**Sunday, December 10, 2023**

**Episcopal Church of the Atonement Vestry Meeting Minutes**

Final – Approved January 14, 2024

Time: Sunday, December 10, 2023, 1:04 p.m. to 2:11 p.m.

Location: In-Person at Church of the Atonement Rectory

Present: Father Charles Everson (Rector), Dave Beil (Warden), Amanda Kim (Warden), Natalie Archie, Jennifer Ash, Richard Benson, Charles Bonilla, Ann Cassidy, Rufus Gonzales, Aaron Johnson, Amanda Patrick, Rick Velon, Mike Trumbold (Treasurer), Michael Waltz (Clerk)

Absent: No one

Next Meeting: Sunday, January 14, 2024, 1:00 p.m. in-person at Church of the Atonement and via Google Meet.

Father Charles called the meeting to order at 1:04 p.m. and offered a prayer.

Review of November Meeting Minutes: **A** **motion** **was made** (Ann Cassidy) **and** **seconded** (Richard Benson) to approve the minutes. With no discussion or questions **the motion** **passed**.

Treasurer’s Report:

*November Statement of Financial Position:* Mike Trumbold explained that the Columbarium CD matured and the funds were transferred to a new savings account until they’re needed for the expansion. Both the Reserve Account and the Endowment Fund had positive market adjustments. *A copy of the report is attached to these minutes.*

*November Statement of Activity*: Care for Friends paid two month’s rent in November. The negative balance in the Outreach income account was because of the payment of survey workers for the ECRA grant; the funds for this were received earlier. Pledges for the month were below budget, but 2024 pledges paid in advance made up most of that amount. Total income for November was over budget by $2,685.

Mike noted that there is a correction of a typo in the narrative for November total building expenses; the amount is $1,062. Copier charges were over budget because of copies made by Outreach, which will be reimbursed from the ECRA grant, and because of bulletins needed for Father’s installation and for extra masses; Mike will contact the copier company to see if we can modify our contract to reduce these charges in the future. Net revenue for November was a deficit of $4,583. *A copy of the report is attached to these minutes.*

**A** **motion** **was made** (Richard Benson) **and** **seconded** (Aaron Johnson) to receive the financials as corrected. With no further discussion or questions **the motion** **passed**.

Stewardship Update: Mike reported that as of the meeting there were 113 pledging units for a total of $320,882. Father reminded members that there is a spreadsheet of prior pledgers who haven’t returned a pledge this year. Each member was assigned people to contact and Father asked that calls be completed next week.

2024 Budget Draft: Prior to the meeting Mike Trumbold distributed a draft budget for next year. He stressed that this is very preliminary and will be discussed in detail at the January meeting after we know better what pledges are for 2024. During discussion he pointed out that estimated personnel and choir member expenses are based on the 3% increase recommended by the Diocese. Most other expenses are determined by contract. Father stressed that the Vestry needs to think about other ways to generate revenue, especially from our physical plant, including the second-floor apartment in the Rectory building.

Rector’s Housing Allowance: After reminding the Vestry that federal tax law allows clergy to designate a portion of their salary as housing for tax purposes and that such a designation has no financial impact on the parish **a motion was made** (Ann Cassidy) **and seconded** (Aaron Johnson) that for fiscal year 2024 the Vestry designates $7,500 from Father Charles’ annual compensation as a housing allowance. With no further discussion or questions **the** **motion passed**.

Buildings and Properties/S4 Report: Prior to the meeting Dave Beil distributed a report of the Guilds’ activities in the last month. It includes estimates of costs related to the basement remodel and the water meter installation. The ramp project has been put on hold until a funding source can be found. Dave pointed out that the update on the Climate Infrastructure grant said that we had resubmitted solar quotes, but only roofing quotes were submitted. **A** **motion** **was made** (Aaron Johnson) **and** **seconded** (Amanda Kim) to receive the report as corrected. With no further discussion or questions **the motion** **passed**. *A copy of the report is attached to these minutes.*

Nominations Committee: Father reported that there were seven candidates for the three open Vestry positions. The committee attempted to select candidates who reflect the diversity of the parish, who are communicative, and who show potential for future leadership. Those recommended for Vestry are Tim Coe, Sena Leikvold, and Amanda Patrick. For Convention Delegates those recommended are Richard Benson, Joe Gauss, and Dennis Pattey. Dave Beil was recommended to continue as Warden. **A motion was made** (Ann Cassidy) **and seconded** (Charles Bonilla) to approve the slate of recommended candidates. During discussion it was pointed out that two Alternate Convention Delegates were still needed. **A motion was made** (Charles Bonilla) **and seconded** (Amanda Kim) to amend the original motion to include Jennifer Ash and Ann Cassidy as Alternate Convention Delegates. With no further discussion or questions **the motion passed**.

Other Reports

*Outreach*: A written report provided prior to the meeting explained that the Guild made it’s end-of-year budget decisions, prioritizing urgent local and global needs. The donations are $750 to Howard Brown Health Services, $750 to the Episcopal Relief and Development Middle East Fund, $500 to Care for Friends, and $300 to Faith Community Initiative for support for local asylum seekers.

*Care For Friends*: A written report was provided prior to the meeting. In October an average of 57 people attended dinners at the 13 program days. Approximately 45 families are receiving groceries each month. The organization’s healthcare ministry is expanding, with more people attending health screenings, substance use clinics, and foot care.

Dates for Calendar: *Regina Caeli* mass in honor of the Blessed Virgin Mary – December 13

 La Posadas – December 16, 5:00 p.m.

 Advent IV – December 24, one mass at 10:00 a.m.

Christmas Eve – December 24, Family mass at 4:00 p.m., Solemn Mass at 10:30 p.m.

 Christmas Day – December 25, Sung Mass with carols, 10:00 a.m.

 Next Vestry Meeting – January 14, 1:00 p.m.

The meeting adjourned at 2:11 p.m. following a blessing by Father Charles.

Respectfully submitted,

*Michael Waltz*

*Clerk of the Vestry*