

Sunday, June 18, 2023

Episcopal Church of the Atonement Vestry Meeting Minutes

Final – Approved July 9, 2023

Time: Sunday, June 18, 2023, 1:03 p.m. to 2:45 p.m.
Location: In-Person at Church of the Atonement and via Google Meet
Present: Dave Beil (Warden), Amanda Kim (Warden), Natalie Archie, Jennifer Ash, Richard Benson, Charles Bonilla, Ann Cassidy (via Google Meet), Amanda Patrick, Rick Velon, Mike Trumbold (Treasurer, via Google Meet), Michael Waltz (Clerk)
Absent: Father Dan Puchalla (Interim Rector), Aaron Johnson, Rufus Gonzales
Guests: Marian DeBerry (Audit Committee), Matt Rodgers (Director of Operations and Communications)

Next Meeting: Sunday, July 9, 2023, 1:00 p.m. – in-person at Church of the Atonement and via Google Meet.

Dave Beil (Warden) called the meeting to order at 1:03 p.m. Charles Bonilla offered a prayer and asked members to share what prayer, psalm, scripture, or action they most often rely on during times of stress.

Audit Report: Marian DeBerry and Ann Cassidy said the audit of 2022 uncovered no significant problems although they recommended some procedural changes. They discussed and answered questions about the audit process and the items that will be sent to the Diocese. **A motion was made** (Charles Bonilla) **and seconded** (Rick Velon) to receive the report. With no further discussion or questions **the motion passed** unanimously.

Review of May Meeting Minutes: **A motion was made** (Amanda Kim) **and seconded** (Charles Bonilla) to approve the minutes. With no discussion or questions **the motion passed** unanimously.

Treasurer's Report:

Statement of Financial Position: Mike Trumbold said that niches sold last month increased the Columbarium Money Market by \$6,500. The Endowment Fund received several donations but a negative market adjustment of \$38,518 plus the previously approved withdrawal for the salary and benefits of the Outreach and Community Engagement Coordinator through September 15 resulted in a decrease of \$41,369. *A copy of the full report is attached to these minutes.*

May Statement of Activity: Offerings for the month were under budget, which is not unusual for May; Mike expects June offerings to be over budget. Parking income is increasing as weather gets warmer. Miscellaneous income was primarily from the insurance reimbursement for the basement flood. Expenses for the flooding resulted in a negative balance in Building Services/Repairs. Expenses for the Choir's Evensong in Dixon were covered by a donation but the bills will be paid in June. April and May pension contributions were paid in May, which made Personnel expenses slightly over budget. *A copy of the full report is attached to these minutes.*

Mike reviewed where we stand year-to-date and made some adjustments to the budget to reflect anticipated income and expenses for the year more accurately. He will do a mid-year report for the next meeting and expects we'll finish the year with a small deficit. **A motion was made** (Ann Cassidy) **and seconded** (Charles Bonilla) to receive the financials. With no further discussion or questions **the motion passed** unanimously.

Buildings and Property Guild/S4

The Guild is looking at funding sources for the possible Ramp replacement. They received a quote for a cost estimate but Dave Beil is exploring getting a free or low-cost estimate. Dave and Richard Benson attended the

Climate Infrastructure Fund orientation; the next step will be a professional energy audit of our buildings to determine which projects will be most beneficial. A cost estimate for roofing replacement was received but no action is being taken at this time. The Guild is exploring possible government funding for a solar installation. The plumbing problem in the basement is resolved and the Guild is looking at using the insurance reimbursement to convert that space to a meeting room. As discussed at earlier meetings the little free library in front of the church is in disrepair, doesn't seem to be supported by the congregation, and has been used as a contraband drop box. **A motion was made** (Dave Beil) **and seconded** (Richard Benson) to put the library in storage for three months to see if there is any negative reaction. With no further discussion or questions **the motion passed** unanimously. *A copy of the Guild's full report is attached to these minutes.*

Other Reports

Outreach: A donation of \$612 was made to Care for Real. Richard Benson said the Guild is considering changing its name to more clearly reflect its mission with a decision expected in July. In May they joined other ECRA members in a drive for baby care products for migrants, and the Guild is making arrangements for Atonement parishioners to march with the Diocese in the Pride Parade. A draft of the Guild's charter was submitted.

Block Party: A report was provided prior to the meeting. Planning is going well and they have raised \$3,050 and received commitments for three in-kind donations. Soon the committee will have a basic setup plan, notification will be made to neighbors on the block, and the committee will be ready to recruit volunteers for the event.

Fundraisers: Amanda Kim reported that the Pride fundraiser at Jarvis Tavern was a success. Several fundraisers are planned for later in the year but there are still some open dates.

Parish Life Guild and Realm: The parish directory, Picture Us at Atonement, met its goal of having two-thirds of the average Sunday attendance with profiles on the directory; the Guild will be reaching out to members who haven't yet joined. The potluck meals on Corpus Christi were a great success and they are developing plans for future shared meals to build community. Future projects may include a follow-up to Church as Transformation and creating a list for congregants to describe things they need and things they're willing to give.

Other Business for Future

Vestry Discernment Road Map: The Wardens discussed the next steps for the Vestry in the search for a new Rector. They will be sending a survey to help select a date for the Vestry meeting with the Search Committee.

Spiritual Questions and Prayers at Vestry: Amanda Kim reminded members to sign up to lead the check-in question and prayers at future meetings.

Dates for Calendar: Father Dan's last Sunday – July 2
 Next Vestry meeting – July 9 in person at Church of the Atonement and on Google Meet

The meeting adjourned at 2:45 p.m. following a prayer by Charles Bonilla.

Respectfully submitted,

Michael Waltz
Clerk of the Vestry

The Church of the Atonement
Statement of Financial Position
As of June 30, 2023

	As of Jun 30	As of May 31	Change
ASSETS			
Current Assets			
Bank Accounts			
Capital Campaign CD 4.85%. (11/29/2024)	101,845.27	101,579.50	265.77
Columbarium CD 4.7%. (11/24/2023)	40,950.65	40,775.03	175.62
Columbarium Money Market	11,538.16	11,537.88	0.28
Education Fund	33,440.67	33,439.82	0.85
Money Market	17,289.27	17,288.84	0.43
Music Account	2,176.74	936.74	1,240.00
Operating Account	26,653.38	26,247.00	406.38
Operating Savings	103,112.99	103,110.42	2.57
Rector Discretionary	4,978.39	4,978.39	0.00
Vestry Fund	133.00	133.00	0.00
Total Bank Accounts	\$ 342,118.52	\$ 340,026.62	\$ 2,091.90
Other Current Assets			
Endowment Fund	2,161,069.76	2,074,223.96	86,845.80
Reserve Account	15,764.88	15,492.58	272.30
Total Other Current Assets	\$2,176,834.64	\$2,089,716.54	\$ 87,118.10
Total Current Assets	\$2,518,953.16	\$2,429,743.16	\$ 89,210.00

Commentary:

In June there was quarterly interest reported in our two CDs.

Our Endowment Fund grew by a net of \$86,845.80. There was a positive market adjustment of \$86,212.32, income of \$583.48 and a memorial gift of \$50. received. The Reserve Account had a net gain of \$272.30 which included interest of \$282.73 and a negative market adjustment of \$10.43.

The Church of the Atonement

Statement of Activity

June 2023

	June Actual	June Budget	YTD Actual	YTD Budget	2023 Budget
Revenue					
Building Use					
AA	297.00	500.00	2,283.00	3,000.00	6,000.00
Building Tours	0.00	0.00	0.00	0.00	50.00
Donations (Apt., Elections), Building Use	3,333.33	3,333.33	18,666.00	24,199.32	44,199.30
Funeral/Wedding/Baptism Donations	0.00	0.00	2,375.00	0.00	3,000.00
Rectory Utilities	350.00	350.00	2,100.00	2,100.00	4,200.00
Total Building Use	\$ 3,980.33	\$ 4,183.33	\$ 25,424.00	\$ 29,299.32	\$ 57,449.30
Catechesis					
Adult Formation	0.00	0.00	0.00	1,195.00	1,400.00
Children's Formation	0.00	0.00	0.00	992.67	2,375.00
Total Catechesis	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,187.67	\$ 3,775.00
Fundraising					
Chi-Town Jazz Fest	0.00	0.00	7,861.00	7,800.00	7,800.00
Other Fundraising Events	3,650.00	0.00	9,850.00	6,200.00	24,662.00
Total Other Fundraising Events	\$ 3,650.00	\$ 0.00	\$ 9,850.00	6,200.00	24,662.00
Parish Life Events	0.00	0.00	0.00	0.00	400.00
Total Fundraising	\$ 3,650.00	\$ 0.00	\$ 17,711.00	\$ 14,000.00	\$ 32,862.00
Other Receipts					
Candles	0.00	0.00	513.00	513.00	1,113.00
Coffee Hour	5.00	0.00	72.00	0.00	400.00
Columbarium - Niche/Plaque	0.00	0.00	6,900.00	6,700.00	11,900.00
Evensong	0.00	0.00	371.72	200.00	450.00
Flowers	0.00	0.00	375.00	0.00	750.00
Hospitality	0.00	0.00	475.00	0.00	0.00
Interest Earned	4.77	10.83	12.56	64.98	130.00
Lessons & Carols	0.00	0.00	0.00	0.00	500.00
Miscellaneous	7,253.02	7,000.00	36,266.75	24,966.71	27,966.71
Outreach	0.00	0.00	50.00	0.00	0.00
Parking	2,289.64	1,700.00	9,106.68	10,200.00	20,400.00
Total Other Receipts	\$ 9,552.43	\$ 8,710.83	\$ 54,142.71	\$ 42,644.69	\$ 63,609.71
Special Offerings					
All Souls	0.00	0.00	0.00	0.00	650.00
Ash Wednesday	0.00	0.00	122.00	112.00	112.00
Christmas Offering	0.00	0.00	230.00	0.00	5,500.00
Easter Offering	0.00	0.00	2,100.00	2,100.00	2,100.00
Easter Vigil	0.00	0.00	1,517.00	1,500.00	1,500.00
Good Friday	0.00	0.00	335.00	300.00	300.00
Maundy Thursday	0.00	0.00	861.00	860.00	860.00
Palm Sunday	0.00	0.00	0.00	0.00	0.00
Pentecost	0.00	0.00	0.00	0.00	0.00
Thanksgiving Offering	0.00	0.00	0.00	0.00	300.00
Total Special Offerings	\$ 0.00	\$ 0.00	\$ 5,165.00	\$ 4,872.00	\$ 11,322.00
Weekly Offering					
Next Year Pledges	0.00	0.00	0.00	0.00	5,000.00
Open Plate Offerings	2,503.37	4,000.00	28,476.95	24,000.00	48,000.00
Pledges -VANCO	9,064.67	16,250.00	50,871.71	97,500.00	195,000.00

	June Actual	June Budget	YTD Actual	YTD Budget	2023 Budget
Pledges from Plate	24,547.12	15,026.66	133,127.72	90,159.96	180,319.92
Prior Year Pledges	0.00	0.00	10,149.06	10,300.00	10,300.00
Total Weekly Offering	\$ 36,115.16	\$ 35,276.66	\$ 222,625.44	\$ 221,959.96	\$ 438,619.92
Total Revenue	\$ 53,297.92	\$ 48,170.82	\$ 325,068.15	314,963.64	607,637.93
Expenditures					
Accounting/Legal					
Bank Fees	65.00	108.33	543.00	650.02	1,300.00
Banking Supplies	127.94	130.00	341.79	130.00	250.00
NSF	0.00	0.00	0.00	0.00	200.00
Professional Fees	0.00	0.00	575.00	575.00	1,000.00
Vanco Fees	137.73	125.00	653.63	750.00	1,500.00
Total Accounting/Legal	\$ 330.67	\$ 363.33	\$ 2,113.42	\$ 2,105.02	\$ 4,250.00
Building Expenses					
Building Maintenance Supplies					
Church & Parish House	181.00	180.00	770.00	769.00	6,000.00
Rectory	0.00	0.00	0.00	0.00	4,500.00
Total Building Maintenance Supplies	\$ 181.00	\$ 180.00	\$ 770.00	\$ 769.00	\$ 10,500.00
Building Services/Repairs					
Church & Parish House	1,102.85	898.33	11,056.55	5,064.98	10,194.99
Rectory	0.00	0.00	2,358.81	500.00	4,500.00
Total Building Services/Repairs	\$ 1,102.85	\$ 898.33	\$ 13,415.36	\$ 5,564.98	\$ 14,694.99
Commercial Insurance	0.00	0.00	21,113.50	21,113.50	42,318.00
Utilities					
Electric					
Church & Parish House	732.75	875.00	5,138.91	5,250.00	10,500.00
Rectory	211.41	250.00	1,454.42	1,500.00	3,000.00
Total Electric	\$ 944.16	\$ 1,125.00	\$ 6,593.33	\$ 6,750.00	\$ 13,500.00
Gas					
Church & Parish House	1,857.00	1,860.00	11,791.00	11,160.00	22,320.00
Rectory	596.85	600.00	8,388.64	6,600.00	13,800.00
Total Gas	\$ 2,453.85	\$ 2,460.00	\$ 20,179.64	\$ 17,760.00	\$ 36,120.00
Water & Sewer					
Sewer Treatment/Reclamation	0.00	0.00	216.83	216.83	216.83
Water/Sewer/Garbage - Church	0.00	20.00	19.00	80.00	200.00
Water/Sewer/Garbage - Parish House	433.20	433.20	3,051.40	2,599.20	5,198.40
Total Water & Sewer	\$ 433.20	\$ 453.20	\$ 3,287.23	\$ 2,896.03	\$ 5,615.23
Total Utilities	\$ 3,831.21	\$ 4,038.20	\$ 30,060.20	\$ 27,406.03	\$ 55,235.23
Total Building Expenses	\$ 5,115.06	\$ 5,116.53	\$ 65,359.06	\$ 54,853.51	\$ 122,748.22
Catechesis Expenses					
Adult Formation	0.00	0.00	1,195.00	1,195.00	1,400.00
Children's Formation	0.00	0.00	991.53	992.67	2,375.00
Total Catechesis Expenses	\$ 0.00	\$ 0.00	\$ 2,186.53	\$ 2,187.67	\$ 3,775.00
Diocese					
Convention	0.00	0.00	0.00	0.00	500.00
Diocesan Apportionment	1,562.00	1,562.50	9,372.00	9,375.00	18,750.00
Other Diocesan Expenses	-16.00	0.00	10.00	0.00	0.00
Total Diocese	\$ 1,546.00	\$ 1,562.50	\$ 9,382.00	\$ 9,375.00	\$ 19,250.00
Endowment Guild (Legacy Society)	0.00	0.00	0.00	0.00	1,000.00
Fundraising Expenses					
Chi-Town Jazz Festival	0.00	0.00	0.00	0.00	6,600.00
Other Fundraising Events	0.00	0.00	0.00	0.00	9,662.00
Parish Life Events	0.00	0.00	0.00	0.00	500.00

	June Actual	June Budget	YTD Actual	YTD Budget	2023 Budget
Total Fundraising Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16,762.00
Music					
Choir	5,100.00	5,000.00	29,455.00	27,725.00	43,300.00
Music Library	0.00	0.00	1,388.13	1,000.00	1,000.00
Organ Repairs	0.00	0.00	815.00	680.00	3,000.00
Special Events	548.45	0.00	-1,943.96	0.00	0.00
Total Music	\$ 5,648.45	\$ 5,000.00	\$ 29,714.17	\$ 29,405.00	\$ 47,300.00
Office Supplies					
Computer Software	0.00	0.00	11.99	0.00	250.00
Janitorial Supplies	558.41	208.33	3,518.57	1,249.98	2,500.00
Kitchen Supplies	52.92	140.00	432.12	140.00	750.00
Office Supplies	587.44	0.00	2,428.31	0.00	1,750.00
Postage	0.00	0.00	25.20	0.00	250.00
Printing	0.00	0.00	192.23	0.00	250.00
Total Office Supplies	\$ 1,198.77	\$ 348.33	\$ 6,608.42	\$ 1,389.98	\$ 5,750.00
Office/Parish Expenses					
Advertising	0.00	0.00	270.00	170.00	400.00
Coffee/Water Service	288.78	275.00	460.62	650.00	900.00
Columbarium Expenses	0.00	0.00	0.00	0.00	750.00
Copier					
Click Charges	0.00	0.00	308.03	150.00	150.00
Copier Lease	0.00	515.50	3,379.68	3,093.00	6,186.00
Total Copier	\$ 0.00	\$ 515.50	\$ 3,687.71	\$ 3,243.00	\$ 6,336.00
Dues & Subscriptions	317.00	516.66	4,220.50	3,100.04	6,200.00
Hospitality	0.00	0.00	325.85	0.00	1,000.00
Media/Communications	0.00	0.00	0.00	0.00	2,500.00
Stewardship	0.00	0.00	0.00	0.00	1,000.00
Website	0.00	0.00	0.00	0.00	300.00
Total Office/Parish Expenses	\$ 605.78	\$ 1,307.16	\$ 8,964.68	\$ 7,163.04	\$ 19,386.00
Outreach Expenses	672.78	612.00	5,812.96	3,672.00	18,750.00
Personnel					
403(b) - Match					
Lay	20.00	20.00	120.00	120.00	240.00
Total 403(b) - Match	\$ 20.00	\$ 20.00	\$ 120.00	\$ 120.00	\$ 240.00
Assisting Clergy	0.00	0.00	0.00	0.00	0.00
Gross Salaries	26,900.56	24,425.15	149,484.15	146,550.90	293,101.86
Health Insurance	2,729.00	2,729.00	16,374.00	16,374.00	32,748.00
Health Savings Account	0.00	0.00	3,000.00	3,000.00	6,000.00
Insurance - Workers Compensation	0.00	0.00	3,090.00	3,090.00	3,090.00
Medicare (employer)	295.28	250.00	1,586.44	1,500.00	3,000.00
Payroll Service	146.00	115.00	1,207.50	1,100.50	1,790.50
Pension Premiums					
Clergy	1,266.77	1,330.00	7,600.62	8,253.17	16,233.17
Lay	752.04	753.00	4,512.24	4,518.00	9,036.00
Total Pension Premiums	\$ 2,018.81	\$ 2,083.00	\$ 12,112.86	\$ 12,771.17	\$ 25,269.17
Rector Continuing Education	0.00	0.00	0.00	0.00	1,500.00
Rector Expense & Hospitality	0.00	0.00	0.00	0.00	1,000.00
Rector Travel Expenses	0.00	0.00	0.00	0.00	150.00
Self Employment Tax Allowance	500.12	500.12	2,989.73	3,000.72	6,001.44
Social Security (employer)	1,262.50	1,070.00	6,783.37	6,420.00	12,840.00
Total Personnel	\$ 33,872.27	\$ 31,192.27	\$ 196,748.05	\$ 193,927.29	\$ 386,730.97
Rector Discretionary Expenses	0.00	0.00	0.00	57.00	1,000.00

	June Actual	June Budget	YTD Actual	YTD Budget	2023 Budget
Search Committee	1,403.23	0.00	2,011.31	0.00	10,000.00
Telephone & Internet					
Landline Equipment Lease	200.01	200.01	1,210.15	1,220.24	2,420.30
Landline Service	227.63	227.63	1,365.78	1,365.78	2,731.56
Rector's Cell Phone	115.00	115.00	675.50	680.00	1,370.00
Total Telephone & Internet	\$ 542.64	\$ 542.64	\$ 3,251.43	\$ 3,266.02	\$ 6,521.86
Worship/Altar Guild					
Christmas Decorations	0.00	0.00	524.56	0.00	350.00
Easter Decorations	0.00	0.00	58.36	680.00	680.00
Flowers	0.00	0.00	1,675.13	500.00	1,250.00
Vestments	0.00	50.00	658.25	300.00	600.00
Wine/Bread	406.50	200.00	1,430.90	1,200.00	2,400.00
Total Worship/Altar Guild	\$ 406.50	\$ 250.00	\$ 4,347.20	\$ 2,680.00	\$ 5,280.00
Total Expenditures	\$ 51,342.15	\$ 46,294.76	\$ 336,499.23	\$ 310,081.53	\$ 668,504.05
Net Operating Revenue	\$ 1,955.77	\$ 1,876.06	-\$ 11,431.08	\$ 4,882.11	-\$ 60,866.12
Other Revenue					
Other Ordinary Income	0.00	2,000.00	12,000.00	12,000.00	25,000.00
Transfer from Endowment Fund	0.00	0.00	21,000.00	21,000.00	21,000.00
Total Other Revenue	\$ 0.00	\$ 2,000.00	\$ 33,000.00	33,000.00	46,000.00
Net Other Revenue	\$ 0.00	\$ 2,000.00	\$ 33,000.00	33,000.00	46,000.00
Net Revenue	\$ 1,955.77	\$ 3,876.06	\$ 21,568.92	37,882.11	-14,866.12

Commentary:

Revenue: We raised \$3,650 through fundraising in June - Pride Happy Hour, Block Party, Newman Dinner and second House Concert. Under "Other Receipts Miscellaneous" there was another reimbursement check (\$6,908) for the basement flood. Our parking income was \$589.64 over budget. If you combine both plate and VANCO pledge numbers we were \$2,335.15 over budget in pledges.

Total Revenue for June was over budget by \$5,127.10.

Expenses: Total Building Expenses were below budget by \$1.47. Under Diocese, the \$16 credit is a refund for a nursery candidate background checks. Search Committee expenses in June were for two of the three hotel accommodations and the subscription for Zoom which we have kept specifically for the Search Committee. Total Expenditures were over budget by \$5,047.39.

We ended June with a positive \$1,955.77.