasks and preparing for 2023.
	+ Most of our 2022 operating expenses were under budget. One exception was our Building & Grounds expenses, which was about $14k over budget due to some unforeseen expenses
	+ In 2022, our invested funds decreased in value by over $130K.
	+ Mary Palinkos made a motion to accept the December, 2022 Treasurer’s Report. Geoff Herman seconded. The **motion passed** unanimously.
* Geoff Herman made a motion to withdraw $893 from the Memorial Scholarship Fund to cover the operating funds used this year. Neil Walker Seconded. The **motion passed** unanimously.
* 2023 Budget
	+ The vestry discussed the following topics in the 2023 budget:
		- Current estimate to replace the Front walkway is $30,000. Includes entire walkway from the office door to the street and around the front of the church. Slate will be replaced with stamped concreted, similar to what was done to the north entrance to the church. Looking for a grant from the diocese to offset some of the expenses.
		- Cost to replace the steps in the Memorial Garden will be approximately $5000, paid for by the Memorial Garden Fund
		- Roof will not be replaced until later in 2023, or more likely 2024. Current estimate is $88,000. Will apply to the diocese for a grant to offset some of the expense
		- Pledges are still coming in. Total is expected to be a bit higher than $143K
	+ Geoff Herman made a motion to accept the 2023 budget. Mike Richardson seconded. The **motion passed** unanimously.

**Clergy Updates**: Rev. Helena

* Investigating St. Paul’s relationship to Wheeler Village. Consulting with the diocese on what are responsibilities are. Will leave the by-laws as they are for now
* Will talk about the $88K donation made in December at a later vestry meeting
* More details on Rev. Helena’s maternity leave this upcoming summer:
	+ Hope to be present for the current confirmation class in April.
	+ The 2023 budget includes 12 weeks for supply clergy at $250 per week for twice monthly Sunday services. The $250 does not include any extra weekly hours.
	+ Hoping to have someone in place for all of the supply clergy. There are several possibilities: Mike Carrol (Retired priest now attending St. Paul’s. Doesn’t want to be a working priest), Salin Lo and Mo Letterman.
	+ For pastoral emergencies, will meet with the parish care committee to decide how this should be handled. Funerals could be handled by on call clergy
	+ Over the summer there is no adult formation.
	+ Pentecost will be Mo Letterman.
* Office Person/Volunteer Coordinator – will talk about this during the Annual Meeting. Hope to have someone in place by the end of February hope to have someone in that position.
* Roll out of wine at Eucharist on Sunday, January 8 was very positive. Communion Rail was a game changer. Ran out of wine at the 10:15. Trays seemed to work well. Next trial will be the Annual Meeting.

**Committee Updates**:

* **Buildings and Grounds** – Mike Richardson provided the following information via email after the January meeting on switching St. Paul’s electric providers.
	+ The Electric bill is comprised of 2 parts, metered and non-metered. The Church is metered the street light is not.
	+ The rates are assumed to be constant for EverSource, although the rate can change in July & December. Direct Eenergy rate cannot change for the duration of the contract (1 year).
	+ The Direct Energy rate <https://business.directenergy.com/>

$0.1709 12 months, No cancellation fee

$0.1629 24 months, No cancellation fee

* + The Church is a commercial account. Some of the rules are different between commercial and residential. Commercial can have a termination fee. (This example does not).

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Church Electric | Street Light | Total Cost |
| 2022 Electric bill\* | $3399.62 | $501.77 | $3901.38 |
| 2023 EverSource\*\* | $4544.09 | $760.13 | $5304.22 |
| 2023 Direct Energy\*\*\* | $3982.44 | $591.28 | $4573.73 |

\* Assumption for Jan-June rates

\*\* Assumption of no rate change July-Dec

\*\*\* Fixed rate for 1 year

* + In the following table, the purple cells are the assumed Eversource rate.



* **Adult Formation** - Tim Bottone stepping down and will be recognized during the Annual Meetiing. First Sunday of February 2/5 – will reform the adult formation committee. Will be recognized during the Annual Meeting
* **Nominating Committee** – Joe Franco, Carol Langston. No youth vestry member. Delegates for convention – need 3 more people.

**Closing Prayer** – Rev. Helena

Minutes Submitted by:

# Neil WalkerAppendix A – December, 2022 Statement of Financial Position

|  |  |  |
| --- | --- | --- |
|  | **As of Dec 31, 2022** | **As of Dec 31, 2021 (PY)** |
| **ASSETS** |  |  |
|  **Current Assets** |  |  |
|  **Bank Accounts** |  |  |
|  **1100 Cash in Bank** | 0.00  | 0.00  |
|  **1101 Main Checking Acct TDB** | 248,260.19  | 135,803.92  |
|  **1102 Rector's Discret Fund Acct** | 3,062.16  | 5,378.08  |
|  **1103 Paypal Account** | 0.00  | 0.00  |
|  **Total 1100 Cash in Bank** | **251,322.35**  | **141,182.00**  |
|  **1160 Intercompany Cash Accounts** |  |  |
|  **1161 Due to Operating Cash from RDF** | 0.00  | (544.70) |
|  **1162 Due to RDF from Operating Cash** | 0.00  | 544.70  |
|  **Total 1160 Intercompany Cash Accounts** | **0.00**  | **0.00**  |
|  **1200 Invested Funds** |  |  |
|  **1201 D&B Mem Scholarship Fund-4701** | 17,528.56  | 20,738.32  |
|  **1202 D&B Housing Fund-4584** | 366,287.14  | 418,036.29  |
|  **1203 D&B General Fund 4587** | 239,098.35  | 271,494.30  |
|  **1204 D&B Edick ChEdFund-4597** | 146,223.42  | 163,746.69  |
|  **1205 D&B Helen Edick 4626** | 73,786.70  | 83,797.76  |
|  **1206 D&B Memorial Garden-4671** | 87,874.03  | 116,044.83  |
|  **Total 1200 Invested Funds** | **930,798.20**  | **1,073,858.19**  |
|  **Total Bank Accounts** | **1,182,120.55**  | **1,215,040.19**  |
|  **Other Current Assets** |  |  |
|  **1170 Due to Cash from Investments** |  |  |
|  **1171 Due to Cash from Mem Scholarship Fund (4701)** | 500.00  | 500.00  |
|  **1172 Due to Cash from Clergy Housing Fund (4584)** | (4,239.75) | (4,239.75) |
|  **1173 Due to Cash from General Fund (4587** | 0.00  | 0.00  |
|  **1175 Due to Cash from Helen Edict Fund (4626)** | (63.45) | (63.45) |
|  **1176 Due to Cash from Mem Garden Fund (4671)** | 7,152.41  | 7,152.41  |
|  **Total 1170 Due to Cash from Investments** | **3,349.21**  | **3,349.21**  |
|  **1270 Due to Investment Funds from Cash** |  |  |
|  **1271 Due to Memorial Scholarship Fund from Cash** | (500.00) | (500.00) |
|  **1272 Due to Clergy Housing Fund from Cash** | 4,239.75  | 4,239.75  |
|  **1273 Due to General Fund from Cash** | 0.00  | 0.00  |
|  **1275 Due to Helen Edict Fund from Cash** | 63.45  | 63.45  |
|  **1276 Due to Memorial Garden Fund from Cash** | (7,152.41) | (7,152.41) |
|  **Total 1270 Due to Investment Funds from Cash** | **(3,349.21)** | **(3,349.21)** |
|  **1301 Advance to Payroll Co** | 0.00  | 0.00  |
|  **1302 Prepaid Expense** | 0.00  | 0.00  |
|  **1303 Insurance Receivable** | 0.00  | 0.00  |
|  **1304 Miscellaneous Receivables** | (66.00) | 0.00  |
|  **Total Other Current Assets** | **(66.00)** | **0.00**  |
|  **Total Current Assets** | **1,182,054.55**  | **1,215,040.19**  |
|  **Fixed Assets** |  |  |
|  **1400 Fixed Asset Cost** |  |  |
|  **1401 Building** | 387,800.00  | 387,800.00  |
|  **1402 Building Improvements** | 473,926.66  | 473,441.39  |
|  **1403 Furniture & Fixtures** | 52,549.87  | 52,549.87  |
|  **1404 Land Impr-Common Good Garden** | 0.00  | 0.00  |
|  **1405 Land Impr - Memorial Garden** | 13,723.00  | 13,723.00  |
|  **Total 1400 Fixed Asset Cost** | **927,999.53**  | **927,514.26**  |
|  **1410 Accumulated Depreciation** |  |  |
|  **1411 Building Depreciation** | (387,800.00) | (387,800.00) |
|  **1412 Depreciation-Blgd Improv** | (391,746.00) | (391,746.00) |
|  **1413 Depreciation-Furniture & Fixtur** | (51,908.91) | (51,908.91) |
|  **1414 Depreciation - Land Impr** | 0.00  | 0.00  |
|  **1415 A/D - Land Impr Memorial Garden** | (1,559.00) | (1,559.00) |
|  **Total 1410 Accumulated Depreciation** | **(833,013.91)** | **(833,013.91)** |
|  **1450 Land** | 333,800.00  | 333,800.00  |
|  **Total Fixed Assets** | **428,785.62**  | **428,300.35**  |
|  **Other Assets** |  |  |
|  **1500 Construction in Progress** |  |  |
|  **1501 Stained Glass Window Restoration** | 0.00  | 0.00  |
|  **1502 Repairs -Lengthen Life of Church** | 0.00  | 0.00  |
|  **Total 1500 Construction in Progress** | **0.00**  | **0.00**  |
|  **1600 Ernest E Brook Perpetual Trust** | 858,525.39  | 858,525.39  |
|  **Total Other Assets** | **858,525.39**  | **858,525.39**  |
| **TOTAL ASSETS** | **2,469,365.56**  | **2,501,865.93**  |
| **LIABILITIES AND EQUITY** |  |  |
|  **Liabilities** |  |  |
|  **Current Liabilities** |  |  |
|  **Other Current Liabilities** |  |  |
|  **2000 Payroll Liabilities** | 0.00  | 0.00  |
|  **403B Clergy-2** | 0.00  | 0.00  |
|  **CPFML on HSG Allowance** | 64.52  | 64.52  |
|  **CT Income Tax** | 174.33  | 140.55  |
|  **CT Paid Family and Medical Leave** | 44.46  | 36.63  |
|  **CT Paid Leave** | 275.88  | 105.48  |
|  **Federal Taxes (941/944)** | 332.96  | 486.80  |
|  **Total 2000 Payroll Liabilities** | **892.15**  | **833.98**  |
|  **2110 Receipt for Subsequent Year Pledge** | 0.00  | 0.00  |
|  **2200 Funds Held For Others** |  |  |
|  **2206 Funds due to BSOA** | 0.00  | 0.00  |
|  **Total 2200 Funds Held For Others** | **0.00**  | **0.00**  |
|  **Direct Deposit Payable** | 0.00  | 0.00  |
|  **Total Other Current Liabilities** | **892.15**  | **833.98**  |
|  **Total Current Liabilities** | **892.15**  | **833.98**  |
|  **Total Liabilities** | **892.15**  | **833.98**  |
|  **Equity** |  |  |
|  **3100 Opening Bal Equity** | 392,187.00  | 392,187.00  |
|  **3200 Retained Earnings** | 2,108,844.95  | 1,953,421.97  |
|  **Net Revenue** | (32,558.54) | 155,422.98  |
|  **Total Equity** | **2,468,473.41**  | **2,501,031.95**  |
| **TOTAL LIABILITIES AND EQUITY** | **2,469,365.56**  | **2,501,865.93**  |