



The scheduled Annual meeting of the congregation of Epiphany Episcopal Church was held at the church, 3301 Hidden Meadow Drive, Oak Hill, VA, on **Sunday, February 5, 2023**, following the Sunday worship service. The meeting was attended by the congregation in person and was also recorded. It was not live streamed.

Opening Prayer

Opening prayer was given by Rev. Dina Widlake.

Call to order, Verification of Quorum and Appointment of Judges

The meeting was called to order at 11:11 am by Myron Liable, Vestry Member. A quorum was acknowledged as present. Myron gave a general overview of the importance of the canons, and by laws.

Approval of Minutes from 2022 Annual Meeting

Gail Van Buren moved to approve the minutes from the 2022 Annual Meeting. Keola Nosaka seconded the motion. The minutes were approved.

Introduction of Staff, Vestry, and Delegates

Don Brill, Lay Delegate and voting member of convention.

Note—we would like to have an alternate as well. Meetings are quarterly.

Appreciation for Rev. Susie our Deacon!

Epiphany Staff:

Dina Widlake introduced Epiphany staff:

Dana Hale Children, Youth, and Family Minister (CYFM)

Cathy Lard, Music Minister

Jiji Park; Principal Musician

Sue Ferguson; Preschool Director (not present)

Retiring Vestry:

Dina thanked and recognized the retiring Vestry members and offered a prayer of leave taking:

Dick Fichter and Myron Liable

Current Vestry:

J. Cameron Thurber

Wendy Morency

Joe Jung, Jr. Warden

Rev. Dina called for any volunteers or nominations from the floor; there were none.

Trustees Recognition: Epiphany's Trustees provide faithful service including annual audits among other services. Trustees are: Art Buck, Sally Campbell, and Jeannie Trimble.

Words from the Rector

Rector's Report: Rev. Dina provided words of reflection from the Rector's Message distributed in the meeting and is part of the Annual Report available on the website. Rev. Dina shared ways she saw how God's work has strengthened us and provided reflections on re-imagining together with Epiphany and asking for God's help.

Reflections – People, Places, Ministries

A cross-section of leaders were invited to share as a panel some reflections on 2022 and looking ahead to 2023. Meeting attendees also contributed to the reflections.

- Dana Hale on being grateful for who and what is here now, and not trying to compare the present to the past such as pre pandemic. Comments on upcoming youth and family programs.
- Cathy Lard, on being grateful we can gather and share joy in person.
- Cameron Thurber and Don Grill on the importance of feeding food insecure.
- Anne, Parish Life, being able to gather together and keeping it simple and enjoying the time, with small steps and big hearts. Provided examples of Fellowship and Outreach Activities.
- Gratitude expressed to Richard and Linda F. for their countless hours of service.
- Gratitude expressed to Sarah C. for organizing the meal warriors.
- Gratitude expressed for Altar Guild members and their commitment and flexibility.
- Gratitude for the countless people who work behind the scenes.
- Gratitude for those who cook, coordinate, and deliver hot meals and help with the fast pack meals.
- Comments that the church is available to financially assist youth that may want to attend Shrine Mont or missions trips.
- Comments on the excitement of looking forward to youth mission trips.

Treasurer's Report by Neil Modzelewski:

- 2022 Pledge income was \$223,388 and 105% of annual budget, representing a 9.2 percent increase from pledge income from 2021.
- 2022 YTD Rental Income was \$161,913 and 100.6 % of annual budget, which is a 13.9% increase YOY from 2021.
- 2022 total revenue was \$624,052 and 137.7% of revised annual budget.
- 2022 YTD expenses were \$502,026 K and 110.2 of revised annual budget.

Over and under budget amounts in excess of 10% were given explanations. Expenses in excess of budgeted amounts can be contributed largely to expenses for the Administration and the Buildings & Ground Ministries. The largest driver of the excess Administration Ministry was a payment of \$12,500 to Halstead & Halstead, PC for services rendered to obtain Federal Employee Retention Credits. Had those credits not been received, this expense would not have been incurred. Those expenses allowed us to receive additional extraordinary expenses. Buildings and Grounds Ministry expenses were 128,796, representing 120% of the revised annual budget. Other overages included the addition of deacon expenses.

A more detailed breakdown of the presentation is below:

- 2022 Pledge Income was \$223,388 and 105% of annual budget, representing an 9.2% increase from pledge income for 2021.
- 2022 Rental income was \$161,913 and 100.6% of the revised annual budgeted amount, which was a 13.9% increase YOY from 2021.
- Total Revenue for 2022 was \$624,052, representing 137.7% of the revised annual budget. This reflects approximately \$40,000 in revenues from ultimate giving and approximately \$171,000 in revenues from extraordinary giving in the form of pandemic-related Federal Employee Retention Credits.
- 2022 Expenses were \$502,026 and 110.2% of the revised annual budget.
 - Expenses in excess of budgeted amounts can be attributed largely to excess expenses for the Administration and Buildings & Ground Ministries
 - Administration Ministry
 - Total Administration Ministry expenses were \$45,309, representing 166% of the revised annual budget.
 - The largest driver of the excess Administration Ministry expenses was a payment of \$12,500 to Halstead & Halstead, PC, for services rendered to obtain Federal Employee Retention Credits. Had those credits not been received, this expense would not have been incurred.
 - Additional Administration Ministry expenses included:
 - Higher than expected photocopier expenses;
 - Diaconate expenses not contemplated in the annual budget;
 - The transfer of certain administrative and communications duties from an in-house position under the Personnel Ministry to contracted services under the Administration Ministry;
 - Higher than budgeted banking fees related to fraudulent activity which compromised the Parish's operating checking account in April 2022; and
 - Other unbudgeted expenses.
 - Building & Grounds Ministry
 - Total Building & Grounds (B&G) Ministry expenses were \$128,796, representing 120% of the revised annual budget.
 - Excess B&G Ministry expenses resulted largely from issues with the buildings HVAC systems. Maintenance and repair costs for these

systems was nearly triple the budgeted amounts. Additionally, failures of these systems in January 2022, when the building was largely unoccupied, resulted in the utilization of auxiliary heating systems, resulting in higher than normal Electricity expenses.

- Also in January 2022, a lengthy period of inclement weather caused Snow Removal expenses to dramatically exceed budgeted amounts for the year.
 - Electric supplies and repairs and Kitchen Equipment Repairs and Maintenance also significantly exceed budgeted amounts.
- 2022 expenses also include payment of Epiphany's \$10,000 Diocesan pledge for 2021 in 2022.

2022 income exceeds expenses by \$122,024. Adjusted to discount ultimate and extraordinary giving sources and related expenses, 2022 Expenses would have exceeded 2022 Income by \$52,857.

Thank You to the Finance Committee: Neal M., Jonathan I., and Keola N.

Reverend Dina Widlake gave the closing prayer.

The meeting was adjourned at 11:55 am.