



Vestry Meeting Monday May 16, 2022

ZOOM

<https://us02web.zoom.us/j/93670729699?pwd=Vks2b1lhdTBFMtBEaWplblhZRnMvdz09>

The scheduled May meeting of the Epiphany Episcopal Church Vestry was held on May 16, 2022.

Vestry Attendance: The Vestry attended in person, with the option to attend **remotely via Zoom**. In attendance were: Rev. Dina Widlake, Myron Laible, Senior Warden; Neil Modzelewski, Treasurer; Dick Fichter, Wendy Morency, Cameron Thurber, Elizabeth Gayton, and Nadia Baker.

Remote attendees were: None

Absent: Kathleen Bellis, Junior Warden

Special Guests: Don Brill

Call to Order

Rev. Widlake called the meeting to order at 7:00 pm.

Opening Prayer

The Lord's prayer was read by all.

Opening prayer was given by Rev Widlake.

The Collect was read by Rev Widlake.

Spiritual Formation

Dwelling in the Word. Same piece of Scripture for whole year. Luke: 10:1-12

Vestry members paired up to discuss this scripture and what aspect stood out to them.

Approval of Meeting minutes

The April minutes were approved as amended. Approval was unanimous. Myron moved, Wendy seconded.

Ministry Reports

Reports from the following ministries were received prior to the meeting:

Finance

Outreach

Admin/Ops/B&G

Parish Life
CYFM

Clergy Report

General Comments

Rev Widlake presented the Clergy Report. She was grateful that even though she was ill on Mother's Day, the staff and congregation stepped up and gave a great service. Thanks Art!!

Rev Widlake's Seminarian is just finishing, but she hopes to apply for a new Seminarian in the near future.

Worship

On May 22, and June 5, Rev Beth Bingham will preach.

- Preschool update Preschool director's position has been posted.
- Gayle's farewell luncheon 24 May.
- Rev Widlake is meeting with teacher's to identify their future plans, and vision for a director. There are 6 openings, 4 teachers, and 2 assistants.

Outreach

- There was a meeting last week had good discussion, but sadness about "scoping" the ministry's efforts.
- Trying to connect to another church to partner for hypothermia support.

Hope and Horizons meetings will be rescheduled to June.

Hopes and horizons deferred.

Special election June 4. Chance to meet the bishops on the slate in person or virtual. Look at the eNews for more information.

Staff Salaries

- Salaries for hourly staff were inadvertently brought up 4% when originally approved for 2% back in December. Suggest we keep them at 4% and need to approve that. And, it was intended that the salaried employee, Jiji receive an increase too and that did not happen. Need to approve her increase to 4%. This would also include pay for vacation, two weeks since they are all at least 25 hours/week. Talked with Neil (the Treasurer) about that and the impact to the budget.

MOTION: Keep the 4% salary increase for hourly employees and raise Jiji's by 4% retroactive to January. Myron moved, Wendy seconded. Unanimously approved. (Kathleen absent).

Next, Rev Widlake presented the notion of giving hourly employees 2 weeks vacation and holiday, based on the number of hours they work per week. There may be a motion in the future to address this.

Reminder 11 June Vestry Retreat.

Next Vestry meeting 13 June.

Finance Report

Receipt of Treasurer's report

Neil Modzelewski presented the Treasurer's Report.

- Revenue:
 - We are 33% through the year (4 months).
 - Neil reviewed the status of Epiphany's bank accounts.
 - Bank accounts have been reconciled through April 2022.
 - April pledge income is \$20K and represents a 6.3% YOY increase from April 2021.
 - YTD Pledge income is \$80K and represents a 8.4% increase from cumulative pledge income in April 2021.
 - YTD Pledge income is 37.9% of annual budget (4.6% above plan).
 - April rental income is \$14K. YTD Rental income is \$43K and 24.9% of Annual Budget, which is a 105% increase YOY from cumulative rental income at the end of April 2021.
 - Note: New Hope Baptist Church's rent for January 2022 was paid in December 2021, and therefore is not reflected in cumulative Rental income figures for 2021. Had it been paid in 2021k YTD Rental income would be approximately \$57K or 33% of the annual budget (0.3% below plan).
 - April total income is \$53K. YTD total income is \$183K and 43.3% of annual budget (9.9% above plan).
 - Note: Total income includes deposits of funds received under a County grant to the Preschool. Disregarding these funds, and adjusting for the reduced rental income in January discussed above, April 2022 total income is \$35K and total YTD income is \$144K, and 0.8% above plan.
- Expenses:
 - April expenses are \$36K, and represents a 61% increase from April 2021.
 - April income exceeded expenses by \$16K.
 - Note: Adjusted for the receipt of County grant funds for the Preschool in April, expenses exceeded income by \$734.
 - YTD expenses are \$163K and 38.6% of annual budget (5.3% above plan).
 - Note: YTD expenses include payment of Epiphany's \$10K Diocesan pledge for 2021 in 2022. Adjusting for this, YTD expenses are \$153K or 36.3% of budget (0.3% over plan).
 - Note: YTD expenses for the Building & Grounds Ministry are \$52K or 55.1% of the budgeted amount for 2022. The exceedance can be attributed largely to higher than estimated snow removal expenses, unplanned HVAC and electrical repairs, and higher than normal electricity expenses due in part to malfunction of the HVAC system in January. No immediate action is required, but future budget adjustments will likely be necessary.
 - YTD income exceeds expenses by \$20K. Adjusted as noted above, YTD Expenses exceed YTD income by \$8K.
 - The Finance Committee met on Thursday, May 12, 2022, via Zoom.
 - The Finance Committee will meet on June 9, 2022, at 7pm via Zoom. All are welcome.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR APRIL.

Other Treasurer Items:

Neil commended Epiphany's Bookkeeper, Dianne Hannum, for discovering a fraudulent check in the amount of \$11,981 drawn on Epiphany's Operating Checking Account (9607), had been presented for payment in Florida. Several other similar checks were presented in the following days, with a total of \$39,411 in fraudulent checks presented. In each case, Truist promptly credited our account upon our notification, and Epiphany suffered no direct loss. To prevent future issues, a new Operating Checking Account (6719) has been opened, and the majority of Epiphany's operating funds have been transferred to it, with sufficient funds left in the old account to cover legitimate outstanding checks.

Restricted Accounts: Restricted funds are now all maintained in Epiphany's Truist Savings account.

Finance Committee Updates

Finance Committee will update budget late summer. Discussion ensued about ACS, Realm, and various accounts, and how they appear on the spreadsheet.

Diocesan Pledge

Don Brill familiarized the Vestry with the vision for Epiphany's Diocesan pledge. Providing a pledge helps the diocese make their budget. The suggestion from the Diocese Treasurer was to look at past pledges, and gradually ramp them up by 1% each year until ?? This may be too much of a challenge for Epiphany. Appeal is June 18 (est). Cameron asked about the diocesan year, and Don said it aligns with the calendar year. Myron asked the pledge amount; 8% for 2023 of the pledge and plate income? Yes. Cameron asked the dollar difference from the past, and Don said he is trying to work with the Diocese treasurer to clarify their expectation for 2023. Dina is trying to track that down, and Don is as well. Wendy asked the percentage given this year. Don answered between \$5-10K which is around 5%. Rev Widlake clarified that it's never a dollar amount, it is an average of the past 3 year's income, and stated in the parochial reports. Nadia shared that this year's pledge was \$5K, which is less than 5%. The Diocese wants each church to give 10%. Don suggested sending quarterly estimates.

Teller process

Rev Widlake will draft the recommendations of the Finance Committee. The money should be sealed in the envelope, and carried to the black box. This is a two-person job. The teller does this with a witness. The Vestry member is the teller, and another congregation member is the witness.

Employee Retention Credit

Rev Widlake shared that Epiphany could get money from the government for an Employee Retention Credit (ERC) work credit. Rev Widlake expressed interest to contract a firm to review whether Epiphany is eligible to receive money from this. This falls under the CARES act. If Epiphany does not qualify, he will charge nothing. If Epiphany does qualify, he will charge \$5K for each year of work he'll be doing. 2020-2021 (\$5K per year) plus analysis fee, could be as high as \$12K. He needs "read only" access to employee payroll. He has done this for other corporations, and understands church finance.

MOTION: To accept and sign a letter of engagement with Halstead & Halstead PC to provide consulting service for Epiphany related to Employee Retention Credit (ERC), and submitting a revised 941 to possibly receive ERC. Wendy moved; Cameron seconded. Motion passed unanimously. (Kathleen Bellis absent)

Senior Warden Updates

Myron Laible, Senior Warden, presented the Senior Warden update.

Junior Warden Report –B&G

Committee reports as needed

Dick suggested that all review Epiphany's Charter based on the Canons and more closely follow them. Rev Widlake asked Dick to review and mark up the charter of the Finance Committee for clarification, and share with the Vestry for review. Goal is: updates from Dick, Neil's updates are already incorporated, and will be presented in June for approval.

MOTION: Accept the new preschool budget for 2022-2023 school year, based on an estimate for 50 children. Myron moved, Dick seconded. Motion passed unanimously. (Kathleen Bellis absent)

Live Streaming Update

Nadia Baker presented a summary of the research to upgrade the live streaming equipment for Epiphany EC. After reviewing many other church's setups, costing up to \$100K, doing it ourselves can be installed for \$15K. Moving from YouTube to Vimeo would offer greater user support and still be free to viewers. Subscription is \$75 per month. There would be 3 cameras mounted, and that would free up the center aisle for communion again. Equipment is power over ethernet; minimal cables required. Myron asked what the timeframe is, and Nadia answered as soon as the budget is approved, the team can purchase and install. Her vision is to install it over the summer, and have it up and running by September. This is only the streaming system, and doesn't touch the sound system.

Calendar Review

Every Sunday: 10 am Worship in person or Online via YouTube.

Every Thursday: Stronger Together Reconnection Chat <https://meet.google.com/dap-duuk-vtu>

Every Thursday: Choir practice, Thursdays at 7:30 pm

May 10 Outreach ministry meeting 7 pm

May 12 Finance Committee meeting 7 pm

May 12 Admin/Ops, B&G meeting 7-9 pm

May 16 Vestry meeting 7 pm

May 23 Parish Life meeting

May 1 CYFM Ministry Meeting 11:15 am

May 5 Worship Ministry Meeting 9 am

May 8 Sunday Circle Youth Group

May 12 Buildings & Grounds meeting (Zoom) 7 pm

June 11 Vestry Retreat

Vestry Corner

1. The following motions were approved at this meeting:

- a. A motion to finalize the raise for hourly and salaried employees by 4% for the year 2022 was approved by all.**
- b. A motion to approve the Epiphany preschool budget for the 2022-2023 school year, based on enrollment of 50 children was approved by all.**
- c. A motion was approved to accept and sign a letter of engagement with Halstead & Halstead PC to provide consulting service for Epiphany related to Employee Retention Credit (ERC), and submitting a revised 941 to possibly receive ERC.**

2. **A new permanently installed streaming system for Epiphany is in the works. Communications director, Nadia Baker has done extensive research, and put together a cost estimate. Ideally, this will be funded in the Summer and installed in the Fall. Expect a motion at a future Vestry meeting.**
3. **June 11 will be the Vestry retreat.**

Prayers for Ourselves and Others

Closing Prayer was given by Rev Dina Widlake

The Lord's Prayer was read by all.

Meeting adjourned at 8:15 pm

Next meeting is June 13, 2022, at 7 pm

Respectfully submitted,
Elizabeth Gayton

NEXT MEETING: Monday – June 13, 2022 7 PM