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## Vestry Meeting Monday April 24, 2023

### ZOOM

<https://us02web.zoom.us/j/93670729699?pwd=Vks2b1lhdTBFMTBEaWplblhZRnMvdz09>

The scheduled April meeting of the Epiphany Episcopal Church Vestry was held on April 24, 2023 at the church, 3301 Hidden Meadow Drive, Oak Hill, VA.

**Vestry Attendance:** The Vestry attended in person, with the option to attend remotely via Zoom. In attendance were: Rev. Dina Widlake, Joe Jung, Senior Warden; Cameron Thurber, Junior Warden; Wendy Morency, and Elizabeth Gayton.

**Remote attendees were:** None

**Absent:** Neil Modzelewski, Treasurer

**Special Guests:** None

### 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.

### Spiritual Formation

Dwelling in the Word. Same piece of Scripture for whole year. Acts: 16:6-15

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

### Approval of March Meeting minutes

March minutes were approved with modifications. Approval was unanimous. Joe moved/Cameron seconded. Unanimous approval.

### Ministry Reports

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

Outreach

CYFM

Parish Life

Preschool

Treasurer's report

## **Rector's Report**

Rev Widlake gave the Rector's report. We continue to have good numbers in worship (70-90). Worship lay ministries met in April to set duties. They will make some modifications, and call and invite people to join them. Fellowship: Bingo night is Friday, with pizza.

Preschool: thanks to Wendy for getting the posters ready for Teachers' Appreciation Day. Wendy suggested the Vestry members come Thursday, May 4, morning. Wendy will reach out to Sue for a specific time. Wendy will bring cards to sign on Sunday, then put them in the Senior Warden's box for safekeeping.

Rev Dina mentioned thinking of talking to some folks to join the Vestry.

On May 20, Canon d'Rue will come to hold a workshop, to build a foundation for shared ministry.

In October 17-22, Rev Dina and Deacon Susie are participating in a pilgrimage on racial justice, in Alabama and Tennessee.

The Vestry reviewed the calendar dates, moving June's Vestry to June 5, and cancelling July's meeting.

Rev Dina asked FACETS for week of Dec 10-17 for hypothermia shelter.

Joe mentioned Tanju, newly moved here from Turkey. He's waiting on his work permit in June, and in the meantime has done some small projects for Epiphany, with great results.

## **Senior Warden Report**

Joe Jung presented the Senior Warden report. Technology survey was done last week. It was very thorough. Should inform tomorrow's 4 pm meeting; technology follow-up, and prioritization of goals as a whole. B&G, A&O, and Finance met. Geothermal HVAC of the building is a great long-term option, but does not address the near-term issues of HVAC. (HVAC=heating, ventilation, and cooling)

Preschool put in a request to B&G to relocate the Rock Garden to where the newly removed Bradford Pear trees are. B&G says yes, and let the preschool-ers move them.

The coffee machine broke, and left a mess everywhere. The machine will not be repaired again.

Currently the urns are being used, and a new coffee maker is under consideration.

There is discussion of getting rid of the commercial coffee maker and the ice machine.

We passed our Fire Inspection with flying colors. The inspection expires September 2023.

There was a quarterly executive meeting with NHBC. New Hope has concerns about the folding chairs, missing caps, and worn fabric.

## **Junior Warden Report**

There was no Junior Warden report.

## **B&G Report**

Joe Jung presented the B&G report. Parking lot repairs is ongoing. Potholes were patched, and next up is striping. The painting will be a Parish workday in May.

DSSK refrigeration discussion continues. They have large refrigerators and chest freezers they want to install in or around the kitchen.

HVAC system was turned off, and a repairman will come to switch the system from heating and cooling. MOTION: to pay \$3K to repair HVAC squeak. Joe moved, Wendy seconded, vote was unanimous. Southern Air maintenance contract ends this April. The issue of continuing with Southern Air, or finding a new vendor, like TriMark. Replacing the coil will cost over \$70K. There is about \$50K in the maintenance budget. The Vestry decided to review the TriMark estimate and vote on which company to use to make the repairs and perform ongoing maintenance. They will vote by email.

Rev Dina asked about the shingles on the roof, and Joe said B&G didn't discuss it, because they didn't have an estimate.

Also, the exterior staircase needs to be replaced, for the cost of \$15K. This is not an immediate concern.

### Treasurer's report

- Neil Modzelewski presented the Treasurer's Report to the vestry. It was announced that all accounts (i.e., savings, preschool, fundraising, discretionary and general operating) have been reconciled through March, 2023. The Finance Committee met on Thursday, April 13, 2023.
- We are 25% through the year (3 months).
- **Revenue:**
  - **Pledge Income**
    - Pledge Income for March was over \$18K and represents a 40.6% YOY decrease from March 2022. Pledge income for March 2022 was \$31K which was the maximum amount for the year.
    - YTD Pledge income is over \$58K and represents a 2.1% decrease from cumulative pledge income through March 2022.
    - **YTD Pledge income is 26.3% of the annual budgeted total (1.3% above plan).**
  - **Rental Income**
    - March rental income is over \$28K. YTD Rental income is over \$56K, and 35.3% of the annual budgeted total, which is an 91.9% increase YOY from cumulative rental income at the end of March 2022, and 10.3% ahead of plan.
    - *Note: New Hope Baptist Church's (NHBC) paid its rent for April 2023 in March 2023, resulting in an inflated rental income figure for March 2023. Had this not happened, rental income for March 2023 would have been \$14K and YTD rental income would have been \$43K (7.4% ahead of plan).*
    - *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 2022. This will affect cumulative rental income comparisons with the prior year for the entirety of 2023. Because of the early payment of April 2023 rent noted above, the disparity between the two years is even more exaggerated. Had NHBC's January 2022 rent been paid in 2022, and April 2023 rent not been paid in March 2023, YTD March 2023 Rental Income would be virtually identical to YTD Rental Income for the previous year.*
  - **Total Income**
    - March total income is \$49K, (1.2% above plan). This is a 28.2% increase over March 2022. Adjusted to reflect the Rental Income disparity noted above, March 2023 Total Income would have been \$35K and YTD Total Income would have been \$107K (5.9% above plan and 0.5% below adjusted YTD March 2022 income).
    - **YTD total income is over \$121K and 29.8% of the annual budgeted total (4.8% above plan).**
- **Expenses:**
  - March expenses were \$34K, or 13.2% decrease from March 2022.

- March income exceeded expenses by over \$15K. Adjusted as noted above, March income would have exceeded expenses by \$1.5K.
- YTD expenses are over \$104K and 23.0% of the annual budgeted total (2.0% below plan).
- NOTE: Epiphany did not make a quarterly payment toward its diocesan pledge obligation in March, as planned. (This payment will be made in April.) Had it done so, total expenses for March would have been \$37K and total YTD expenses would have been \$107K.
- **YTD income exceeds expenses by \$16K.** Adjusted to reflect the early payment of March 2022 rent by NHBC and the nonpayment of a portion of Epiphany's diocesan pledge, YTD income would exceed expenses by \$15.

THE VESTRY RECEIVED THE TREASURER'S REPORT FOR MARCH 2023

#### **Other Treasurer Items:**

#### **2019 & 2020 Church Audits**

The combined 2019 and 2020 audit reports were submitted to the Diocese in November 2021. The Finance Committee is in the process of addressing audit report recommendations, and is working with the audit committee to complete the 2021 & 2022 audits.

#### **Bank Account Reconciliation**

The Savings, Preschool, Fundraising, Discretionary, and Operating accounts have been reconciled through March 2023.

#### **Restricted Accounts:**

- Neil attached a report on the Restricted and Reserve Accounts through the end of March.
- Restricted funds are now all maintained in Epiphany's Truist Savings account, with the exception of the Rector's Discretionary Fund, which is maintained in a dedicated checking account.

*The Finance Committee will meet on Thursday, May 11, 2023, at 7pm. All are welcome.*

#### **Ministry reports and actions**

In lieu of VBS week, there will be a "summer series" program during the summer on Sundays.

#### **Calendar Review**

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

Every Sunday: Sunday Sing 9:15 am

Worship 10 am

Sunday School 10 am

Joyful Noise Children's Choir Rehearsal 11:15 am

April 24 Vestry meeting 7 pm

April 24 Parish Life Ministry Meeting (Zoom) 6 pm

April 28 Bingo Night or Game Night 6:30-8 pm

April 30 Newcomer's Reception after service

May 1-3 Rev Dina and Rev Susie at Clergy Conference  
May 20 Mutual Ministry Preparation Workshop  
May 21 Fellowship Fun in Celebration of National Bee Day

June 11 Parish Picnic  
June 16 Begin Summer rhythm of services and activities  
July & August Watermelon Wednesdays

### **Vestry Corner**

- 1. The following motions were approved:**
  - i. Vestry voted to pay \$3K to repair HVAC squeak, caused by a fan that needs adjustment. Joe moved, Wendy seconded, vote was unanimous.**
  - ii. Vestry agreed to review the estimates for repair/replace of one of the AC units, and vote electronically to pay for repairs if necessary.**
- 2. Teacher Appreciation Day for the preschool is May 1-5. Thanks, teachers!**
- 3. Epiphany is looking for more Vestry members. Vestry directs the operations of the church, partnering with the rector and the various ministries. Join us! We're fun!**
- 4. Sunday school attendance is growing. Consider jumping in to teach or be classroom support! You'd have great support and join a fun and creative community. Please prayerfully considering volunteering to support this ministry.**

### **Prayers for Ourselves and Others**

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm  
Next meeting is Monday, May 15, 2023, at 7 pm

Respectfully submitted,  
Elizabeth Gayton

**NEXT MEETING: Monday – May 15, 2023 at 7 PM**