



St. John's Vestry
December 3, 2019
Philbrick Room
7PM

Present: Rev. Rob Stevens, Maggie Skafidas, Barry Heckler, John Tabor, Lizzie Bristow, Gerry Simpkins, John Bolduc, Rev. Anne Williamson, Rev. Nathan Bourne, Jeff Croteau, Marian Ellis, Joe Weir, Ellie Sanderson

Excused: Allison Dudas, Kelly Boston, Bob Nalewajk

Clerk's Report: Marian

Approval of November Minutes: *Motion - Maggie; 2nd Joe*

Treasurer's Report: Kelly (on call)

Executive Summary:

Continued strong financial health from a YTD view. Current pledges vs. plate offerings breakout was not clear in the first half of the year but overall aligned within 23K. Metered parking had strong summer months (May-Aug) vs conservative budget. Our budget assumes \$540K in pledges, current commitment is less than that but strong parking revenue offsets.

Expenses essentially within budgeted expectations with a few exceptions due to timing plus the continued higher maintenance costs this year associated with the boiler repairs and higher than budgeted gas expenses. Approved a new boiler which we may need to use the Endowment draw for this.

Outlook/Budget:

Outlook appears that we will end strong if total offerings are at budget of \$595K. This assumes that pledge commitment is fulfilled. Starting to pull together Budget 2020 assumptions (first pass in December)

Endowment Draws 2019:

Planned \$64,074 for this year. We may need to use the draw for the new Boiler.

Questions:

- Joe asked what our budget was for pledges last year? \$540K; we got \$525K

- Jeff asked about full staffing for next year impacting the budget. It won't increase the budget, but it may increase the actual.

Other:

- Looks like we'll break even for 2019, because parking revenue has been strong.
- 2020 - assumes \$500,000 for 300 pledges because we're in the middle of the Capital Campaign.
- Financial Matter: City staff has given us a tax bill for lower lot. We already pay taxes on upper lot due to kiosk & on Optima Lot due to lease/kiosk. We will be questioning this bill for the lower lot.

Motion to accept Treasurer's Report: Barry; 2nd - Jeff

Stewardship Update:

- 190 in pledges
- Rob will email us an amount when he is able.
- Another letter going out soon.
- We'll make calls in January.

Questions:

- Jeff asked how the message is landing with the congregation? The number as opposed to dollars is positive. Cards in plain view are effective. First class mailing with first class stamp has been well received.

Capital Building Update: Barry

- Exterior lights are a nice addition
- Cemetery restoration wrapped up before snow
- Meeting with project manager (Michael Campbell) happened today. He's done over 57 restorations of historic churches in the US. He did our assessment here 5 years ago, so he knows the church and the historical aspects of it. He's also an architect, so he can create those construction documents that the general contractor will need. That's a large savings. (Tracey Kozak has done amazing work for us to this point but is too busy now and has to step back)

- After discussion with the building committee, a motion is being made to name the new addition as the **Lew Roberts Fellowship Hall**. Lew & Judy Roberts were founders of the Common Table. Suggestion to have a piece of his woodwork on display.

Motion - Barry; 2nd - John T

- Michael will be putting together documents to go out for bid and before the HDC. Starting with ceiling and fans in Thaxter - work will be done in stages so as not to interrupt outreach programs.
- We'll be putting the work out to bid in stages so that we can have bids be more manageable and apply for LCHIP grant, again, to help with historical elements.
- Many thanks to the building committee (Joe, Gerry, Barry, Reggie, Bob, John T) for bringing us to this point and hiring a very well qualified project manager.

Junior Warden's Report: Gerry

- Thank you for quick response to email vote that allowed us to order boiler - should be delivered by Th.
- New boiler will cost \$50,000 (for reference - The current boiler cost \$42,000 in 2002 and we spent \$25,000 in repairs last year) We feel this is fair.
- Reggie will be project manager for boiler install (J&S Heating) - will take approx. 2 weeks
- We are checking with companies that provide temporary heat
- Many of the electronics and burners from current boiler can be reutilized. New boilers are more efficient, so that will be more economical.

Questions:

- Maggie asked about the flood in the sacristy - will be replacing carpet (no rot - concrete underneath)
- Insurance deductible is \$10,000, so we'll be paying it. This will probably be only \$1,000.

Brick Sale: Barry

- Committee formed (Lizzie, Chris Sieve, Barry, Sarah Hammill, Ashley Wade, Suzy Raeside)
- Working with the company that did the War Memorial in Portsmouth
- Soft launch to congregation as a Christmas gift - \$100
 - 16 characters/line (3 lines)
- Proceeds from each brick (\$65/brick) will go to the Capital Campaign

Clergy Reports:

- Anne
 - Sundays 12/7 & 12/14 - 11:30am (Ignatious of Loyola Examen)

- Nathan
 - Poetry night Friday 12/6 - 6 pm
 - MFA students and community poets will share
 - Jen, Ashley & Olin will provide music
 - Save the date for the Vestry Retreat 2/720-2/8/20 at Merrowvista

- Rob
 - Thank you for quick response to boiler
 - Attendance is very steady right now - church is full!
 - Ashley is doing a great job as director of communication
 - New Parish Administrator starting Monday 12/9!
 - Rebecca Hennessey
 - Joanne Ferguson's Celebration of Life is in Thaxter Hall on 12/7 at 11am
 - Leaning toward Sabbatical - so grateful for the time to reflect and regroup
 - Lessons & Carols (12/14)
 - 3 Christmas Eve Services

Closing Prayer: 8:31

Respectfully Submitted,
Marian Ellis
Clerk

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