

St. Gregory the Great Episcopal Church

Vestry Meeting Minutes

May 17, 2022

Hybrid: In Person and Socially Distant and via Zoom

Present: Eddie Bennett, Anna Hiers, Jane Hudson, Nikki Mathis, Lane Norton, Maggie Reinberger, Mark Richardson, Caley Ross (Zoom), Les House, Chrissy Moffett (Zoom)

Absent: John Bray, Stacie Court, Gail Eilers, Blaine Everson, LeeAnne Krause

Devotional: Lane Norton

Lane read The Lake of Beauty by Edward Carpenter and discussion followed. Groups met in triads.

Approval of Minutes: Nikki Mathis

Mother Nikki called the meeting to order. The minutes of the April meeting were sent to vestry members in advance. A motion was made and seconded to accept the minutes as written. The motion was approved unanimously.

Financial Report: Les House

The April financial report was distributed in advance of the meeting. Les reviewed the report. He indicated that the cash balance remains high. Les noted that payroll expenses were under for the month due to the timing of the change to two pay periods. Employees are now paid on the 1st and 15th of the month. Payroll expenses will be back to normal levels in May. Revenues for April were \$34,987 and expenses were \$24,736 resulting in a net total of \$10,251.

Les asked for a motion to approve the worship expense of \$47.68 since it did not have a budget. A motion was made to approve the worship expense of \$47.68. The motion was seconded and approved unanimously.

Proposed Amendments to the Financial Policies: Les House

Les shared four proposed amendments to the Financial Policies with the vestry: Rector's Discretionary Fund, Writing Checks, Credit Cards, and Internal Controls for Emergency Expenditures.

Discussion was held on the wording of the Rector's Discretionary Fund amendment, and it was tabled until the June meeting when a corrected version will be provided for vestry consideration.

Writing Checks

The amendment for Writing Checks was reviewed and discussed.

Existing verbiage

The Vestry may exempt recurring liabilities (i.e., Payroll, Diocesan Pledge, Utilities, Phone, and Vendor Contracts) on an annual basis.

The Vestry may exempt recurring (i.e. Payroll, Diocesan Pledge, Utilities, Phone, Vendor Contracts) on an annual basis.

Proposed verbiage

The Vestry may exempt recurring liabilities (e.g., Payroll, Diocesan Pledge, Utilities, Phone, Vendor Contracts, pension fund, and insurance) on an annual basis.

The Vestry may exempt on an annual basis recurring check payments, e.g., payroll, diocesan pledge, utilities, phone, vendor contracts, pension fund, and insurance, from requiring two signatures.

A motion was made and seconded to approve the amendment as written. The motion was approved unanimously.

Credit Cards

The amendment for Credit Cards was reviewed and discussed.

Existing verbiage

The Parish Administrator will then make a DocuSign PDF copy of the statement and receipts and send it to the Senior Warden and Treasurer. The Senior Warden will sign the DocuSign statement verifying that all of the expenditures are in line with the needs of the parish. The Treasurer shall sign the DocuSign statement verifying that all of the charges agree with the amounts on the receipts. The signed DocuSign PDF of the statement will serve as an electronic approval form. The Parish Administrator shall pay the bill at that time. A printed copy of the signed DocuSign PDF and the original receipts will be stapled to the original statement and filed in the appropriate location.

Revision

The Parish Administrator will send a PDF copy of the statement to the Senior Warden and Treasurer. The Senior Warden shall approve the statement verifying that all of the expenditures are in line with the needs of the parish. The Treasurer shall approve the statement verifying that all of the charges agree with the amounts on the receipts. Listed below are the acceptable means of approving the statements for payment. The Senior Warden and the Treasurer are not required to use the same method of approval.

- 1. Physically sign and date the original statement in the church office.*
- 2. Use Adobe "Sign Yourself" to sign, date, and email to Parish Administrator, Senior Warden, and Treasurer.*
- 3. The Parish Administrator, Senior Warden, or Treasurer, may initiate a DocuSign by using the Adobe "Request Signatures." Senior Warden and Treasurer signatures and date shall be requested. A "cc" shall be sent to the Parish Administrator.*
- 4. Approve the statement via reply all to the Parish Administrator, Senior warden, and Treasurer. The Parish Administrator shall print a copy of the email in the file. The approving shall sign and date the printed email on file at the earliest opportunity.*

The Parish Administrator shall pay the credit card bill when approval from the Senior Warden and Treasurer has been received. Proof of all approvals shall be kept on file.

A motion was made and seconded to approve the amendment as written. The motion was approved unanimously.

Internal Controls for Emergency Expenditures

The amendment to Internal Controls for Emergency Expenditures was reviewed and discussed.

Internal Controls (page9)

Emergency Expenditures

In the case an issue is declared by the Rector as an emergency between Vestry meetings, the Senior Warden (or in their absence the Junior Warden), in consultation with the Treasurer, may authorize expenditure up to \$1000. The expenditure should be authorized by the Vestry at the next Vestry meeting and placed in the meeting minutes. If the expenditure is more than \$1000, the Senior Warden (or in their absence the Junior Warden), in consultation with the Treasurer, should attempt to contact all vestry members by email and obtain approval by email from a majority of the Vestry before authorizing the expenditure. The expenditure decision should be ratified by the Vestry at the next Vestry meeting and placed in the meeting minutes. This policy does not supersede the church's policy on Contract and Competitive Bids.

Concerns were raised that the dollar amount of \$1,000 was too low. A motion was made to change the dollar amount from \$1,000 to \$1,500. The motion was seconded and approved unanimously.

A motion was made to accept the revised amendment with the value of \$1,500 in the two instances where \$1,000 had previously been. The motion was seconded and approved unanimously.

Upcoming Basic & Strategic Budget Requests: Jane Hudson

Jane informed the vestry that the basic and strategic budget requests for budget year 2023 are due on July 1, 2022. The goal is to try to formulate a budget in advance of the stewardship drive. Discussion followed.

Nikki informed the vestry that the church was the victim of a mail theft ring in April resulting in approximately \$1,400 in contributions taken from the mailbox. As a result, a locking security mailbox will be purchased and installed. Any removal of mail from the box will require a key. Discussion followed.

Nikki reminded the vestry that 2023 marks her 5-year anniversary at St. Gregory and her two-month sabbatical, which she hopes to take in October 2023. A supply priest will be needed during this time.

Discussion was held on the sabbatical funding and the need to “true up” the amount. The Finance Committee is aware of this need. Discussion followed.

Rector’s Report: Nikki Mathis

Nikki distributed her reports for March and April and provided an update on service attendance. She discussed her participation in a *Protecting Houses of Worship* training and indicated that a plan was needed if an active shooter incident should occur at St. Gregory. Discussion followed. It was noted that an AED device and first aid kits were needed. Nikki will research security plans and emergency first aid protocols and report back to the vestry.

St. Gregory the Great Episcopal Church Land Acknowledgement: Nikki Mathis

Nikki provided an update on the status of the land acknowledgement statement. Once complete, she will present it to the vestry, inform the bishop, and include it on the website and in the bulletin.

Proposed Signage for Limited Mobility Parking & Parking Lot Repairs: Caley Ross

Caley provided an update on signage. Discussion was held on the signposts and time frame for completion. Nikki indicated that a completion date in the fall was satisfactory. Caley provided an estimate of the parking lot repairs. Nikki asked Caley to add labor costs and provide an updated estimate at the next meeting.

Nikki closed with a prayer and the meeting was adjourned at 9:06 pm.

Respectfully submitted by Chrissy Moffett.