

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

July 9, 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, July 9, 2019, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector	X		Nelson Crandall, Clerk of the Vestry
Anne Baker (2019)		X	
Barbara Raney, Junior Warden (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, Senior Warden (2019)	X		
Sally Lewis (2020)	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 FORMATION EXERCISE

Mother Tracy called the meeting to order and led the opening prayer.

Mother Tracy handed out Vestry pins to those members who had not already received them and asked the Vestry members to wear the pins when on campus.

As a formation exercise, the members discussed the first two factors of the System Change Index.² The consensus was that the Parish ranks as Medium on the first factor, Congregational Self-Definition, and High on the second factor, Pastor's Role.

APPROVAL OF MINUTES

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

RESOLVED, that the draft minutes of the June 11, 2019 and June 25, 2019 meetings of the Vestry, as circulated before the meeting, are hereby approved.

BISHOP'S APPEAL

A question was raised about whether any progress has been made toward collecting funds for the Bishop's Appeal. No progress has been made.

INFORMATION RE GRAFFITI ON THE PARISH CAMPUS

Bart Coddington discussed some recent instances of graffiti on the campus, some of which has been easy to remove and some of which has not yet been removed because it damaged the stucco. The company that installed the stucco is no longer in business, so Bart is looking for someone to repair the stucco in a way that will not highlight the damage. This will be difficult because the stucco was not intended to be painted.

DISCUSSION OF THE FENCE PROJECT

Benjamin Davis reported on his efforts to cooperate with the neighbor at 413 Sailfish Drive, Jeanne Pifferini, to repair the fence. Although some of the damage may be attributable to the actions of the neighbor, Benjamin expects the Parish to be responsible for approximately half of the replacement cost. Benjamin feels that the original construction more than 10 years ago was substandard. Benjamin is satisfied with the qualifications and abilities of the proposed contractor. Michael Hudson said he will try to get another bid for the project. Benjamin is proposing that the Parish would not actually pay anything until the construction is complete. There was a consensus

² The System Change Index consists of 9 factors: 1) congregational self-definition, 2) pastor's role, 3) size of paid staff, 4) optimum unfilled capacity at the main sabbath services, 5) degree of movement toward "multicell" reality, 6) delegation of planning and change management tasks to special groups with appropriate gifts, 7) growing aspirations to quality, 8) infrastructure for member care and involvement, and 9) conflict prevention and management.

that the Parish should get the homeowners association's written confirmation that the proposed fence replacement complies with the association's covenants, conditions, and restrictions.

Upon motion duly made, seconded, and carried by voice vote, the following resolution was adopted:

RESOLVED, that Benjamin Davis is authorized to approve the expenditure of up to \$3,400 as the Parish's share of the replacement cost for the fence between the Parish campus and 413 Sunfish Drive, subject to such conditions as Benjamin deems appropriate in his judgement.

DISCUSSION OF USING THE YOUTH CENTER AS THE ACYP HEADQUARTERS

There was a lengthy discussion of the history, governance, and location of the Aptos Community Youth Program. It was noted that the program has not yet been given a name, and that "Aptos Community Youth Program" is only intended to be a placeholder until a decision has been made.

DECISION RE LIZ LINDSLEY COMPENSATION

Mother Tracy stated that Liz Lindsley worked harder on the Parish-wide discernment project than was originally anticipated and incurred some out-of-pocket expenses. After discussion, and upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Parish pay Liz Lindsley an additional \$1,192.00 for her time and for reimbursement of expenses in connection with the Parish-wide discernment project.

DECISION RE CHAIR OF THE ARCHITECTURE & SPACE USE COMMITTEE

After discussion, and upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that Jon Showalter is hereby appointed as the chair of the Architecture & Space Use Committee.

TREASURER'S REPORT

There was no treasurer's report. Before the meeting, the Parish bookkeeper distributed reports comparing the budget to actual for the month of June 2019, for the six months ended June 30, 2019, and for the 2019 calendar year. The bookkeeper also distributed a profit and loss statement for the Helpful Shop for the six months ended June 30, 2019. The reports are attached as Exhibit A.

Mother Tracy advised the members of the Vestry of a User ID and Password they could use to gain read-only access to the Parish's QuickBooks Online account, so they could more effectively monitor spending in their liaison areas.

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included beneficial, more clarity, relieved, clarify, and honesty.

ADJOURNMENT

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

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A
Episcopal Church of St John the Baptist

BUDGET COMPARISON

June 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40100 Operating Income			
40110 Loose Offerings	340.53	333.34	7.19
40115 Current Operating Pledge	16,110.56	24,539.75	-8,429.19
40121 Prior Year Pledges Realized		208.33	-208.33
40124 Helpful Shop Tithe	13.95	500.00	-486.05
40130 Identifiable Offerings	610.00	1,416.67	-806.67
40150 Holy Days			
40151 Easter Offerings		0.00	0.00
40153 Christmas Offerings		0.00	0.00
40159 Other Holy Days		0.00	0.00
Total 40150 Holy Days		0.00	0.00
40160 Services, Memorial, Baptism, Wedding, Anniv		83.33	-83.33
40180 Fund Raisers			
40183 Amazon Smile		12.50	-12.50
40184 Christmas/Craft Fair		0.00	0.00
40189 Other Event Income		66.67	-66.67
Total 40180 Fund Raisers		79.17	-79.17
41200 Facility Rental Income	320.00	383.33	-63.33
49000 Interest & Dividend Income	25.66	16.67	8.99
Total 40100 Operating Income	17,420.70	27,560.59	-10,139.89
Total Income	\$17,420.70	\$27,560.59	\$ -10,139.89
GROSS PROFIT	\$17,420.70	\$27,560.59	\$ -10,139.89
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference		0.00	0.00
50120 Substitute Clergy		208.33	-208.33
Total 50100 Clergy		208.33	-208.33
50200 Education			
50220 Adult Ed		14.42	-14.42
50240 Sunday School		18.92	-18.92
50250 Youth Group		250.00	-250.00
Total 50200 Education		283.34	-283.34
50300 Outreach			
50310 Outreach Grants & Programs		338.33	-338.33
50320 COPA		0.00	0.00
50325 ESL - English Learners	49.86	8.33	41.53
50330 Sheltering / Homeless Program	41.28	250.00	-208.72
50340 CDSP Theological Education		0.00	0.00
50390 WOD Fair Share	3,857.00	3,809.58	47.42

Episcopal Church of St John the Baptist

BUDGET COMPARISON

January - June, 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40100 Operating Income			
40110 Loose Offerings	1,633.34	1,999.96	-366.62
40115 Current Operating Pledge	175,419.56	147,238.50	28,181.06
40121 Prior Year Pledges Realized	868.00	1,250.02	-382.02
40123 Prepaid Pledges	0.00		0.00
40124 Helpful Shop Tithe	1,248.08	3,000.00	-1,751.92
40130 Identifiable Offerings	4,301.00	8,499.98	-4,198.98
40150 Holy Days			
40151 Easter Offerings	1,356.38	900.00	456.38
40153 Christmas Offerings		0.00	0.00
40159 Other Holy Days		200.00	-200.00
Total 40150 Holy Days	1,356.38	1,100.00	256.38
40160 Services, Memorial, Baptism, Wedding, Anniv		500.02	-500.02
40180 Fund Raisers			
40183 Amazon Smile	48.22	75.00	-26.78
40184 Christmas/Craft Fair		0.00	0.00
40189 Other Event Income		399.98	-399.98
Total 40180 Fund Raisers	48.22	474.98	-426.76
41200 Facility Rental Income	3,385.00	2,300.02	1,084.98
49000 Interest & Dividend Income	398.76	99.98	298.78
Total 40100 Operating Income	188,658.34	166,463.46	22,194.88
Total Income	\$188,658.34	\$166,463.46	\$22,194.88
GROSS PROFIT	\$188,658.34	\$166,463.46	\$22,194.88
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference	290.00	290.00	0.00
50120 Substitute Clergy	975.00	1,250.02	-275.02
Total 50100 Clergy	1,265.00	1,540.02	-275.02
50200 Education			
50220 Adult Ed	281.78	86.48	195.30
50240 Sunday School	150.00	113.48	36.52
50250 Youth Group	1,000.00	1,500.00	-500.00
Total 50200 Education	1,431.78	1,699.96	-268.18
50300 Outreach			
50310 Outreach Grants & Programs	500.00	2,030.02	-1,530.02
50320 COPA		0.00	0.00
50325 ESL - English Learners	49.86	50.02	-0.16
50330 Sheltering / Homeless Program	382.69	1,500.00	-1,117.31
50340 CDSP Theological Education		0.00	0.00
50390 WOD Fair Share	23,142.00	22,857.52	284.48

Episcopal Church of St John the Baptist

BUDGET COMPARISON

January - December 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40100 Operating Income			
40110 Loose Offerings	1,633.34	4,000.00	-2,366.66
40115 Current Operating Pledge	175,419.56	294,477.00	-119,057.44
40121 Prior Year Pledges Realized	868.00	2,500.00	-1,632.00
40123 Prepaid Pledges	0.00		0.00
40124 Helpful Shop Tithe	1,248.08	6,000.00	-4,751.92
40130 Identifiable Offerings	4,301.00	17,000.00	-12,699.00
40150 Holy Days			
40151 Easter Offerings	1,356.38	900.00	456.38
40153 Christmas Offerings		1,000.00	-1,000.00
40159 Other Holy Days		200.00	-200.00
Total 40150 Holy Days	1,356.38	2,100.00	-743.62
40160 Services, Memorial, Baptism, Wedding, Anniv		1,000.00	-1,000.00
40180 Fund Raisers			
40183 Amazon Smile	48.22	150.00	-101.78
40184 Christmas/Craft Fair		4,000.00	-4,000.00
40189 Other Event Income		800.00	-800.00
Total 40180 Fund Raisers	48.22	4,950.00	-4,901.78
41200 Facility Rental Income	3,385.00	4,600.00	-1,215.00
49000 Interest & Dividend Income	398.76	200.00	198.76
Total 40100 Operating Income	188,658.34	336,827.00	-148,168.66
Total Income	\$188,658.34	\$336,827.00	\$ -148,168.66
GROSS PROFIT	\$188,658.34	\$336,827.00	\$ -148,168.66
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference	290.00	290.00	0.00
50120 Substitute Clergy	975.00	2,500.00	-1,525.00
Total 50100 Clergy	1,265.00	2,790.00	-1,525.00
50200 Education			
50220 Adult Ed	281.78	173.00	108.78
50240 Sunday School	150.00	227.00	-77.00
50250 Youth Group	1,000.00	3,000.00	-2,000.00
Total 50200 Education	1,431.78	3,400.00	-1,968.22
50300 Outreach			
50310 Outreach Grants & Programs	500.00	4,060.00	-3,560.00
50320 COPA	3,000.00	3,000.00	0.00
50325 ESL - English Learners	49.86	100.00	-50.14
50330 Sheltering / Homeless Program	382.69	3,000.00	-2,617.31
50340 CDSP Theological Education		945.00	-945.00
50390 WOD Fair Share	26,999.00	45,715.00	-18,716.00

Episcopal Church of St John the Baptist

HELPFUL SHOP PROFIT AND LOSS

January - June, 2019

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
Total Expenses	
NET OPERATING INCOME	\$0.00
Other Income	
81000 Helpful Shop Income	
81001 Sales - Helpful Shop	28,126.15
81002 Donations - Helpful Shop	963.99
Total 81000 Helpful Shop Income	29,090.14
Total Other Income	\$29,090.14
Other Expenses	
82000 Helpful Shop Expenses	
82100 Operating Expenses - Helpful Shop	
82101 HS Rent	7,148.29
82102 HS Utilities	181.23
82103 HS Phone/Internet	457.88
82105 HS Merchant/Bank Fees	328.05
82106 HS Supplies	605.10
82107 HS Maint/Improvements	954.49
82109 HS Resale Goods	47.03
82140 Staff - Manager	4,204.88
82141 Staff - Bookkeeper	1,146.00
82145 Staff/Insurance/WComp	441.78
82150 St John Pledge	2,468.26
82200 Grants - Helpful Shop	0.00
Total 82100 Operating Expenses - Helpful Shop	17,982.99
Total 82000 Helpful Shop Expenses	17,982.99
Total Other Expenses	\$17,982.99
NET OTHER INCOME	\$11,107.15
NET INCOME	\$11,107.15