

Sunday August 11, 2024
Episcopal Church of the Atonement Vestry Meeting Minutes

Final – Approved September 8, 2024

Time: Sunday, August 11, 2024, 1:00 p.m. to 1:59 p.m.
Location: In-Person at Church of the Atonement and via Google Meet
Present: Father Charles Everson (Rector), Jennifer Ash, Charles Bonilla, Ann Cassidy, Rufus Gonzales, Aaron Johnson, Sena Leikvold, Amanda Patrick, Rick Velon, Mike Trumbold (Treasurer), Michael Waltz (Clerk)
Absent: Dave Beil (Warden), Amanda Kim (Warden), Tim Coe
Guests: None

Next Meeting: Sunday September 8, 2024 at 1:00 p.m. at the Church of the Atonement and via Google Meet.

Father Charles called the meeting to order at 1:00 p.m. and offered a prayer.

Review of July Meeting Minutes: **A motion was made** (Ann Cassidy) **and seconded** (Amanda Patrick) to approve the minutes with the correction of one typo. With no further questions or discussion **the motion passed**. Father clarified that had he had more time at the last meeting to consider the motion about solar panels he would not have voted “no.” He wants to be very clear that he fully supports the solar panel project, but had concerns about the timing of the motion. He also mentioned that Dave Beil is working with the author of the building assessment to develop a list of projects by priority for the Vestry.

Treasurer’s Reports:

July Statement of Financial Position: Mike Trumbold discussed the reports prepared by Tim Coe. The Operating Account shows a significant change because of the timing of end-of-month bills; money was transferred into the account in June, but bills were paid in July. The Endowment Fund had a positive market adjustment, but funds were withdrawn for tuckpointing and to pay the Outreach and Community Engagement Coordinator’s salary. A restricted liability account was created for vestments. He stressed that the Liabilities and Equity section of the report is in development and is not accurate.

July Statement of Activity: Weekly offerings were above budget for the month. Fundraising revenue of nearly \$5,400 was primarily from the Block Party, with \$1,100 from the Pride Event, \$300 from the Sing-Along, and \$300 from the Wine Tasting. Negative amounts in Outreach and Miscellaneous are because funds to cover bills were put in the accounts in prior months but paid out in July. Care For Friends paid for two-months in June so there was no payment this month. On the expense side, the Church and Parish House was high because of the annual air conditioner service, and the Church electric bill was high because air conditioning was used a great deal. The Miscellaneous expense of \$3,950 was the final payment to ANG for work in the basement. The copier lease payment was for two months; because of cashflow we couldn’t pay it in June. Also because of cashflow in June the Clergy Pension was paid for two months in July. Expenses are running close to budget, but income is below. After discussion it was agreed that we should provide a quarterly report of finances to the parish.

A motion was made (Sena Leikvold) **and seconded** (Charles Bonilla) to receive the July financials. With no further discussion or questions **the motion passed**. *Copies of the reports are attached to these minutes.*

2024 Endowment Distribution: Mike Trumbold discussed the possible distribution, which will be based on the Endowment Fund balances for the 12 quarters in 2021 through 2023. The Vestry may elect to take \$55,837.88 (3%), \$74,450.50 (4%), or \$93,063.13 (5%). At its last meeting the Endowment Guild recommended the 5% withdrawal. Mike reminded the Vestry that \$30,047.04 of the withdrawal is already committed for the Outreach Coordinator's salary and, therefore, the amount of the 5% still available for use would be \$63,016.09. After discussion it was decided to defer the vote on the withdrawal until the Vestry has a better sense of what the money will be used for.

Buildings and Properties/S4 Report: There was only a subcommittee meeting in July, so no report was given.

Block Party: Rufus Gonzales reported that everything is coming together. After masses today the committee signed up many volunteers, and most of the requested supplies have been received. So far the Block Party has raised \$9,500. The Vestry thanked Rufus for all of his work on this project.

Rector's Report:

Bells Update: Father Charles reported that The Verdin Company has evaluated the bells and given us a proposal to repair them. For approximately \$2,000 they can shore up the large bell to make it safe; we would then be able to use the two smaller bells. A full restoration of all bells would cost \$83,000, and upgrading them to add technology that would allow them to be rung remotely would add still more to the cost. **A motion was made (Father Charles) and seconded (Jennifer Ash) to approve the \$2,000 repair. With no further discussion or questions, the motion passed.**

Rectory Update: Father said it has been difficult to get bids for the electrical work for the second-floor apartment. We have one bid for \$12,000, and Matt Rodgers is continuing to look for others.

Care For Friends: Father, Dave Beil, Amanda Kim, and Charles Stewart will be meeting with CFF management to find out what their plans for Atonement are when they move to their new facility at Church of Our Saviour.

Stewardship Update: The Stewardship Guild members for this year are Charles Bonilla, chair, Michael Cockerill, Evie Coe, and Sena Leikvold. Charles reported that the theme for this season is "All Things Made New" based on Corinthians 5:17. The guild is working on message design and graphics, and looking for three people to speak briefly at masses in September and October. The Ingathering of pledges will be on November 3rd.

Other Reports:

Outreach: The guild is planning for the trans inclusivity training in September. The Swift School supply drive is underway and the guild hopes to have someone attend the back-to-school bash when supplies are distributed. The July meeting was the last for Juliet Stunkel as chair and a celebration was held at the meeting.

Parish Life: No report received.

Care For Friends: At their May and June meetings the CFF board met with a professional consultant to design a strategic plan for the future. At the July meeting they listed the seven areas they will be working on in priority of importance. Although Atonement was included it was the least important and it appears that they are considering working with Atonement to set up a satellite operation, but it wouldn't be an income source for Atonement. In June CFF served an average of 68 meals on 13 days and provided 167 households with groceries and produce.

Other Business: No issues raised.

Dates for Calendar:

Thursday, August 15, 7:00 p.m. – High Mass for St. Mary and Virgin and Blessing of Herbs.

Saturday, August 17 – August Birthday Party in the Rectory

Sunday, August 18 – Summer Choir at 11:00 Mass

Saturday, August 24 – Block Party

Sunday, September 8, 8:45 a.m.-1:00 p.m. – Ministry Fair

Sunday, September 8, 1:00 p.m. – Next Vestry Meeting

Saturday, September 21, 1:00-4:00 p.m. – Trans Inclusivity Training, sponsored by the Outreach Guild

Adjournment and Closing Prayer: Father offered a prayer based on the passage that inspired this year's theme for Stewardship. The meeting adjourned at 1:59.

Respectfully submitted,

Michael Waltz

Clerk of the Vestry

The Church of the Atonement

Statement of Financial Position

As of June 30, 2024

	<i>July 31</i> As of Jul 31, 2024	As of Jun 30, 2024	Change
ASSETS			
Current Assets			
Bank Accounts			
Capital Campaign CD 4.85%. (11/29/2024)	107,672.91	107,158.05	514.86
Columbarium Money Market	2,723.17	2,738.10	(14.93)
Columbarium Savings Account	0.00	0.00	0.00
Education Fund	24,127.49	24,767.49	(640.00)
Money Market	7,313.72	7,308.23	5.49
Restricted Donations For Capital Projects	185,000.00	185,000.00	0.00
Restricted Donations for Music	23,704.54	23,704.54	0.00
Total Money Market	216,018.26	216,012.77	5.49
Music Account	2,559.48	2,324.48	235.00
Operating Account	2,223.05	75,212.45	(72,989.40)
Operating Savings	23,354.89	23,354.89	0.00
Restricted Donations for Organ	100,200.00	100,200.00	0.00
Total Operating Savings	123,554.89	123,554.89	0.00
Rector Discretionary	5,197.69	5,197.69	0.00
Vestry Fund	396.00	381.00	15.00
Total Bank Accounts	484,472.94	557,346.92	(72,873.98)
Other Current Assets			
Endowment Fund	2,302,756.60	2,281,001.78	21,754.82
Reserve Account	16,849.54	16,589.56	259.98
Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	2,319,606.14	2,297,591.34	22,014.80
Total Current Assets	2,804,079.08	2,854,938.26	(50,859.18)
TOTAL ASSETS	2,804,079.08	2,854,938.26	(50,859.18)
LIABILITIES AND EQUITY			
Liabilities			
Credit Cards			
Everson's Card	0.00	151.07	(151.07)
JMT Card	3,238.21	3,470.82	(232.61)
Sega's Credit Card	294.50	1,954.51	(1,660.01)
White's Credit Card	351.04	326.33	24.71
Total Credit Cards	3,883.75	5,902.73	(2,018.98)
Total Liabilities	3,883.75	5,902.73	(2,018.98)
Donor Restricted Funds			0.00
Capital Projects	200,000.00	200,000.00	0.00
Education Fund	24,127.49	24,767.49	(640.00)
Music	29,704.54	29,704.54	0.00
Organ Fund	100,200.00	100,200.00	0.00
Vestments	4,060.40	3,000.00	1,060.40
Total Donor Restricted Funds	358,092.43	357,672.03	420.40
General Fund	2,297,168.09	2,296,528.09	640.00

Net Revenue	144,934.81	194,835.41	(49,900.60)
Total Equity	2,800,195.33	2,849,035.53	(48,840.20)
TOTAL LIABILITIES AND EQUITY	2,804,079.08	2,854,938.26	(50,859.18)

COMMENTARY:

Money taken from Education Fund to pay nursery staff. The Operating Account shows a significant change only because of when the EOM landed in the bill payment cycle -- at the end of June we had transferred into the account to pay bills but had not yet paid them. The Endowment Fund had a positive market adjustment of \$53,586.56, but we also transferred money out to pay for tuckpointing and Jeni's salary. A Restricted Fund liability account has been created for Vestments.

**The Church of the Atonement
Statement of Activity
July 2024**

	July Actual	July Budget	YTD Actual	YTD Budget	2024 Budget
Revenue					
AA	243.50	375.00	2,684.37	2,625.00	4,500.00
Donations (Apt., Elections), Building Use	100.00	3,684.00	26,582.15	25,788.00	44,208.00
Funeral/Wedding/Baptism Donations	475.00	208.33	1,375.00	1,458.31	2,500.00
Rectory Utilities	350.00	350.00	2,450.00	2,450.00	4,200.00
Total Building Use	1,168.50	4,617.33	33,091.52	32,321.31	55,408.00
Catechesis					
Adult Formation	0.00	0.00	582.84	663.00	1,400.00
Children's Formation	0.00	0.00	496.75	500.00	4,300.00
Total Catechesis	0.00	0.00	1,079.59	1,163.00	5,700.00
Fundraising					
Fundraising Events	5,374.27	5,000.00	14,264.94	3,550.00	25,000.00
Total Fundraising Events	5,374.27	5,000.00	14,264.94	3,550.00	25,000.00
Parish Life Events	0.00	0.00	378.00	416.68	500.00
Total Fundraising	5,374.27	5,000.00	14,642.94	3,966.68	25,500.00
Other Receipts					
Candles	147.00	75.00	578.66	525.00	900.00
Coffee Hour	20.23	33.00	163.23	231.00	400.00
Evensong	0.00	0.00	512.00	700.00	700.00
Flowers	450.00	0.00	1,215.00	618.73	910.00
Hospitality	0.00	0.00	0.00	240.00	500.00
Interest Earned	6.07	4.00	33.36	28.00	50.00
Lessons & Carols	0.00	0.00	0.00	0.00	600.00
Miscellaneous	(259.50)	0.00	2,267.50	913.00	28,000.00
Outreach	(1,893.77)	0.00	70.03	245.00	5,000.00
Parking	2,691.35	3,369.24	12,813.10	16,535.85	28,009.00
Total Other Receipts	2,661.38	3,481.24	19,152.88	20,036.58	65,069.00
Special Offerings					
All Souls	0.00	0.00	0.00	0.00	1,000.00
Ash Wednesday	0.00	0.00	352.00	350.00	350.00
Christmas Offering	0.00	0.00	55.00	0.00	5,500.00
Easter Offering	0.00	0.00	2,017.21	2,500.00	2,500.00
Easter Vigil	0.00	0.00	1,375.00	2,000.00	2,000.00
Good Friday	0.00	0.00	0.00	3,475.00	3,475.00
Maundy Thursday	0.00	0.00	235.00	240.00	240.00
Palm Sunday	0.00	0.00	5.00	700.00	700.00
Pentecost	0.00	0.00	0.00	0.00	0.00
Thanksgiving Offering	0.00	0.00	0.00	0.00	1,500.00
Total Special Offerings	0.00	0.00	4,039.21	9,265.00	17,265.00
Weekly Offering					
Next Year Pledges	0.00	0.00	0.00	0.00	15,000.00
Open Plate Offerings	4,843.89	4,166.66	38,504.48	29,166.70	50,000.00
Pledges -VANCO	16,318.00	16,250.00	84,228.43	113,750.00	195,000.00
Pledges from Plate	19,400.24	15,083.33	119,272.71	105,583.31	181,000.00
Prior Year Pledges	0.00	0.00	2,887.03	11,000.00	11,000.00
Total Weekly Offering	40,562.13	35,499.99	244,892.65	259,500.01	452,000.00
Total Revenue	49,766.28	48,598.56	316,898.79	326,252.58	620,942.00
Expenditures					
Accounting/Legal					
Bank Fees	439.79	75.00	1,191.09	525.00	900.00
Banking Supplies	0.00	0.00	0.00	0.00	300.00
Professional Fees	0.00	0.00	75.00	0.00	1,000.00
Vanco Fees	126.11	130.00	1,000.99	970.00	1,620.00
Total Accounting/Legal	565.90	205.00	2,267.08	1,495.00	3,820.00

The Church of the Atonement
Statement of Activity
July 2024

	July Actual	July Budget	YTD Actual	YTD Budget	2024 Budget
Building Expenses					
Building Maintenance Supplies					
Church & Parish House	2,150.77	500.00	3,403.02	3,500.00	6,000.00
Rectory	0.00	375.00	0.00	2,625.00	4,500.00
Total Building Maintenance Supplies	2,150.77	875.00	3,403.02	6,125.00	10,500.00
Building Services/Repairs					
Church & Parish House	379.00	1,500.00	4,211.88	10,500.00	18,000.00
Rectory	2,950.00	416.66	6,904.98	2,916.70	5,000.00
Total Building Services/Repairs	3,329.00	1,916.66	11,116.86	13,416.70	23,000.00
Commercial Insurance	0.00	0.00	25,019.67	25,019.67	49,999.67
Utilities					
Electric					
Church & Parish House	1,411.65	875.00	7,442.12	6,125.00	10,500.00
Rectory	393.49	250.00	1,839.12	1,750.00	3,000.00
Total Electric	1,805.14	1,125.00	9,281.24	7,875.00	13,500.00
Gas					
Church & Parish House	1,311.00	1,311.00	3,944.70	7,866.00	14,421.00
Rectory	300.40	800.00	6,371.97	6,100.00	12,000.00
Total Gas	1,611.40	2,111.00	10,316.67	13,966.00	26,421.00
Water & Sewer					
Sewer Treatment/Reclamation	0.00	0.00	220.19	222.00	222.00
Water/Sewer/Garbage - Church	183.55	20.00	1,101.75	120.00	220.00
Water/Sewer/Garbage - Parish House	899.20	449.60	4,065.40	3,166.20	5,414.20
Total Water & Sewer	1,082.75	469.60	5,387.34	3,508.20	5,856.20
Total Utilities	4,499.29	3,705.60	24,985.25	25,349.20	45,777.20
Total Building Expenses	9,979.06	6,497.26	64,524.80	69,910.57	129,276.87
Catechesis Expenses					
Adult Formation	0.00	0.00	582.84	663.00	1,400.00
Children's Formation	0.00	0.00	496.75	500.00	4,300.00
Total Catechesis Expenses	0.00	0.00	1,079.59	1,163.00	5,700.00
Diocese					
Convention	0.00	0.00	0.00	0.00	0.00
Diocesan Apportionment	1,562.00	1,562.00	10,934.00	10,934.00	18,750.00
Other Diocesan Expenses	0.00	0.00	0.00	0.00	0.00
Total Diocese	1,562.00	1,562.00	10,934.00	10,934.00	18,750.00
Endowment Guild (Legacy Society)	0.00	0.00	0.00	0.00	1,000.00
Fundraising Expenses					
Other Fundraising Events	0.00	0.00	298.17	0.00	10,000.00
Parish Life Events	0.00	0.00	144.36	145.00	500.00
Total Fundraising Expenses	0.00	0.00	442.53	145.00	10,500.00
Music					
Choir	315.00	420.00	29,205.00	28,520.00	46,716.00
Music Library	0.00	0.00	1,884.31	1,000.00	1,000.00
Orchestra/Bagpipers	0.00	0.00	300.00	300.00	500.00
Organ Repairs	0.00	0.00	1,530.00	850.00	3,400.00
Special Events	0.00	0.00	(1,354.20)	0.00	0.00
Total Music	315.00	420.00	31,565.11	30,670.00	51,616.00
Office Supplies					
Computer Software	0.00	0.00	0.00	0.00	100.00
Janitorial Supplies	46.45	0.00	1,907.23	200.00	4,000.00
Kitchen Supplies	0.00	0.00	1,599.18	2,000.00	2,000.00
Office Supplies	0.00	0.00	2,831.99	180.00	3,000.00
Postage	0.00	0.00	447.28	0.00	450.00
Printing	0.00	0.00	197.87	200.00	200.00

**The Church of the Atonement
Statement of Activity
July 2024**

	July Actual	July Budget	YTD Actual	YTD Budget	2024 Budget
Total Office Supplies	46.45	0.00	6,983.55	2,580.00	9,750.00
Office/Parish Expenses					
Advertising	58.00	0.00	58.00	0.00	400.00
Coffee/Water Service	111.37	0.00	889.94	370.00	1,000.00
Copier					
Click Charges	0.00	0.00	907.07	680.00	1,000.00
Copier Lease	1,139.62	570.00	4,102.63	3,990.00	6,840.00
Total Copier	1,139.62	570.00	5,009.70	4,670.00	7,840.00
Dues & Subscriptions	384.68	516.66	5,115.25	3,616.70	6,200.00
Furniture	0.00	0.00	612.00	0.00	0.00
Hospitality	0.00	0.00	111.41	0.00	1,000.00
Media/Communications	0.00	0.00	0.00	0.00	250.00
Miscellaneous	3,950.00	0.00	13,726.86	400.00	400.00
Stewardship	0.00	0.00	0.00	0.00	750.00
Website	0.00	0.00	0.00	0.00	300.00
Total Office/Parish Expenses	5,643.67	1,086.66	25,523.16	9,056.70	18,140.00
Outreach Expenses	5,565.33	612.00	11,712.63	6,584.78	18,750.00
Personnel					
403(b) - Match					
Lay	20.00	20.00	140.00	140.00	240.00
Total 403(b) - Match	20.00	20.00	140.00	140.00	240.00
Assisting Clergy	0.00	0.00	600.00	0.00	2,500.00
Gross Salaries	25,221.10	24,635.50	171,968.18	172,448.50	295,626.00
Health Insurance	2,789.66	2,790.00	19,527.62	19,530.00	33,480.00
Health Savings Account	1,600.00	1,600.00	2,400.00	2,400.00	3,200.00
Insurance - Workers Compensation	0.00	0.00	3,160.00	3,160.00	4,000.00
Medicare (employer)	257.66	270.00	1,906.29	1,890.00	3,240.00
Payroll Service	154.50	150.00	1,533.75	1,460.00	2,210.00
Pension Premiums					
Clergy	3,820.28	1,875.90	13,131.30	13,062.90	22,442.40
Lay	767.08	767.08	5,369.56	5,369.56	9,204.96
Total Pension Premiums	4,587.36	2,642.98	18,500.86	18,432.46	31,647.36
Rector Continuing Education	0.00	0.00	859.40	859.40	1,500.00
Rector Expense & Hospitality	0.00	0.00	374.53	314.45	1,000.00
Rector Travel Expenses	0.00	0.00	0.00	0.00	150.00
Self Employment Tax Allowance	487.68	487.68	3,413.76	3,413.85	5,852.25
Social Security (employer)	1,101.80	1,134.00	8,151.03	7,929.40	13,599.40
Total Personnel	36,219.76	33,730.16	232,535.42	231,978.06	398,245.01
Telephone & Internet					
Landline Equipment Lease	200.01	211.00	1,410.16	1,477.00	2,532.00
Landline Service	726.55	331.00	3,768.79	2,317.00	3,972.00
Rector's Cell Phone	0.00	116.00	484.00	811.00	1,391.00
Total Telephone & Internet	926.56	658.00	5,662.95	4,605.00	7,895.00
Worship/Altar Guild					
Christmas Decorations	0.00	0.00	552.84	550.00	900.00
Easter Decorations	0.00	0.00	969.66	500.00	500.00
Flowers	228.07	0.00	1,407.59	0.00	2,000.00
Vestments	3,009.60	100.00	3,461.13	700.00	1,100.00
Wine/Bread	0.00	375.00	1,898.21	1,960.00	3,000.00
Total Worship/Altar Guild	3,237.67	475.00	8,289.43	3,710.00	7,500.00
Total Expenditures	64,061.40	45,246.08	401,520.25	372,832.11	680,942.88
Net Operating Revenue	(14,295.12)	(1,647.52)	(84,621.46)	(46,579.53)	(60,000.88)
Other Revenue					
Other Ordinary Income	0.00	0.00	0.00	26,000.00	26,000.00

**The Church of the Atonement
Statement of Activity
July 2024**

	July Actual	July Budget	YTD Actual	YTD Budget	2024 Budget
Transfer from Endowment Fund	7,511.76	7,511.76	22,535.28	22,535.28	32,000.00
Use of Restricted Funds	2,739.60	0.00	2,739.60	0.00	0.00
Total Other Revenue	10,251.36	7,511.76	25,274.88	48,535.28	58,000.00
Net Other Revenue	10,251.36	7,511.76	25,274.88	48,535.28	58,000.00
Net Revenue	(4,043.76)	5,864.24	(59,346.58)	1,955.75	(2,000.88)

COMMENTARY

REVENUE: CFF did not make a payment this month. Fundraising was mostly for the Block Party but approximately \$1100 for the Pride Social event, \$300 for the Sing a Long, and \$300 for the Wine Tasting event. The negative amount in Miscellaneous was an expense for choir tshirts which were paid for in a prior month; similarly, Outreach is negative because of reimbursements going out for the Chiapas trip which funds were received in a prior month. Weekly offering was good, and above budget.

EXPENSES: Church & Parish House expense was due to paying the annual service agreement for the church AC; Rectory expenses were for electrical work in the church related to the Columbarium project. The Church electric bill was high because we used the AC a lot. The water expense for the church was high because of an overpayment; the city has issued credits which will appear in coming months. The copier lease line reflects two months' payment – we didn't pay it last month due to cashflow issues. Miscellaneous expense for \$3950 was the final payment to ANG for the work in the basement. Personnel is in line with budget with the exception of the Clergy pension premium, which reflects two months' payment – again, we didn't pay last month due to cashflow. The HSA is paid through September.