



Vestry Meeting Monday May 15, 2023

ZOOM

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

The scheduled May meeting of the Epiphany Episcopal Church Vestry was held on May 15, 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 April Meeting minutes

April 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

EEP Revised Charter 2023 * Deferred approval until the next meeting

Rector's Report

Rev Widlake gave the Rector's report. We are getting a lot of interest and requests for use of our facilities. It's a variety of different people using the building; events, teaching, Spiritual Direction. Over the last two weeks there were two requests about wifi access as well as streaming videos over high speed internet.

Sky Bryce listing agreement is with the Diocese, and when Epiphany gets it back, will be able to list the property. Art Buck's been involved. Realtor thinks between \$6-9K.

We have an open space for a trustee position; working to identify candidates.

Jonathan Isner is considering serving as the alternate Lay Delegate.

Epiphany's audits are delayed. Trustees are awaiting documentation from the bookkeeper and treasurer, and should have this by mid-June.

Diocese still has inaccurate numbers for covenantal giving for 2021 parochial report. Rev Dina reached out to committee working on covenantal giving. Neil M. will reach out to diocese treasurer to get it addressed.

Rev Dina will work with Di (bookkeeper) to provide Outreach a modified report that is more useful to them, showing restricted fund input and outflow.

DSSK meeting May 16 (Tuesday) night, 6:30pm heading into the second tier of discernment. They have more refrigeration equipment than we have room to store, and don't want to commit to new construction to accommodate that yet. Questions include who would bear the cost of any new construction, where to locate all the refrigeration/freezer equipment, what would be the length of the lease. While we are still in the discernment process, we need to proceed slowly. Involved groups are Outreach, Parish Life, Preschool, New Hope Baptist Church.

Rev Dina doing a wedding off-site Wednesday afternoon.

Lots of infrastructure changes and improvement on the horizon. Also wondering what Epiphany staffing will look like going forward. Attendance has been 70-90 this month. 3 baptisms coming up.

Senior Warden Report

Joe Jung presented the Senior Warden report. HVAC update: the system is 35 years old, and ready to be replaced. There are two bids at \$79K (Trimark) includes demo and repair of surrounding walls; and \$75K (Southern Air). Joe moved to use Trimark to install the new system. Capital improvement balance covers all but \$35K; need to fundraise or reach out to the Diocese to make up the balance. Anticipated lifespan of new system is 25 years. This does not include the ongoing maintenance contract, but Trimark services many local churches, so will probably get the maintenance as well.

MOTION: To contract with Trimark to replace HVAC system that serves the Great Hall and admin offices. Joe moved, Cameron seconded. Motion passed. Maintenance contract will be discussed at B&G, then a Zoom vote if necessary.

Fire alarm system is malfunctioning. FireLine came out today, said to change the batteries. When Joe did that, it silenced the alarm for 30 seconds, then came back on again. FireLine will come again tomorrow.

Projects review: Epiphany has significant projects ahead. Need more info on roof replacement. IT has suggestions that will cost \$40K to update fiber optics, telephone lines, VOIP, and other items over a period of time. List is prioritized, and will be (hopefully) spread out over time. Remaining StreamTeam money can be applied to this project.

Ice machine: Anne and Sally found a half-size machine for sale, but they need to go back and confirm if it has an off switch for generating ice. Cost: \$1700.

Junior Warden Report

There was no Junior Warden report.

Buildings and Grounds

The pear trees, recently removed, did significant damage to the roof, and it needs to be repaired or replaced. Bernadette will make an appointment for an insurance adjuster to come and look at it. Raise the Roof campaign of 2018 paid for the roof over the sanctuary. The new project will cover the Great Hall. There was discussion of shingles vs metal roof.

Treasurer's report

- Neil Modzelewski presented the **Interim** 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 April, 2023. The Finance Committee met on Thursday, May 11, 2023. (The report is "interim," due to an accounting issue, and will be ready after the May Vestry meeting. If the report differs significantly from the interim report, a revised report will be issued.)
- We are 33% through the year (4 months).
- **Revenue:**
 - **Pledge Income**
 - Pledge Income for April was over \$15K and represents a 27.1% YOY decrease from April 2022.
 - YTD Pledge income is over \$K73 and represents a 8.6% decrease from cumulative pledge income through April 2022.
 - **YTD Pledge income is 33.2% of the annual budgeted total (0.1% below plan).**
 - **Rental Income**
 - April rental income is over \$1K. YTD Rental income is over \$58K, and 36.1% of the annual budgeted total, which is an 32.2% increase YOY from cumulative rental income at the end of April 2022, and 2.7% ahead of plan.
 - NOTES
 - *New Hope Baptist Church's (NHBC) paid its rent for April 2023 in March 2023, resulting in an inflated rental income figure for April 2023. Had this not happened, rental income for March 2023 would have been \$14K and YTD rental income would have been 143K (X.x% ahead of plan).*
 - *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. Had NHBC's January 2022 rent been paid in 2022, YTD April 2023 Rental Income would be 1.0% higher than YTD Rental Income for the previous year.*
 - **Total Income**
 - April total income is \$18K. This is a 47.8% decrease from April 2022, skewed by the April rent payment received in March.
 - **YTD total income is over \$140K and 34.4% of the annual budgeted total (1.1% above plan). This is a 7.4% increase YTD over April 2022.**
 - NOTE: Total Income for April 2023 is artificially low, due to NHBC's payment of April rent in March, as described above. Had NHBC paid its April rent in April, Total Income for April would have been \$32K.

- **Expenses:**
 - April expenses were \$37K, or 7.5% decrease from April 2022.
 - April expenses exceeded income by over \$19K. Adjusted as noted above, April expenses would have exceeded income by \$5K.
 - YTD expenses are over \$142K and 31.3% of the annual budgeted total (2.0% below plan).
 - **YTD income exceeds expenses by \$2K.**

THE VESTRY RECEIVED THE INTERIM TREASURER'S REPORT FOR APRIL 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 April 2023.

Restricted Accounts:

- Neil attached a report on the Restricted and Reserve Accounts through the end of April.
- 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, June 15, 2023, at 7pm. All are welcome.

Ministry reports and actions

MOTION: Move \$100 from Covid relief restricted fund to Food Pantry restricted fund, closing down the Covid relief fund. Joe moved, Cameron seconded. Unanimous approval.

Neil offered to do a mid-year review of parish finances and pledges for the Vestry.

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

May 18 Buildings & Grounds Ministry meeting 6:30 pm

May 18 Admin/Ops ministry meeting 7 pm

May 20 Mutual Ministry Preparation Workshop

May 21 Fellowship Fun in Celebration of National Bee Day

May 21 Celtic Worship 5:30 pm

May 22 Parish Life Ministry Meeting (Zoom) 7 pm
May 29 Church Office closed
June 3 Ministry Planning day 10 am
June 4 Evening Prayer (in-person) 5:30 pm
June 5 Vestry Meeting
June 8 Buildings & Grounds Ministry meeting 6:30 pm
June 8 Admin/Ops ministry meeting 7 pm
June 11 Parish Picnic
June 13 Outreach Ministry Meeting (Zoom) 7pm
June 16 Begin Summer rhythm of services and activities
June 19 Church Office Closed
June 26 Parish Life Ministry Meeting (Zoom) 7 pm
July & August Watermelon Wednesdays

Vestry Corner

1. The following motions were approved:

- i. The Vestry voted to sign the contract with Trimark to replace the HVAC system that serves the Great Hall and admin offices.**
 - ii. Per the Outreach Ministry team recommendation, the Vestry voted to close the special Covid assistance restricted fund, containing a \$100 balance, and move the remaining monies to the Food Pantry restricted fund.**
- 2. After over a month's consultation, Epiphany received an assessment report on IT infrastructure implementation plan. The generated priorities of projects which are currently being reviewed.**
- 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. The Vestry in concert with the Buildings & Grounds ministry are managing a number of Capital improvement priorities as part of our facility stewardship. These improvements include the roof over Great Hall, the IT infrastructure, window replacements, and maintenance contracts. Expect to see reporting on those items regularly.**
- 5. The Dulles South Soup Kitchen (DSSK) and Epiphany partnership discernment is going well. We are in Phase 2 of the discernment, which includes exploring the installation of additional refrigeration and freezer units.**

Prayers for Ourselves and Others

Closing Prayer was given by Rev Dina Widlake

Meeting adjourned at 9:00 pm

Next meeting is Monday, June 5, 2023, at 7 pm

Respectfully submitted,
Elizabeth Gayton

NEXT MEETING: Monday – June 5, 2023 at 7 PM