

ST. DAVID'S EPISCOPAL CHURCH  
***Vestry Agenda***

On site in Vestry Conference Room;

On line:

<https://us02web.zoom.us/j/89543349276?pwd=bTlrOWY2UXJaK3lY0hkbHh5aWxPZz09>

**September 26, 6:30 pm**

- I. Call to Order and Opening of Compline – Chuck
- II. Review of minutes from August 22, 2023, Vestry Meeting – Jim Norman (see attachment) - Peni motion, Rick second, Sandi abstained approved as corrected.
- III. Finance Committee – Merrell Anne
  - a. Report:
    - a. statement of financial position: balance of 425,966.28 as of 8/31/2023
    - b. construction loan balance of \$1,444,680.75 as of 8/31/2023. Next draw will be for Retainage, the balance due SpawGlass to be billed in October. Retaining amount will be \$793,634.19.
    - c. Pledge gifts ahead of 2022 but continue to be behind 2022 by \$32,634.77 (4%)
    - d. Hospitality income continues to generate more income than last year: YTD \$154,014.89.
    - e. Total revenues slightly behind budget by 4.3%
    - f. Expenses: most departments are at or below budget; utilities are higher due to EV chargers for Cruise cars however this will be reimbursed.
    - g. Net total: end of August deficit of \$279,540.93 due to low pledge giving which should pick up this fall. YTD expenses are slightly below budget by 1%.
  - b. Audit Report with qualifications - The audit is in draft at this point. It is qualified due to how ERTC funds were received; the auditor is not satisfied with basis for receipt of funds. Typically want an unqualified audit. Additional financial statements for a number of quarters have been provided to the auditor. Auditor does not feel comfortable finalizing report as unqualified yet. Trinity center was not included in ERTC, sextons were only included March to May, N2N had a yoyo effect with shut down off and on, church no one in the building and could not do ministries as usual, hospitality could not function; loss of revenue and access to usual services. Jim contacted diocese for info, no other churches applied for ERTC funds, recommended that we seek a legal opinion. IRS is checking for fraud. Most likely this will not be an issue, evidence available of appropriate use. Implications of qualified status: loans may be a problem; means not a clean audit which does not look good. Plains Capital is not concerned in regard to the current loan. Auditor is reviewing the additional information provided and may change to unqualified if we can get a letter of opinion from an attorney. IRS review noted that shut down may be issued by any level of government. No impact with diocese with a qualified audit.
  - c. Allison made a motion to hire a tax attorney for a letter of opinion, Sandi second; all approved. Auditor will let us know his final opinion after review of additional information provided and letter of opinion received (Joe Jack)
- IV. Jr. Warden's Report – Jennifer
  - a. Facilities - garage elevators are completed; new vertical signage on garage on Trinity St to be installed; most of punch list for Historic Church has been completed; tile mat to be completed next week; waiting on carpet for hall to Grace; northwest fence has been in-

stalled fencing off playground and on east and west entries to the church; shim under pulpit will be fixed.

- b. Activities in the building - building is very busy and good financially, Texas tribune festival, World Music Encounters, Austin film festival, SXSW, and more. Need to be mindful of requests of building staff. Social media promoting activities to increase awareness of building use
- c. Vestry appreciation for building committee and facilities staff - a formal motion to commend and thank the building committee was made; vestry to host a building committee and staff event; need to write a formal resolution and plan a social for early November; Gay and John will plan the social, Jim Norman will develop the resolution

#### V. Rector's report - Chuck

- a. Next to New update - Ulrike on undetermined medical leave, an interim director was hired 2 weeks ago; he is high energy and staff is pleased with his leadership, Robert Reed, has extensive experience in retail and likes vintage. Jim and Chuck asked the board to hire an outside CPA to clean up the financials to establish best practices for getting the financials in order and to provide a clear picture of where we are. An influencer has promoted N2N online. Jim and Kimberley are helping N2N with the financials; new AC has been installed
- b. Reflections on Open House Sept. 14: Hosted a chamber of commerce event: council member attended; tours were given the entire time.
- c. Austin downtown alliance: Sumners was at capacity this morning for Issues and Eggs event, this may be held at St. David's regularly
- d. Reflections on World Music Encounter - sold out/full house, good music, John Burnet host. Planning with staff in place for Oct 15th. Use of the church is providing learning opportunities for how to use the space, lighting, sound, etc
- e. Worship update - 130 at 9:00 and 11:15 doing well; will continue in historic through Christmas to build on what we have and what is working. If there are concerns, talk to Chuck; 11:15 will be more formal; 3:00 in Trinity once a month and other churches covering other weeks; clergy will begin to offer a few words in the morning prior to breakfast in Trinity; morning prayer Tuesday mornings at 9:00, evening prayer 5:15 on Wednesdays
- f. October Bishop's visit Oct 22 and Feast of St. David lessons: bishop will meet with confirmands 9:15 and will stay for lunch after the 10:30 service; he will not meet with the vestry that day but will zoom into Nov. vestry mtg; plan Nov mtg for bishop to be our primary audience.
- g. Gratitude from Chuck about love and support from all in his recovery; 2.5 months out and he feels really good

#### VI. Old/New Business

- a. Health insurance premium increase for staff: rates for insurance have increased 4% or \$38 per employee. PPO 70 plan rate paid 100% by church for 24 employees only who qualify. Coverage for spouses and children are by the employee. Dental is employee paid. Recommendation from finance does not require a second. Dental would be \$55/month, Peni and George inquired as to why dental was not included. Clergy not included in this; clergy covered by the diocese. Chuck recommended that if interested in covering dental that vestry request Jim to look at cost of dental and consider as part of the 2024 budget. All in favor, increase passed
- b. Pilgrimage update - Angela: Trip was amazing; Gay had to pivot and manage covid issues; Hereford cathedral visit was very special, with a lot of history and a good intro to Wales; the guides Chris and Ian were knowledgeable and patient, Ray is going to make Welsh cakes for Oct. 22. We would like to do a follow-up to share reflections, photos, etc. Angela's daughter Victoria was with us and felt it was transformational for her and connected her to St. David's
- c. Sabbatical - Angela: Aug-Oct 2024 - Angela wants to do pilgrimage in US and GB and Camino. She is in process of crafting application for sabbatical for renewal and study

which vestry will need to approve. She will have been at St. David's 3 years this spring.

- d. 175th anniversary celebration update - Sandi: The cross orders are being completed and will be blessed by the bishop. There will be one for the bishop. Mark Wells and Rex have been making the crosses; there will also have key chains for all parishioners who come to church October 22. Timeline Sunday is Oct. 15th, Mity, Lauri and Ross working on it. Panels will be on display for a while after. Party Oct 23: Gay and Louise are the hosts - mayor and council member, Travis Cty commissioner, CEO St. David's Hospital will attend. It has been decided not to rent the tent due to cost. Former clergy: Larry Hall and his son will attend and mother Katy. No charge to attend however suggested ticket costs \$140/person

## VII. Upcoming Dates

- a. Next Finance Committee: October 17, 2023, 6 pm
- b. Next Exec Committee: October 17, 2023; 7 pm
- c. Next Vestry Meeting: **Monday, October 30, 2023**, 6:30 pm
- d. Vestry Holiday Party and White Elephant Gift Exchange, Saturday, December 16, 2023, 6:00-9:00PM

## VIII. Closing

- a. Closing of Compline – Chuck

### **Vestry Members/Terms**

<b>2023</b>	<b>2024</b>	<b>2025</b>
Ann Jenkins	Sandi Boone	John Crow
Phillip Owen	Bess Carsner	Peni Ellis
Alison Riemersma	Gay Gillen	Allison Marshall
Jennifer Scariano	Jim Norman	Rick Patrick
Merrell Anne Shearer	George Zwicker	Joe Sanchez

### **Vestry Meeting Expectations**

1. Begin on time and end no later than 8:30 p.m.
2. Cell phones silenced/no texting
3. Be an active listener
4. One conversation at a time
5. Positive intentions assumed and all viewpoints respected
6. Avoid assuming people can read your mind or vice-versa
7. Remember that the only dumb question is the one not asked

### **Upcoming Scheduled Vestry Meetings**

- October 30, 2023
- November 28, 2023
- December 19, 2023
- January 23, 2024