

## **St. Paul's Episcopal Church**

### **Minutes Of the Vestry Meeting September 12, 2018**

A meeting of the Vestry of St. Paul's Episcopal Church was held on Wednesday, September 12, 2018, in the upstairs meeting room of the Church. The following individuals were present:

#### Members:

The Very Rev. A. Patrick Funston, Rector  
Joseph Barbercheck, Treasurer  
David Littrell, Senior Warden  
Tom Snyder, Junior Warden  
Michael Donnelly  
Ann Pearce  
Mary Sier  
Marian Fuller  
Candie White  
Yvonne Amanor-Boadu  
Eric Kientz, CPA, Varney's & Associates, CPA, LLC  
Rebecca Burton, Assistant Clerk

The meeting was called to order at 7:00 p.m. by Fr. Patrick with a Gathering Prayer. Father began with a Bible Study of St. John Chrysostom.

The minutes from the August meeting were passed out. An amendment was made that the phrasing "who handle the money in the Encore Shop have to be a member of St. Paul's congregation" be corrected. It was then moved to be accepted by Tom Snyder and seconded by Michael Donnelly.

#### **Rector Report**

Father Patrick briefly shared the highlights of his work of the summer which included:

1. Personal care.
2. Church Work which included Continuing Education about the ongoing study of Race, Black Theology and other Diversity topics.
3. His work with church development which encompassed participating in the ECF Fearless Budgeting Webinar.
4. Being part of the Welcoming Steering Committee with Yvonne Amanor-Boadu.
5. Finance Committee with Joseph Barbercheck.
6. Being involved in the 2018 Audit process.
7. Attending the Canterbury House event on August 20.
8. Senior Warden recruitment conversations.
9. Engaging in on-going one-to-one recruitments.

10. Administering Eucharist for the Elders at Homestead and Via Christi Village and attending the Pastoral Care luncheon on September 11 for which he offered high praise for the work of the Pastoral Care team. He also informed the Diocese that Teresa Snyder and Candie White had joined the group.
11. Finally, he shared about his upcoming Diocesan Duties which indicated that he would be leaving the Council of Trustees and Commission on Ministry after 6 years and is expecting to be elected to the Disciplinary Board.

### **Senior Warden**

David Littrell gave a brief report about his luncheon meeting for his possible replacement. He also shared the draft of the Stewardship letter that he will be communicating with the congregation in the near future.

### **Junior Warden Report**

Tom Snyder had the following information:

1. The lawn needs attention as a result of the mole issue over the summer and that it was cost about \$150 for the weeding and over-seeding of the lawn. He further added that a Verti-cutter would be used as the grass seed was spread, which could cost \$500.00.
2. Regarding the on-going complaints about an odor during Sunday services, he inspected every vent and intakes of the new furnace and did not find anything of consequence and neither did the plumber who had checked all the drains. Service Master had been consulted and a bid of \$650.00 was presented. Since the issue is intermittent as to its location, a suggestion was made that a group walk around the church to zone in on the area that radiated the odor. Ultimately, it was decided to hold off on the services of Service Master for an additional week to see if the issue persisted.
3. On a positive note, Tom reported that there were neither water issues in the basement of the church despite the recent floods in Manhattan nor any bat issues.

### **Upcoming Calendar**

The following events will take place over the next few weeks.

1. NW Convocation meeting in Topeka- September 15, 2018 at 1 p.m.
2. Council of Trustees meeting in Topeka- September 19, 2018
3. Elder Eucharist at Via Christi- September 25, 2018 at 11 a.m.
4. Bishop Candidate Walkabout- October 2-5, 2018
5. Elder Eucharist at Homestead –October 9, 2018 at 11 a.m.
6. Men’s Breakfast at Candlewood- October 13, 2018 at 8:00 a.m.
7. October Vestry meeting- October 17, 2018 at 7 p.m.
8. Diocesan Convention in Topeka- October 19-20, 2018
9. St. Drogo’s Coffee October 20, 2018 at 10:00 a.m.
10. Daughters of the King- October 23, 2018 at 11 a.m.
11. Elder Eucharist at Via Christi- October 23, 2018 at 11:00 a.m.

## **Auditors report**

Eric Keintz, CPA from Varney's & associates, who has been conducting the audit since May presented his report. He informed the vestry that the 2018 Accounting Standards will be changed which will include a new set of rules. He also noted that there were no areas of errors of estimates or in the area of financial statement disclosures that needed to be addressed. He closed with making some recommendations to the month-end closing procedures that would clarify book-keeping practices which included accountability and a system of checks and balances by requiring reviews by two individuals who could be the book-keeper and the rector or treasurer and their signatures.

## **By-Laws and Policies**

The Vestry continued its on-going conversation about the By-laws and Policies. Father Patrick will be convening a working group to bring recommendations to the Vestry.

## **Treasurer's report**

Joe Barbercheck (treasurer), started by offering a quick summary of the finance committee's purpose and role which would include:

1. Budgeting and financing, reporting, internal controls and accountability policies. This would encompass audits, investments role of the chair, and membership.
2. The committee will set a regular day and time to meet each month.

Then he referenced the special emergency vestry meeting that was held on 9/2/2018 regarding the on-going issue of insufficient funds for operations of the church. The net income projections from September to December 2018 indicate a negative trend of \$5,000 as a result operating from a negative cash flow position. But he also thinks, we will break – even by the end of the fourth quarter if the vestry does a one-time 5% draw which would be a total of \$20,800 from the operating endowment to cover the uncertainty for the rest of the year. There was a concern that by doing so, it would be reported as income which in turn would be apportioned by the Diocese, which could make apportionment amount impossible. A motion was made by Ann Pearce to liquidate \$21,000 from Operating endowment to be transferred to the general fund for operating expenses. It was seconded by Joe Barbercheck. Upon proper inquiry the motion passed.

## **Fidelity overpayment**

According to Father Patrick, there has been overpayments to his retirement plan to Fidelity, over the course of seven months. This was a result of a confusion in previous book-keeping documents between what was a receipt vs a notice for a late payment. Therefore, it was decided that St. Paul's will continue to withhold \$200 from Father Patrick's paycheck, but will not send in any payments for the next seven pay periods which will resume on April, 2019 towards his 403(b) account to Fidelity.

## **Xerox Lease**

ProCopy sent in a proposal for a new Xerox printer/copier which has additional modern software features as the current Xerox but under the same conditions. The vestry approved the offer.

### **Welcoming Steering Committee Report**

Yvonne Amanor-Boadu informed the vestry of the various activities highlighted in a survey that the steering committee has been involved with about awareness. This was done partly through the Brown Bag movie series over various topics of diversity and drafting the welcome statement. Father will begin his class on “Theology of Race” on September 16, 2018.

### **Capital Campaign (Phase III)**

Father began the discussion by reminding the vestry that the Capital campaign funds had already been ear-marked for families with young children and thinks there is a deficiency in this area. He asked the vestry if this was an important area for discussion. Several opinions were brought forth about the different areas that could be set up for this service and the number of families that would be utilizing it. Tom Snyder shared ideas about possible options that included renovating the current nursery downstairs by giving it a “fresher look”, redesigning the library to separate it into two individual spaces possibly; or making better use of some other space within the building. Taking a tour of other churches that have nurseries/designated quiet areas, was recommended to achieve ideas of possible designs.

The meeting adjourned after Compline at 9:22 p.m.