MINUTES
OF A REGULAR MEETING OF
THE VESTRY OF
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA
a California nonprofit religious corporation

February 12, 2019

A regular meeting of the Vestry of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the "Parish"), was held in St. John's Cafe at 125 Canterbury Drive, Aptos, California, at 7:00 PM on Tuesday, February 12, 2019, pursuant to notice duly given.

ATTENDANCE

Vestry Members ([1])	**Present**	**Absent**
The Rev. Tracy Wells Miller, Rector	X	
Anne Baker (2019)	X	
Barbara Raney (2020)	X	
Bart Coddington (2021)	X	
Benjamin Davis (2021)	X	
Francis Bayaca (2021)	X	
Karen Greenleaf (2020)	X	
Marlene Bumgarner (2019)	X	
Michael Hudson (2021)	X	
Patricia McGowan (2020)	X	
Rick Becton (2019)	X	
Sally Lewis (2020)	X	
Others		
Nelson Crandall, Clerk	X	

The order of presentation of the items below does not necessarily reflect the order of discussion of the items at the meeting.

[1] Term ends in December in the year indicated.

CALL TO ORDER AND DEVOTIONAL EXERCISE

Mother Tracy called the meeting to order and lead the opening prayer. In lieu of a devotional exercise, the attendees discussed the results of the DISC personality assessment each person took before the Vestry retreat.

APPROVAL OF MINUTES

Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

> RESOLVED, that the minutes of the December 11, 2018 and January 20, 2019 meetings of the Vestry are hereby approved as presented.

DISCUSSION OF AFC SAFE SPACES VEHICLE PARKING AND SHELTER NIGHTS PROGRAMS

Safe Spaces. Mother Tracy reported that AFC (Association of Faith Communities of Santa Cruz) has informed her that the Parish's parking lot is not needed for AFC's Safe Spaces vehicle parking program at this time.

Shelter Nights. AFC would like the Parish to expand its participation in the AFC Shelter Nights program from twice a month to weekly. The amount of space and the availability of showers makes the Parish's facility especially attractive. Mother Tracy said that she had the authority as Rector to authorize this use of the Parish building, but that she wanted to know she had the Vestry's support in this endeavor. The sense of the Vestry was uniformly in favor of expanding the Parish's participation in the Shelter Nights program to weekly.

DISCUSSION OF NARRATIVE BUDGET

Stewardship Liaison Karen Greenleaf discussed her plan to prepare a narrative budget for St. John's. A narrative budget is a pamphlet, using text and graphics, to explain the both the money the Parish spent and the number of hours parishioners volunteered in the past year in support of the Parish's various ministries. Karen distributed examples of narrative budgets the Parish prepared in past years and also examples from other churches. Karen advised the liaisons that she will be asking them to collect monthly the numbers of hours parishioners spent volunteering in their various liaison areas.

DISCUSSION OF THE PATH BETWEEN OFFICE TRAILER AND THE SACRISTY

Benjamin Davis and Anne Baker discussed the Architecture Committee's efforts to remedy a drainage problem with respect to this path. The Parish's campus was originally designed and graded to prevent water from pooling on the grounds, but the County imposed the requirement for the path after the grading had already been completed. The Architecture Committee, working within its budgeted authority, has arranged for the installation of an additional drain to be linked to existing drains and for laying down a new bed of crushed oyster shells. No action on the part of the Vestry is necessary.

There was a brief discussion of the composition and spending authority of the Architecture Committee.

DISCUSSION OF APPLICATION OF 2018 RETAINED EARNINGS TO THE 2019 BUDGET

In answer to a question, Anne Baker explained that the 2019 budget only matched funds anticipated to be received in 2019 against expenses expected to be incurred in 2019, and did not include the surplus from operations in 2018 in the funds available under the budget. There was a discussion of the desire expressed by some parishioners at the February 3 annual meeting to use the 2018 surplus from operations to restore the 15% reduction in variable budget items reflected in the 2019 budget. No action was taken.

DISCUSSION OF THE ENGLISH AS A SECOND LANGUAGE BUDGET

Sally Lewis conveyed a parishioner's distress that the ESL budget had been reduced by $500. The parishioner had mistakenly believed that moneys not expended in a budgeted category would automatically carry over to the next year's budget. It was emphasized that a reserve needs to be created if money budgeted for one year will be carried over to the next year. Sally was asked to advise the parishioner to present a specific spending proposal at the next Vestry meeting.

EXECUTIVE SESSION

Mother Tracy left meeting at this point and Senior Warden Rick Becton took over as chair of an executive session. No one was present other than members of the Vestry and the Clerk of the Vestry. The general outline of a proposal was set forth. There was a discussion led by Bart Coddington, Rick, and Anne. By consensus and without objection, discussion and the executive session terminated and the public session resumed.

RECTOR'S HEALTH INSURANCE

Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

> RESOLVED, that the Parish cover the full cost of the Rector's spouse's 2019 health insurance premium.

Anne explained that there was money available in the budget to cover this expense, and will make a specific proposal for consideration at the next meeting.

Mother Tracy re-entered the meeting at this point.

TREASURER'S REPORT

Anne distributed the list of persons authorized to request checks attached as Exhibit A and the statement of monthly expenses by liaison area attached as Exhibit B.

EVALUATION

Each participant at the meeting gave (or attempted to give) a one-word evaluation of the meeting. The words used included patient, stimulating, caring, completed, Dropbox, anxiety but productive, slightly confusing, and productive.

ADJOURNMENT

There being no further business, the meeting was adjourned. Mother Tracy led a closing prayer.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

BUDGET ACCOUNT TO LIAISON TABLE

2019 1/28/19 Episcopal Church of St John the Baptist

Authorized check request signer:

Budget account	Account title	Vestry Liaison name:	Position:
50110	Clergy conference	Rick Becton	Sr. Warden
50120	Substitute Clergy	Rick Becton	Sr. Warden
50121	Substitute Clergy mileage	Rick Becton	Sr. Warden
50220	Adult Education	Marlene Bumgarner	Formation
50240	Sunday School	Marlene Bumgarner	Formation
50250	Youth Group	Marlene Bumgarner	Formation
50310	Outreach	Francis Bayaca & Michael Hudson	Outreach/Social Justice
50320	COPA	Francis Bayaca & Michael Hudson	Outreach/Social Justice
50325	English as a second languate - ESL	Francis Bayaca & Michael Hudson	Outreach/Social Justice
50330	Sheltering (Homeless) Program	Francis Bayaca & Michael Hudson	Outreach/Social Justice
50340	CDSP - Theological Education	Anne Baker	Treasurer
50390	Work of Diocese- Annual Fair share	Anne Baker	Treasurer
50420	Hospitality/Coffee Hour	Patricia McGowan	Parish Life/Hospitality
50430	Newcomers	Sally Lewis	Pastoral Care/Welcoming
50440	Parish Care	Sally Lewis	Pastoral Care/Welcoming
50490	Vestry Retreat	Barbara Raney	Jr Warden
50610	Stewardship	Karen Greenleaf	Stewardship
50611	Endowment Legacy Society	Karen Greenleaf	Stewardship
50701	*Reimbursable to flowers & music 1/3--2/3*	Anne Baker	Worship/Music / Treasurer
50705	Worship & Litergy, Assets	Anne Baker	Worship/Music
50710	Altar Supplies, Consumable	Anne Baker	Worship/Music
50720	Altar Flowers	Anne Baker	Worship/Music
50730	Organ & Piano Maintenance	Anne Baker	Worship/Music
50740	Musicians/orgaist Special	Anne Baker	Worship/Music
50750	Music Supplies	Anne Baker	Worship/Music
50765	Other Worship Events/Food	Anne Baker	Worship/Music
51010	Buildings Maintenance (repairs)	Bart Coddington	Buildings
51011	Reserve - Major Building Repair	Anne Baker	Treasurer
51013	Fire Protection System Maintenance	Bart Coddington	Buildings
51014	Building Systems Maintenance (scheduled)	Bart Coddington	Buildings
51015	Landscaping & Grounds	Ben Davis	Grounds
51020	Janitorial Supplies & Services	Bart Coddington	Buildings
51025	Fire Alarm Maintenance Contr	Bart Coddington	Buildings
51035	Secruity Services	Ben Davis	Grounds
51041	Utilities - Electrical	Bart Coddington	Buildings
51042	Utilities - Natural Gas	Bart Coddington	Buildings

51043	Utilities - Building Water	Bart Coddington	Buildings
51044	Utilities - Landscape Water	Ben Davis	Grounds
51045	Utilities - Trash and Recycling	Ben Davis	Grounds
51050	Property Assessments	Anne Baker	Treasurer
51051	Annex Portable Rent	Anne Baker	Treasurer
51110	Umbrella Policy & Liab. Insurance	Anne Baker	Treasurer
51130	Insurance Other	Anne Baker	Treasurer
51160	Worker's Compensation	Anne Baker	Treasurer
51212	Advertising	Barbara Raney	Communication
51220	Bank Service Charges	Anne Baker	Treasurer
51225	Fees-Payroll service/Software subscriptions	Anne Baker	Treasurer
51230	Dues & Subscriptions	Rick Becton	Administration/Office
51239	Copies over contract	Rick Becton	Administration/Office
51240	Office Supplies	Rick Becton	Administration/Office
51242	Computer Software & Supplies	Rick Becton	Administration/Office
51244	Entertainment/Rector Business Expense	Barbara Raney	Jr Warden
51245	Postage	Rick Becton	Administration/Office
51250	Printing & Publications	Rick Becton	Administration/Office
51260	Telephone	Rick Becton	Administration/Office
51265	Internet Services	Rick Becton	Administration/Office
51266	Internet Host	Rick Becton	Administration/Office
51280	Annual Audit	Anne Baker	Treasurer
51285	Professional Fees	Rick Becton	Administration/Office
51405	Computer Equipment	Rick Becton	Administration/Office
51407	Computer & Software Maintenance	Rick Becton	Administration/Office
51410	Office Equipment Maintenance	Rick Becton	Administration/Office

EXHIBIT B

2019 JANUARY EXPENSES BY LIAISON

Anne Baker

Expenses by Liaison

		SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMAINING TO SPEND IN 2019
	VESTRY MEMBER:	Jan-19		
Rick Becton	SENIOR WARDEN			
50110	Clergy Conference	$390	$390	$0
50120	Substitute Clergy	$250	$2,500	$2,250
50121	Substitute Clergy mileage	$0	$20	$20
	TOTAL	$640	$2,830	
Marlene Bumgarner	FORMATION			
50220	Adult Education	$0	$173	$173
50240	Sunday School	$0	$227	$227
50250	Youth Group	$0	$1,000	$1,000
	TOTAL	$0	$1,400	
Francis Bayuca & Michael Hudson	OUTREACH / SOCIAL JUSTICE			
50310	Outreach	$0	$4,060	$4,060
50320	COPA	$0	$1,000	$1,000
50325	Adult Education - ESL	$0	$100	$100
50330	Sheltering (Homeless) Program	$0	$1,000	$1,000
	TOTAL	$0	$10,160	
Patricia McGowan	PARISH LIFE / HOSPITALITY			
50420	Hospitality/Coffee Hour	$17	$1,341	$1,324
	TOTAL	$17	$1,341	
Sally Lewis	PASTORAL CARE / WELCOMING			
50430	Newcomers	$0	$149	$149
50440	Parish Care	0	16.05	$16
	TOTAL	$0	$165	
Barbara Raney	JUNIOR WARDEN			
50490	Vestry Retreat	$1,324	$1,000	-$324
51212	Advertising	$0	$30	$30
51244	Meetings/Entertainment	$0	$655	$655
	TOTAL	$1,324	$1,685	
Karen Greenleaf	STEWARDSHIP			
50610	Stewardship	$0	$1,610	$1,610
50611	Endowment Legacy Society	$0	$1	$1
	TOTAL	$0	$1,611	
Anne Baker	WORSHIP			
50701	*Reimbursable to: Flowers & Music 1/3-2/3*	-$20		
50705	Worship & Liturgy, Assets	$420	$500	$80
50710	Altar Supplies, Consumable	$166	$1,400	$1,234
50720	Altar Flowers (50721, 22, 23 & 24)	$126	$500	$374
50730	Organ & Piano Maint.	$0	$1,300	$1,300
50740	Musicians/organist - Special	$0	$700	$700
50750	Music Supplies	$0	$473	$473
50765	Other Worship Events/Food	$0	$470	$470
	TOTAL	$692	$5,453	

Expenses by Liaison

		SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMAINING TO SPEND IN 2019
Bart Coddington	*BUILDINGS*			
51010	Buildings Maintenance (repairs)	$134	$8,474	$8,340
51013	Fire Protection System Maint	$0	$650	$650
51014	Bldg. Systems Maintenance (scheduled)	$0	$2,000	$2,000
51020	Janitorial Supplies & Svcs.	$0	$500	$500
51025	Fire Alarm Maintenance Contr	$0	$1,020	$1,020
51041	Utilities - Electrical	$0	$5,586	$5,586
51042	Utilities - Natural Gas	$0	$2,527	$2,527
51043	Utilities - Building Water	$206	$2,831	$2,625
	TOTAL	$339	$23,588	
Ben Davis	*GROUNDS*			
51015	Landscaping & Grounds	$810	$8,000	$7,190
51035	Security Services	$300	$2,000	$1,700
51044	Utilities - Landscape Water	$338	$4,427	$4,109
51045	Utilities - Trash and Recycling	$135	$2,600	$2,465
	TOTAL	$2,343	$17,027	
Anne Baker	*TREASURER*			
50350	Work of the Diocese Fair Share	$3,837	$45,715	$41,888
51011	Reserve - Major Building Repair	$0	$3,100	$3,100
51050	Property Assessments	$0	$1,050	$1,050
51051	Annex Portable Rent	$330	$5,200	$4,870
51110	Umbrella Policy & Liab. Ins	$1,366	$3,500	$2,134
51130	Insurance Other	$0	$300	$300
51160	Workers Compensation	$346	$2,500	$2,154
51220	Bank Service Charges	$0	$85	$85
51225	Payroll Service	$111	$900	$789
51280	Annual Audit	$0	$350	$350
50340	CDSP -Theological Education	$0	$944	$944
	TOTAL	$5,980	$63,645	
Rick Becton	*ADMINISTRATION / OFFICE*			
51230	Dues & Subscriptions	$0	$44	$44
51239	Copies over contract	$41	$30	-$11
51240	Office Supplies	$267	$2,380	$2,113
51242	Computer Software & Supplies	$179	$944	$765
51245	Postage	$0	$744	$744
51250	Printing & Publications	$100	$207	$107
51260	Telephone	$434	$2,000	$1,566
51265	Internet Services	$140	$840	$700
51266	Internet Host (website)	$0	$1	$1
51285	Professional Fees	$0	$100	$100
51405	Computer Equipment	$0	$1,365	$1,365
51407	Computer & software maintenance	$0	$213	$213
51410	Office Equip. Maintenance	$0	$859	$859
	TOTAL	$1,162	$9,828	
	TOTAL EXPENSES	$12,296	$140,662	