

October 15, 2019
St. Paul's Episcopal Church
Manhattan, Kansas
Vestry Minutes
7:00 p.m.

Present: Father Patrick, Deb Lamb (senior warden), Joe Barbercheck (treasurer), Yvonne Amanor-Boadu (clerk), Betsy Barrett, Candie White, Mary Vanier, Marian Fuller, Phil Ryan, Katie Dempsey, Landon Leiker and Rebecca Burton (secretary)

Absent: None

Father Patrick commenced the meeting with a prayer. Instead of Dwelling on the Word, Father Patrick invited conversations from the Vestry about the process.

Next the September minutes were reviewed. Mary Vanier motioned to accept it as is; Joe Barbercheck seconded it. It was approved unanimously.

Next, the Vestry broke into subcommittees to discuss ongoing and new business.

Subcommittee reports:

Administration: The monthly financial reports were reviewed by the committee and appear to be in order. They also reviewed the 3rd Quarter Endowment performance on the Google Drive.

Next, the purchase of a gently used iPad was up for discussion. This will be used in conjunction with the new security system that has been installed at St. Paul's.

The new security system requires a smart-phone app. The plan had been to install the app on to Father Patrick's phone, Tom Snyder's phone and possible Rebecca's phone. Furthermore, it is recommended that the app be installed on an iPad or another tablet to be left on Rebecca's desk, so that it can be operated by anyone in the office, if necessary. A new tablet is assumed to be too powerful for such limited use, while incurring an unnecessary expense.

Father Patrick has a used iPad that he is willing to sell to the church at the cost of a refurbished one, that can be found online for \$100-\$125. The Funston's iPad is a 2013 iPad Air, 16 GB with Wi Fi, which would be reset to factory settings. The funds for this purchase would come from the Capital Campaign improvement account since it would be associated with the purchase of the security system. Phil Ryan might have an old iPad that he'd be willing to donate.

Betsy moved to accept the findings of the committee; Candie seconded it. All approved it unanimously.

Mission & Ministry: The Ministry Fair will be held on November 3 after the 9:45 a.m. combined service. Betsy and Yvonne will email the congregation, informing them of the different

ministries that have been established at St. Paul's, with the invitation to participate in them. Yvonne will make signs with Rebecca's help for each table. The hospitality committee will donate pies with assistance from Tiffany Oppelt, which will then be raffled off at the fair. Landon moved to accept the decision of the committee, Mary seconded it. It was unanimously approved.

Property: The subcommittee discussed at Fr. Patrick's invitation the ultimate location for the Capital Campaign Plaque, the Manhattan Historical Society Award, and the Cross Wall. The group recommended that the Cross Wall should be put back up in its original place. This would give room for future crosses to the wall. An idea was also proposed that a brief write-up by the donor of each cross be placed by each cross.

The committee recommended that the Capital Campaign Plaque and the Manhattan Historical Society Award be moved to a more prominent spot i.e. the east wall leading to the entry way to the Nave. Phil motioned to accept the subcommittee decisions. Betsy seconded it. All approved unanimously.

Rector's Report: Father Patrick highlighted his recent activities which included completing the Octoginta in Lawrence on October 13th; his daily cross-training with Michael; Monday morning colleague lectionary discussion; Paul-focused adult education series, which will run through November 24, ongoing annual giving campaign and children's chapel. He closed with reminding the vestry to pray for the Diocesan Convention which will be held on October 18 and 19, 2019.

Security System update: Father reported that the installation of the Security cameras is now complete. There are two doorbells- one by the front door to the common area and one by the door in the back-parking lot. There are 2 cameras- 1 in the alley way pointing towards 6th Street and 1 with a 360 degree range that points to the common room, elevator entrance from the basement, down the hallway to Father Patrick's office and the hallway to the chapel. Additionally, Father Patrick informed the vestry that he will request signs from the Diocese that inform the public that the church premises are now constantly camera-monitored.

Fr. Patrick reminded the vestry that the purpose of the camera system is to increase security and to provide information *post hoc* to law enforcement officials if there is an incident.

An inquiry was made about the addition of another camera to be installed at a strategic point for the monitoring of activity around the **Encore Shop**. This was tabled for a future meeting.

Former Treasurer Restitution Completion: Fr. Patrick reported on the financial and legal completion of this embezzlement issue. The vestry needed to consider options for the ultimate disposition of the funds of \$89,361.93. At the end of 2018, the vestry discussed the possibility of depositing the balance in an investment instrument that would yield principal growth and extend potential support to the operating budget of St. Paul's. With the idea of gradually decreasing dependency on the \$20,000 that is applied annually to the operating fund, Joe Barbercheck offered four different scenarios:

1. No stepdown with \$20,000 withdrawn each year for the next 5 years, finally depleting it at \$4,583.41 in year 2024.
2. 1K stepdown i.e. withdrawing \$20,000 at the end of 2019 and reducing it by \$1,000 less each year for the next 5 years thereby depleting it at \$1,385.13 by year 2025.
3. 2.5K stepdown i.e. withdrawing \$20,000 at the end of 2019 and reducing it by \$2,500 less at the end of each year going forward. So, \$17,500 would be withdrawn for operating expenses at the end of 2020; 15,000 in 2021 etc. thus allowing for a corpus growth of \$22,812.71 by year 2027.
4. 5K draw down i.e. withdrawing \$20,000 at the end of 2019 and reducing it by \$5,000 less at the end of each year thus resulting in a corpus growth of 58,406.46 by 2023.

The Vestry voted on the proposed recommendation to withdraw \$20,000 from the received principal for FY 2019 with the 2.5K stepdown. Then invest the remaining principal in a managed growth fund with the Trust Co., and amend the Endowment Enabling Resolution to establish the "2020 Fund" alongside the Operating, Housing and Investment Funds. Finally, in FY 2020, target the reduction in the amount of the draw on the principal of the 2020 Fund by 1% of the total operating revenues, progressively which is approximately a \$2500 reduction per year.

Candie moved to accept this recommendation. Betsy seconded it and the Vestry unanimously approved it. Father Patrick will communicate this decision to the congregation.

Management of Sabbatical Funds

At the end of September, St. Paul's received a \$49,535.84 check from the Christian Theological Seminary for his Sabbatical next year. These funds need to be tracked as separately as is feasible in order to aid in the after-sabbatical report that St. Paul's will have to submit to CTS. In order to minimize the hardship of fronting a significant amount of money for several months away, Fr. Patrick in conversation with the Senior Warden and Treasurer believes that the best solution is to keep the Sabbatical funds entirely separate by creating a new St. Paul's business checking account with him as a signatory of the account. This would permit him to get a church debit card with his name on it, to be used it for expenses related to the trip. Axos online banking has the options of:

- No fees,
- No minimum balance,
- ATM fee reimbursement
- Allows a large number of transactions.

This Basic Business Checking options have additional benefits which can be viewed on the google drive folder.

Additionally, the Senior Warden and Treasurer would have access/oversight of the account and it can be tracked on the QuickBooks software that is currently used for all the church accounts. Transactions/reconciliations can be recorded on a daily/weekly/monthly basis.

Mary Vanier moved that the Vestry of St. Paul's Episcopal Church open an account with Axos Bank under the following parameters:

- This is an account of St. Paul's Episcopal Church for the purpose of tracking items related to Fr. Patrick's 2020 Sabbatical, depositing the full total of the grant (\$49,535.84) into the account.
- The authorized signatories of this account will be:
 - Aidan Patrick Funston, Rector of St. Paul's Episcopal Church
 - Deb Lamb, Senior Warden of St. Paul's Episcopal Church
 - Joe Barbercheck, Treasurer of St. Paul's Episcopal Church.
- A Debit Card with Fr. Patrick's name on it will be ordered.
- Upon completion of the Sabbatical (and its reporting to CTS), the Vestry will make a determination whether to continue to use the account or to close it.

Finally, it was moved that any durable items/equipment purchased by Father Patrick for the purpose of the Sabbatical will be considered his property after the sabbatical.

Phil Ryan seconded it. All unanimously agreed.

The meeting closed with prayer at 9:00 p.m.