

The Rev. Peter Strimer, Int. Rector
Charlie Towater, Sr. Warden
Sam Trotman, Jr. Warden
Pam Frost, Treasurer
~~Anna Ashworth~~
Diann Crawford
Rick Dean

Laura Jeanne Johnson
Bill Lynch
~~Cliff Opp~~
Diana Overton
Fran Weissing
Jim Young
Jillian Ricardo, Secretary

Absent: Anna Ashworth, Cliff Opp

Guest(s): None

A Regular Meeting of the Vestry – April 10, 2018

Opening & Formation:

The meeting opened at 7:00 p.m. with prayer led by Fr. Strimer. A quorum was present. A brief time of formation and discussion followed.

Approval of Minutes:

Charlie Towater moved to approve the March 13th minutes as distributed. The motion was seconded and carried unanimously.

Charlie Towater moved to approve the March 25th minutes as distributed. The motion was seconded and carried unanimously.

Discussion of upcoming events as outlined in agenda calendar

The parish picnic that was tentatively planned for May will not take place. Arts & Smarts class in June has been added to the calendar.

DISCUSSION & DECISION

Next steps with the Rev. Robert Douglas

Part of the welcoming will be a large event for the Rector's Installation. This date will be planned with the Bishop's office. We should also be preparing a special welcome for Fr. Bob's first Sunday. For now, communication with Fr. Bob should go through the Senior Warden, and questions of a more routine nature can go to the administrator. There should be an orientation plan for Fr. Bob's first few weeks here. There are some suggested approaches in the Search Manual, but we should also discuss with Bob what he thinks will be helpful. Getting the directory finished, making a push for people to wear name tags, and briefings with various parish leaders are the first things we can do to help him.

St. Mark's Day

Rick Dean asked vestry members to sign up for volunteer activities. Ministries will have their own table displays. Set up will start at 8:00 Sunday morning, with a break for the scheduled scattering of ashes. The 10:15 service will be a 'Mass in the Grass'. The Chapel band and the worship team of St. Francis Episcopal Church will provide music.

Refurbishing Nursery and Youth Room

As mentioned last month, Judy Hamm has a plan for redesigning the nursery to align with the model of Catechesis of the Good Shepherd. The babies and toddlers, and their families, will encounter CGS from the beginning and ease them into the stages of the program. It was suggested that anyone who is not familiar with CGS should observe a class – visitors are welcome.

Our youth group would like to redecorate Classroom 4 to make it a dedicated youth room. Although the St. Francis congregation had been using it for their toddler Sunday School, they no longer need it. Fr. Strimer will ask the vestry to vote to reduce the donation from St. Francis to compensate for using less space than originally agreed, and make that room exclusively for the youth group.

SENIOR WARDEN'S COMMENTS

Interim Plan for May

We will have The Rev. Geoffrey Coupland for the four Sundays in May. He will be coming from Bradenton as a supply priest, not to serve as an interim rector.

Property Report

The latest report from Stagi and Company is the most promising potential buyer has declined claiming the project is too small. We are waiting to see if any other developers are interested. The property is listed on the MLS for \$2 million. A recent professional appraisal was given as \$1.6 million. We are under contract with Stagi and Company until July 10th.

Butterfly House

In March, Fr. Strimer, Charlie Towater, and Jillian Ricardo met with the organization leader who will occupy the Butterfly House. They have a licensed and insured contractor who has been remodeling the interior. They hoped to be able to begin occupation on June 15th, but the pace of work might delay that date. It was reassuring to know that the bulk of their funding comes through the Salvation Army per client. They have been asked to provide a full list of their board of directors, and proof of insurance.

JUNIOR WARDEN'S COMMENTS

Cleaning

Last Saturday was a big cleaning day to clear out closets and other storage areas in the church. Soon there will be another day that will get the storage in the Youth House cleaned up. St. Francis has been asked to better organize the things they are storing in the house.

Emergency Plan

The Emergency Committee will meet on April 23rd to finalize a draft of procedures for many different emergency situations. Improving lighting is a concern and will be a costly project and will also require trimming of the oak trees that house some of the lights. The quote for the lighting is \$8,600. An electrician has been here and will return, to trace and label controls for the exterior lights. We are also working on fixing some of the exterior doors and locks, and upgrading the door entry system.

INTERIM RECTOR'S COMMENTS

Pastoral Associate

Mary Alice Lopez has been ordered by Bp. Smith to finish her service at the end of April, as her agreement was to be under the supervision of Fr. Strimer. To prepare for Fr. Strimer's departure at the end of April, he and Diana Overton will meet with Mary Alice to pass on what she has been doing to the Pastoral Care Committee. We will need to identify a priest for pastoral emergencies during May.

Contribution from St. Francis

St. Francis has been having some financial difficulties after changing locations to share this church with us. Fr. Strimer is requesting a \$100 reduction of the monthly contribution for St. Francis Episcopal Church. In exchange they will no longer use Classroom 4. Fran Weissing moved to reduce the contribution from \$950 to \$850 monthly, effective June 1, 2018. The motion was seconded and carried unanimously.

COMMISSION REPORTS REVIEW

Anything that needs to be discussed not already covered in reports:

Pastoral Care: Everyone on the team needs to be licensed by the diocese as a Eucharistic visitor, and they have to take the Safeguarding training. Licensing includes a background check. Diana Overton anticipates a lot more lay participation in this ministry, and she will push to have these requirements met by June. There was also discussion about making sure all new vestry members and volunteers working with children are current with their Safeguarding training and that we have background checks for those who need to have it done.

Worship: Janet Jordan was training Eucharistic Ministers and Acolytes. She is moving, so someone else will need to do the training. She is also a vergers, so there is a need to have more vergers for the 8:00 service. Eucharistic Ministers also need to be licensed by the Bishop.

Communications: Online use of the directory will probably be generational, and will slowly move to more and more people not wanting a print version. We will print copies for those who want them, and we can request a small donation to help cover the cost.

TREASURER'S REPORT

There is a typo in the heading, the report is still labeled February instead of March. Pledge revenue is steady but not great. Our net year-to-date is short, because the pledge revenue is not coming in up to budget.

Conclusion:

The discussion was opened to reflections and final comments. The meeting was unanimously adjourned at 8:42 p.m. A closing prayer was led by Fr. Strimer.

Jillian Ricardo, Secretary

Treasurer's Report April 2018

Attached are the Balance Sheet, Income Statement, and Restricted Fund Summary for **March 2018**.

Income

Overall Income for the month of March came in under by **\$2,326.69**. Additionally, we were under in Pledge Income for March by **\$1,842.000**.

Expenses

We are keeping our expenses down from what we budgeted. However, since our revenue is off our expenses YTD (Year to Date) are over by **\$7,735.99**. See the Bookkeeper notes below as to explanation.** As we go through the year, we need to keep in mind our budget and our cash flow, and keep our spending in line.

Notes from Bookkeeper in reference to March Expenses**

1. #5026 workers comp paid oncer per year in January
2. #5039 includes Feb and carpet cleaning
3. #5036 monthly lease
4. #5062 kitchen sink disposal repair; bathroom drain cleared
5. #5075 Piano tuning; Easter musicians
6. #5105 includes February & March
7. #5108 propane tank refill
8. #5027 quarterly allotment
9. #5081 2 false alarm fees, new battery, sprinkler head repair, service visit, qtly monitoring
10. #5055 paid quarterly
11. #5074 on hold
12. #5100 includes February phone

Cash Flow For the Month of March

As for cash flow, as of March 31st our Operating Account had a balance of **\$50,443.81**. However, the following are transactions that were outstanding as of **4/5/2018**:

Starting Balance	\$ 50,443.81
Outstanding checks from March 2018	\$ 6,578.29
Transfer fr. Operating to Discretionary	\$ 858.00
Operating Balance	\$ 43,007.52

Other Financial Items:

2017 Audit: I will once again reach out to the previous audit Committee for commitments.

Submitted by;
Pam Frost
Treasurer

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St. Mark's Episcopal Church
Revenues Expenses
February 2018

March

Revenue		MTD Actual	MTD Budget	YTD Actual	YTD Budget	6 Month Budget	Annual Budget
4000	Plate	692.00	1,083.33	2,067.30	3,249.99	6,500.00	13,000.00
4005	Current Year Pledges	19,569.00	24,917.00	72,909.00	74,751.00	149,502.00	339,501.98
4010	Non-Pledge Offerings	5,527.00	4,583.33	13,724.00	13,749.99	27,500.00	55,000.00
4015	Special Offering	20.00	566.67	2,019.00	1,700.00	3,400.00	6,800.00
4055	Facilities Rental Income	1,615.00	1,450.00	4,755.00	4,350.00	8,700.00	17,400.00
	2017 Balance	0.00	0.00	0.00	0.00	18,022.00	36,045.00
	2017 Apportionment Rebate	0.00	0.00	0.00	0.00	1,999.00	1,999.00
	Total Revenue	27,423.00	32,600.33	95,474.30	97,800.98	\$ 215,623.00	431,701.98
Expenses							
Personnel							
Clergy Compensation							
Rector							
5000	Rector - Stipend	0.00	0.00	0.00	0.00	2,819.44	33,833.33
5001	Rector - Housing	0.00	0.00	0.00	0.00	1,555.55	18,666.67
5002	Rector - Medical & Life Insurance	0.00	0.00	0.00	0.00	1,297.00	15,569.17
5003	Rector - Pension	0.00	0.00	0.00	0.00	787.50	9,450.00
5004	Rector - Continuing Ed/Professional	0.00	0.00	0.00	0.00	0.00	2,500.00
5005	Rector Sabbatical Yearly Contr.	0.00	0.00	0.00	0.00	125.00	1,500.00
5007	Rector Business Expenses	278.78	166.67	510.49	500.01	1,000.00	2,000.00
5116	Rector Travel/Mileage	0.00	250.00	179.95	750.00	1,500.00	3,000.00
5013	Interim Rector Stipend	4,150.00	4,150.00	12,450.00	12,450.00	20,750.00	20,750.00
	Total Rector	4,428.78	4,566.67	13,140.44	13,700.01	29,834.49	107,269.17
Other Clergy							
5006	Supply Clergy	218.53	0.00	218.53	0.00	1,300.00	1,500.00
5009	Pastoral Associate	391.90	300.00	497.95	300.00	2,900.00	2,900.00
5014	Rector Search	0.00	4,100.00	0.00	8,200.00	20,500.00	20,500.00
	Total Other Clergy	610.43	4,400.00	716.48	8,500.00	24,700.00	24,900.00
Lay Staff Compensation & Expenses							
5008	Child Care Salary	504.00	583.33	1,512.00	1,749.99	3,500.00	7,000.00
5010	Parish Administrator	3,534.73	3,534.67	10,604.19	10,604.01	21,208.00	42,416.00
5015	Music Director Salary	1,930.83	1,930.83	5,792.49	5,792.49	11,585.00	23,170.00
5076	Substitute Organist	0.00	66.67	0.00	200.01	400.00	800.00
5020	Lay Staff Pension Expense	318.13	318.08	954.39	954.24	1,908.50	3,817.00
5025	Lay Staff Payroll Taxes	404.61	416.67	1,213.82	1,250.01	2,500.00	5,000.00
5026	Worker's Comp Insurance	0.00	73.33	934.00	219.99	440.00	880.00
	Total Lay Staff Compensation & Expenses	6,692.30	6,923.58	21,010.89	20,770.74	41,541.50	83,083.00
	Total Personnel Expenses	11,731.51	15,890.25	34,867.81	42,970.75	105,238.61	210,477.19
Building & Grounds							
5038	Pest Control	130.00	258.33	775.00	774.99	1,550.00	3,100.00
5039	Cleaning	3,200.00	1,950.00	6,350.00	5,850.00	11,700.00	23,400.00
5041	Janitorial Supplies	151.66	125.00	402.31	375.00	750.00	1,500.00
5043	Grounds and Landscaping	0.00	250.00	0.00	500.00	1,500.00	3,000.00
5061	A/C and Heat	497.95	666.67	1,991.80	2,000.01	2,968.00	8,000.00
5062	Plumbing	835.00	100.00	835.00	300.00	600.00	1,200.00
5063	Electric and Lighting	130.00	41.67	130.00	125.01	250.00	500.00
5118	Misc Repairs and Maintenance	0.00	500.00	1,893.19	1,500.00	3,000.00	6,000.00
	Total Building & Grounds	4,944.61	3,891.67	12,377.30	11,425.01	22,318.00	46,700.00
Diocesan Support							
5045	Diocesan Assessment	4,352.17	4,352.17	13,056.51	13,056.51	26,113.00	52,226.00
	Total Diocesan Support	4,352.17	4,352.17	13,056.51	13,056.51	26,113.00	52,226.00
Christian Formation							
5040	Adult Ministry	0.00	20.83	0.00	62.49	125.00	250.00
5050	Catechesis of the Good Shepherd	0.00	33.33	178.50	99.99	200.00	400.00
5115	Youth Group	39.96	41.67	109.89	125.01	250.00	500.00
	Total Christian Formation	39.96	95.83	288.39	287.49	575.00	1150.00

St. Mark's Episcopal Church
Revenues Expenses
February 2018

March

Parish Life

Fellowship							
5085	Parish Life	117.00	83.33	145.95	249.99	500.00	1,000.00
	Total Fellowship	117.00	83.33	145.95	249.99	500.00	1,000.00
Worship							
5032	Altar	36.10	125.00	237.21	375.00	750.00	1,500.00
5075	Music and Choir	1,325.18	250.00	1,406.73	750.00	1,500.00	3,000.00
5119	St. Mark's Day	109.72	125.00	109.72	375.00	1,500.00	1,500.00
	Total Worship	1,471.00	500.00	1,753.66	1,500.00	3,750.00	6,000.00
General Ministries							
5027	Rector Discretionary	1,000.00	333.33	1,000.00	999.99	2,000.00	4,000.00
5046	Diocesan Convention Expense	0.00	0.00	0.00	0.00	0.00	900.00
5082	Outreach/Evangelism	0.00	100.00	0.00	300.00	600.00	1,200.00
5092	Advertising	0.00	250.00	0.00	750.00	1,500.00	3,000.00
5093	Vacation Bible School	202.49	0.00	202.49	0.00	300.00	750.00
5095	Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	500.00
5097	Endowment Expenses	0.00	16.67	0.00	50.01	100.00	200.00
5110	Vestry Development	0.00	125.00	70.95	375.00	750.00	1,500.00
5130	Newcomer Ministry	0.00	41.67	0.00	125.01	250.00	500.00
	Total General Ministries	1,202.49	866.67	1,273.44	2,600.01	5,500.00	12,550.00
Total Parish Life		2,790.49	1,450.00	3,173.05	4,350.00	9,750.00	19,550.00

Administration

Office Expenses							
5035	Office Equipment R&M	40.00	41.67	40.00	125.01	250.00	500.00
5036	Copy Machine	708.44	291.67	2,125.32	875.01	1,750.00	3,500.00
5080	Office Expenses	1,151.74	1,083.33	3,396.72	3,249.99	6,500.00	13,000.00
5081	Security and Fire	1,256.09	291.67	1,999.34	875.01	1,750.00	3,500.00
5090	Postage	0.00	62.50	274.48	187.50	375.00	750.00
5055	Property & Liability Insurance	0.00	2,474.42	7,423.25	7,423.26	14,846.50	29,693.00
	Total Office Expenses	3,156.27	4,245.26	15,259.11	12,735.78	25,471.50	50,943.00
Diocesan Loan Payment							
5057	Interest Expense - Diocese	3,123.09	3,123.09	9,393.20	9,293.20	18,569.50	37,139.00
5074	Loan - Diocese Prin Payment	0.00	0.00	3,185.02	3,185.02	0.00	3,185.02
	Total Diocesan Loan Payment	3,123.09	3,123.09	12,578.22	12,478.22	18,569.50	40,324.02
Utilities							
5100	Telephone & Internet	452.72	350.00	1,020.51	1,050.00	2,100.00	4,200.00
5103	Water-Facility	165.75	166.67	488.37	500.01	1,000.00	2,000.00
5105	Electric - Facility	4,223.08	1,750.00	8,404.41	5,250.00	10,500.00	21,000.00
5108	Gas	0.00	83.33	266.23	249.99	500.00	1,000.00
5109	Trash & Solid Waste Assesment	388.03	441.67	1,070.37	1,325.01	2,650.00	5,300.00
	Total Utilities	5,229.58	2,791.67	11,249.89	8,375.01	16,750.00	33,500.00
Total Administration Expenses		11,508.94	10,160.02	39,087.22	33,589.01	60,791.00	124,767.02

Total Expenses		35,367.68	36,056.25	102,850.28	105,678.77	\$ 215,623.00	454,869.72
	Net Total	(\$7,944.68)	(\$3,239.61)	(\$7,375.98)	(\$7,877.79)	\$0.00	0.00

Accounts

Assets		
Current Assets		
Checking Accounts		
1600 - Fifth Third - Operating	\$37,955.30	
1605 - Fifth Third - Restricted	\$66,848.60	
1610 - Fifth Third - Memorial	\$19,410.87	
1615 - Fifth Third Bank - Rector Discretio	\$2,314.44	
Total Checking Accounts	<u>\$126,529.21</u>	
Long Term Assets		
1504 - Endowment - at Diocese	\$27,283.41	
Total Long Term Assets	<u>\$27,283.41</u>	
Total Current Assets		\$153,812.62
Fixed Assets		
Buildings and Land		
1104 - Gunn Highway Property	\$490,000.00	
1106 - Building and Contents	\$4,069,645.00	
1110 - Forbes Property	\$387,999.00	
Total Buildings and Land	<u>\$4,947,644.00</u>	
Furniture and Equipment		
1100 - Equipment	\$380,457.59	
Total Furniture and Equipment	<u>\$380,457.59</u>	
Total Fixed Assets		\$5,328,101.59
Total Assets		<u><u>\$5,481,914.21</u></u>
Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
Loans Payable		
2116 - Diocese of SW Florida Loan	\$1,253,614.57	
Total Loans Payable		<u>\$1,253,614.57</u>
Total Liabilities		<u>\$1,253,614.57</u>
Fund Principal		
2999 - Fund Principal - Church	\$4,122,203.18	
Excess Cash Received	(\$7,375.99)	
Total Fund Principal and Excess Cash Received		<u>\$4,114,827.19</u>
Restricted Funds		
Total Temporary Restricted	\$113,472.45	
Total Restricted Funds		<u>\$113,472.45</u>
Total Liabilities, Fund Principal, & Restricted Funds		<u><u>\$5,481,914.21</u></u>

St. Mark's Episcopal Church
 Summary of All Temp Rest Accounts
 March 2018

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Temporary Restricted				
8511 - LEAF Contract Buyout	\$4,801.85	\$0.00	\$289.00	\$4,512.85
8911 - Drive Thru Nativity	\$53.17	\$0.00	\$0.00	\$53.17
8920 - North Property	\$541.50	\$0.00	\$0.00	\$541.50
8951 - Search Expenses	\$4,000.00	\$0.00	\$317.76	\$3,682.24
Memorial Garden & Columbarium				
8780 - Memorial Garden	\$1,500.00	\$0.00	\$0.00	\$1,500.00
8800 - General Church Fund Memorial	\$17,910.86	\$0.00	\$0.00	\$17,910.86
Total Memorial Garden & Columbarium	\$19,410.86	\$0.00	\$0.00	\$19,410.86
Charity and Outreach				
8290 - Men's Group	\$426.63	\$65.00	\$0.00	\$491.63
8380 - Outreach/Evangelism	\$707.00	\$0.00	\$0.00	\$707.00
8720 - St. Mark's Day	\$529.00	\$0.00	\$0.00	\$529.00
Total Charity and Outreach	\$1,662.63	\$65.00	\$0.00	\$1,727.63
Ministries "A"				
8001 - Restricted Checking - Interest	\$238.56	\$0.00	\$0.00	\$238.56
8040 - Rector's Discretionary Fund	\$2,317.44	\$1,000.00	\$145.00	\$3,172.44
8070 - Music Fund	\$2,868.25	\$1,945.00	\$0.00	\$4,813.25
8080 - Capital Reserve	\$9,547.14	\$0.00	\$0.00	\$9,547.14
8082 - Endowment Fund	\$27,690.41	\$240.00	\$407.00	\$27,523.41
8110 - Youth Fund	\$1,148.78	\$0.00	\$0.00	\$1,148.78
8190 - Flowers	\$897.11	\$775.00	\$114.69	\$1,557.42
8200 - Vacation Bible School	\$0.22	\$0.00	\$0.00	\$0.22
8201 - VBS Scholarships	\$140.00	\$0.00	\$0.00	\$140.00
8230 - Breakfast/Coffee Hour	\$541.77	\$374.00	\$350.01	\$565.76
8260 - Sanctuary Lights	\$51.09	\$0.00	\$0.00	\$51.09
8271 - Adult Education	\$114.00	\$0.00	\$0.00	\$114.00
8710 - Capital Campaign	\$4,793.43	\$0.00	\$0.00	\$4,793.43
8770 - T-shirts	\$364.00	\$0.00	\$0.00	\$364.00
Total Ministries "A"	\$50,712.20	\$4,334.00	\$1,016.70	\$54,029.50
Ministries "B"				
8010 - Catechesis of the Good Shepherd	\$4,036.42	\$0.00	\$550.00	\$3,486.42
8170 - Helping Hands	\$368.62	\$0.00	\$0.00	\$368.62
8250 - Kerygma Books	\$662.14	\$0.00	\$0.00	\$662.14
8560 - Cursillo	\$98.12	\$0.00	\$0.00	\$98.12
8580 - Mission	\$2,081.00	\$0.00	\$0.00	\$2,081.00
8590 - Bishop's Discretionary	\$0.00	\$282.00	\$282.00	\$0.00
8610 - Order of St Luke	\$239.05	\$0.00	\$0.00	\$239.05
8630 - Garden Club	\$1,419.04	\$0.00	\$0.00	\$1,419.04
8730 - Our Little Roses	\$3,438.47	\$0.00	\$0.00	\$3,438.47
8731 - OLR Mission Expenses	\$510.00	\$0.00	\$0.00	\$510.00
8750 - ECW	\$10,724.12	\$22.00	\$2,831.53	\$7,914.59
Total Ministries "B"	\$23,576.98	\$304.00	\$3,663.53	\$20,217.45
Gifts for Specific Purchases				
8390 - Votive Stand	\$72.61	\$0.00	\$0.00	\$72.61
8391 - Atrium Kiosk	\$3,000.00	\$0.00	\$0.00	\$3,000.00
8570 - Pew Bibles	\$2,215.72	\$0.00	\$0.00	\$2,215.72
8690 - Stained Glass	\$4,285.00	\$0.00	\$819.24	\$3,465.76
8930 - AED Machine	\$543.16	\$0.00	\$0.00	\$543.16
Total Gifts for Specific Purchases	\$10,116.49	\$0.00	\$819.24	\$9,297.25
Total Temporary Restricted	\$114,875.68	\$4,703.00	\$6,106.23	\$113,472.45