



St. John's Vestry
January 15, 2019
Philbrick Room, Thaxter Hall

Present: Rev. Rob Stevens, Rev. Anne Williamson, Rev. Nathan Bourne, John Tabor, Gerry Simpkins, Kelly Boston, Bob Nalewajk, Jeff Croteau, Marian Ellis, Ellie Sanderson, Carol Gruen, Joe Weir, Meg Moran, Chris Sieve

Excused: John Bolduc, Maggie Skafidas

Clerk's Report:

Motion to approve December 2018 Minutes - Ellie; 2nd Bob (Unanimous)

Treasurer's Report: - Kelly

- **Outlook 2018 (11 months actual + 1 months of plan):**
Current Outlook assumes we will finish strong without using the much endowment withdrawal. This is primarily because of the strong parking revenue. The endowment will primarily be used to fund the principal portion of the Parking Lot loan (not included in operating budget). November was an average month. December's plan includes strong pledge and plate offerings (confirmed this week), as well as, higher maintenance expenses associated with the boiler.

Budget 2019 Executive Summary:

- I am presenting a balanced operating budget of \$881K.
- Overall income remains strong due to parking revenue. Reasonable assumptions for both Pledge & Plate offerings assuming there is no risk due to capital campaign. Income associated with curate funding from Diocese is not included in budget year and remainder of St. Andrews funding is for first six months.
- Expenses overall are slightly lower from 2018 by ~.5% percent. This is due to one time items which have offsetting impacts. 2018 higher expenses include maintenance expense due to boiler repairs and relocation expenses for new Music Director. 2019 increase include Diocesan assessment (overpaid in 2017, credit to 2018) and Lay personnel lower due to new employees/tenure which offsets the increased costs in 2019 which include health insurance and merit assumptions.

Assumptions:

- Pledge assumption is \$540K vs. 2018 commitment of \$526K but actuals strong.
- Unified Parking (Optima) is \$19K.
- Upper Parking is \$80K; conservative
- Program reimbursement is lower due to lower costs of reimbursable employees.
- Grants/Gifts lower by \$25K due to Curate funding; \$10K St. A and \$15K from Diocese.
- Endowment at \$64K which is 4.5% of the 3 year average balance of \$1.4 Mio in endowment.



Expense Assumptions:

- Income tax lower due to assumption of lower parking revenue.
- Diocesan Assessment higher due to credit in 2018 (due to prior yr overpymt).
- Personnel slight increase YoY due to several factors: change in lay personnel, 2018 includes merit correction on housing and relocation. These reductions offset 2019 increases such as health insurance (10%) and merit assumption is 2.8% for staff & X% for Rob (according to 3 yr agreement).
- Maintenance expense aligned with overall plan (increase of 2.7%)
- Outreach increased by \$500 (\$1500 total, \$500 for each).
- Music expense increased due to choir scholar increase \$50 to \$60.

When the year is closed, we need to examine what we put aside, what we used, what we didn't, and what we do with that (back into endowment?)

Budget Discussion:

- Ellie asked about the fact that Optima is being taken over by Cambridge Trust. Will this involve a renegotiation of the parking lease? Otherwise, we will renegotiate in 2 years.
- Joe asked about the budget for adult/children/youth education programs. Why is it only \$9,000? That's not really reflective of our mission.
 - Rob: consider salaries of the people when you think about what we spend on kids.
 - John: Is this an opportunity to talk about what other outreach numbers can be shared in the "Fun Numbers"?
 - Nathan: Youth are impacted by other lines in the budget (Cooking for Crossroads, eg)
 - Rob: Narrative is much fuller than is reflected there.
 - Kelly wants staff to know that if staff really wants to make something happen we can make it work within the budget.
 - Carol: Remember to be clear about scholarship needs for Mission Trip

Vote to approve budget: Motion: Jeff; 2nd Gerry (Unanimous)

Capital Campaign Update: Special Guest - Chris Sieve

- Fun number would be number who have worked on CC (at least 40)
- 50% of people who have been canvassed have pledged
- Goal is for someone to speak at both services each week encouraging people to return their cards from now until the campaign is over
 - Hopeful that Vestry will do that (email Chris if interested: cbsieve@comcast.net)
 - Really looking for participation from now on
 - If everyone considers giving 3x annual pledge (over 3 years) what they give to the annual, we will exceed our goals
 - However, message that participation is what really matters
- Ellie suggested a 3-D visual of what the connector could look like. John will explore this.
- Time to come back to how much this benefits St. John's and its future.



- There are cards in the back of the church
- Meg asked if the grants are looking for a certain participation number in addition to money in the bank. (yes, although money in the bank is a more important criterion)
 - Ideas for steps over next couple weeks:
 - First-hand accounts important, as well
 - Video or graphic via email blast to the parish and on website

Annual Meeting Planning

- "Fun Numbers" (Nathan will get an email thread going)
- Balanced Budget presented
- Nominations
- Recognition of canvassers/anyone involved in Capital Campaign
 - News about campaign, questions
- Gerry review building work
- Recognize Barry & Reggie and work they've done

Junior Warden Report - Gerry

- Drop Safe installed & secure
- Bell fixed
- Boiler has been good - keeping an eye on thermostat and batteries
- Working punch list for cleaning for grease trap, stove; calibration for stove
- Considering replacing the door to the sacristy instead of repairing. Investigating a company in Maine that replicates antique door

Finance Committee Report - Gerry

- Portfolio looks good; did go down a bit because of market
 - Recommending keeping 1-3 year bonds (as they're paying more than in years past) but changing out 7-10 year bonds with a real estate fund due to increase in interest rates.
 - Motion - Ellie; 2nd - Jeff (Unanimous)

Clergy Report

Rob

- Annual Meeting Business
- Meg & Carol rotating off (but not until MAY!)
- Officers continuing
- Nominations
 - Barry Heckler,
 - Lizzie Bristow
 - Ally Dudas
- Using Thaxter Hall more than ever
- Community is engaging in a powerful way



- Christmas & Advent felt shared and lovely
- Rob will be meeting with each member of the staff to discuss successes and challenges both individually and with the team (evaluation of the process)

Next Meeting: Retreat 2/8&9 - in lieu of February Meeting
Rob will send agenda/sign-ups

Closing Prayer - 8:59pm

Respectfully Submitted,

Marian Ellis
Clerk