

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

January 21, 2020

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 the St. John’s Youth Center at 125 Canterbury Drive, Aptos, California, at 7:00 PM on Tuesday, January 21, 2020, 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
Annie Henry (2022)	X		Anne Baker, Treasurer
Barbara Raney (2020)		X	Brody Lucchesi, parishioner
Bart Coddington, Senior Warden (2021)	X		Lisa Freeman, Community Youth Program Director
Benjamin Davis (2021)	X		
Cara Lucchesi (2022)	X		Karen Elerick, ACYC member
Chris Rowen (2022)	X		
Francis Bayaca (2021)	X		
Karen Greenleaf (2020)	X		
Nancy Shephard (2022)	X		
Patricia McGowan (2020)	X		
Sally Lewis (2020)	X		
Vacant			

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

OPENING

Mother Tracy called the meeting to order at 7:04 PM and led the opening prayer. For a devotional exercise, the Vestry did a *lectio divina* on Genesis 12.1-13, The Call of Abram.

¹ Term ends in December in the year indicated.

APPROVAL OF THE MINUTES OF THE DECEMBER VESTRY MEETING

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

RESOLVED, that the minutes of the December 10, 2019 meeting of the Vestry circulated for review on January 20, 2020 are hereby approved.

HELPFUL SHOP GRANTS

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

RESOLVED, that the following Helpful Shop Grants are hereby approved:

<u>Organization</u>	<u>Grant</u>
Hospice of Santa Cruz	\$1,000
Project Homeless Connect	500
Kidpower	950
Royal Family Kids Camp	500
Elm Street Mission	1,300
Literacy Program	1,500
Housing Matters	2,000
For Kids Foundation	1,000
Wings	1,500
Helping Hands	1,400
Conflict Resolution	900
Kairos Prison Ministry	1,500
SPIN (Socks for People in Need)	500
NAMI (National Alliance on Mental Illness)	850
ESL	300
Youth N.O.W.	1,000
Shared Adventures	1,000
Next Stage Productions	1,500
Big Brothers Big Sisters	1,000
Survivors Healing Center	2,000
Building for Generations	<u>800</u>
TOTAL	<u>\$23,000</u>

ACYP ALLOCATION OF PARISH EXPENSES

There was a discussion of the amount of the Parish's expenses should be allocated to the Aptos Community Youth Program. Lisa Freeman and Karen Elerick spoke of the amount they believe ACYP requires to adequately serve the needs of ACYP participants. There was also a discussion of what percentage of the Parish's expenses are fairly allocable to ACYP. Treasurer Anne Baker determined that there was approximately \$20,000 in the ACYP cash account at present that is most likely unspent money from 2019 and would be available in 2020. Although there was no consensus on what amount would be a fair allocation in the coming fiscal years, there was a consensus that

10% of ACYP budgeted endowment income for 2020 is fair for 2020. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the ACYP 2020 budget is revised as follows:

	Budget Approved 12/10/2019	Revised Budget	Increase (Decrease)
AVAILABLE FUNDS			
Endowment Income 2020	\$125,000.00	\$125,000.00	\$0.00
2019 Budget Surplus	=	<u>7,000.00</u>	<u>7,000.00</u>
TOTAL AVAILABLE FUNDS	\$125,000.00	\$132,000.00	\$7,000.00
PROGRAM EXPENSES			
Program projects and activity funds	\$20,500.00	\$30,300.00	\$9,800.00
Overnight trips and travel expenses	5,000.00	-	(5,000.00)
Special events	3,000.00	-	(3,000.00)
Program supplies	11,000.00	-	(11,000.00)
Marketing	1,500.00	700.00	(800.00)
Utilities	1,000.00	-	(1,000.00)
Parish utilities and facilities	-	12,570.00	12,570.00
Parish engagement	200.00	-	(200.00)
Lounge furniture	=	<u>5,000.00</u>	<u>5,000.00</u>
TOTAL PROGRAM EXPENSES	\$42,200.00	\$48,570.00	6,370.00
SUPPORT STAFF AND VOLUNTEERS			
Background checks	\$2,500.00	\$2,075.00	(\$425.00)
Volunteer trainings	500.00	-	(500.00)
Personnel support	14,000.00	11,000.00	(3,000.00)
Bookkeeping administration	=	<u>2,300.00</u>	<u>2,300.00</u>
TOTAL SUPPORT STAFF AND VOLUNTEERS	\$17,000.00	\$15,375.00	(\$1,625.00)
COMMUNITY YOUTH PROGRAM DIRECTOR			
Salary	\$58,016.00	\$49,344.00	(\$8,672.00)
Pension	3,984.00	5,404.32	1,420.32
Payment in lieu of medical benefit	-	10,704.00	10,704.00
Dental	585.56	585.56	-
Life	117.60	-	(117.60)
Short term disability	373.20	-	(373.20)
Long term disability	368.40	-	(368.40)
Life insurance and disability benefits	-	916.20	916.20
Long term care	48.00	-	(48.00)
AD&D	9.00	-	(9.00)
Continuing education	500.00	100.00	(400.00)
Gas mileage	<u>1,500.00</u>	<u>1,000.00</u>	<u>(500.00)</u>
TOTAL COMMUNITY YOUTH PROGRAM DIRECTOR	<u>\$65,501.76</u>	<u>\$68,054.08</u>	<u>\$2,552.32</u>
COMMUNITY YOUTH PROGRAM TOTAL EXPENSES	<u>\$124,701.76</u>	<u>\$131,999.08</u>	<u>\$7,147.32</u>
SURPLUS	\$298.24	\$0.92	(\$297.32)

2020 PARISH BUDGET

There was a prolonged discussion of updated annual pledges and other matters that came to the attention of the Vestry after the December meeting. Although not discussed at the meeting, the December 10 draft budget contained a computational error that caused the draft budget to reflect a \$2,029 deficit instead of a \$29 deficit. The discussion proceeded based on correction of the error and as if the adjustments made at the December meeting did not occur. During the discussion, two of the Vestry members increased their annual pledges by a total of \$400 for the explicit purpose of balancing the budget. Upon motion duly made, carried, and seconded, the following resolution, which tacitly assumes that that the December 10 adjustments to the draft budget did not occur, was unanimously adopted:

RESOLVED, that the following changes to the budget approved on December 10, 2019 are adopted:

QuickBooks Account #	Description	Budget Approved on 12/10/19	Revised Amount	Increase (Decrease) compared to 12/10/19
40115	Annual Pledge Drive totals	\$258,438	\$286,653	\$28,215
40100	SUBTOTAL OPERATING INCOME	\$294,488	\$322,703	\$28,215
40000	TOTAL INCOME	\$294,825	\$322,953	\$28,128
50220	Adult Education	\$92	\$95	\$3
50240	Sunday School	\$131	\$135	\$4
50250	Youth Group	\$1,455	\$3,000	\$1,545
50200	TOTAL EDUCATION	\$1,678	\$3,230	\$1,552
50310	Outreach	\$0	\$1,500	\$1,500
50325	English as a second language - ESL	\$49	\$50	\$1
50390	Work of the Diocese Fair Share	\$37,185	\$42,828	\$5,643
50300	TOTAL OUTREACH	\$38,733	\$45,878	\$7,145
50490	Vestry Retreat	\$485	\$500	\$15
50400	TOTAL PARISH LIFE	\$907	\$922	\$15
50701	Reimbursable to flowers & music 1/4-3/4	(\$2,000)	(\$3,000)	(\$1,000)
50705	Worship & Liturgy, assets (was 50760)	\$243	\$250	\$7
50710	Altar Supplies, consumable	\$679	\$700	\$21
50720	Altar Flowers	\$909	\$1,000	\$91
50740	Independent Contractor Musician	\$1,733	\$2,650	\$917
50750	Music Supplies	\$243	\$250	\$7
50700	TOTAL WORSHIP	\$3,563	\$1,850	(\$1,713)
N/A	FACILITIES ²	\$0	(\$12,570)	(\$12,570)
51010	Buildings Maintenance (repairs)	\$4,351	\$8,000	\$3,649
51011	Reserve - Major Building Repair	\$2,720	\$3,017	\$297
51012	Equipment & fixture repair/replacement	\$149	\$1,000	\$851
51015	Landscaping & Grounds	\$3,880	\$8,000	\$4,120
51020	Janitorial Supplies & Svcs.	\$500	\$1,151	\$651
51041	Utilities - Electricity	\$6,500	\$9,000	\$2,500

² Contra account for cost allocation to the Aptos Community Youth Program.

QuickBooks Account #	Description	Budget Approved on 12/10/19	Revised Amount	Increase (Decrease) compared to 12/10/19
51042	Utilities - Natural Gas	\$1,500	\$2,100	\$600
51043	Utilities - Building Water	\$2,831	\$3,025	\$194
51000	TOTAL FACILITIES	\$38,422	\$38,735	\$313
51110	Umbrella Policy & Liab. Ins	\$5,700	\$7,320	\$1,620
51160	Workers Compensation	\$550	\$1,014	\$464
51100	TOTAL INSURANCE GENERAL	\$6,250	\$8,334	\$2,084
51212	Marketing & Visibility (was Advertising)	\$349	\$350	\$1
51220	Bank Service Charges	\$26	\$27	\$1
51240	Office Supplies (plus postage)	\$1,360	\$1,410	\$50
51242	Computer Software & Supplies	\$485	\$500	\$15
51244	Rector Business Expense	\$340	\$351	\$11
51250	Printing & Publications	\$107	\$110	\$3
51260	Telephone	\$2,000	\$2,787	\$787
51265	Internet Services (Comcast)	\$840	\$1,043	\$203
51200	TOT. OFFICE/ADMINISTRATION	\$7,263	\$8,335	\$1,072
51410	Office Equip. Maintenance (copier/Riso)	\$959	\$1,511	\$552
51400	TOTAL OFFICE EQUIPMENT	\$2,366	\$1,736	(\$630)
50000	TOTAL EXPENSES	\$98,815	\$110,573	\$11,758
60110	Bookkeeper's Salary (Church portion)	\$11,388	\$10,908	(\$480)
60120	Office Manager Salary	\$17,100	\$19,000	\$1,900
600YY	Children's Ministry Coordinator	\$0	\$10,921	\$10,921
60100	TOTAL PART TIME SALARIES	\$67,363	\$79,704	\$12,341
61300	Medical Insurance -Rector	\$16,716	\$19,500	\$2,784
61000	TOTAL RECTOR	\$121,621	\$124,405	\$2,784
65010	Payroll Taxes	\$6,736	\$7,970	\$1,234
60000	TOTAL SALARIES & COMPENSATION	\$196,010	\$212,369	\$16,359
N/A	TOTAL FLEXIBLE EXPENSE & SALARY	\$13,683	\$29,609	\$15,926
N/A	TOTAL EXPENSE, SALARY & COMP	\$296,767	\$322,942	\$26,174
N/A	TOTAL INCOME	\$294,738	\$322,953	\$28,215
N/A	EXPENSE & SALARY to INCOME DELTA	\$(29) ³	\$11	\$41

TREASURER'S REPORT

Anne Baker distributed the Expenses by Liaison report attached as Exhibit A and reminded the Vestry members that their year-end reports are due by the end of the month.

³ The number on the printed budget erroneously appeared as \$(2,029).

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included stressful, arduous, long, off the rails a bit, augh, (sigh), Lord have mercy, emotional rollercoaster.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at 9:42 PM.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

DECEMBER EXPENSES BY LIAISON

Expenses by Liaison		SPENT THIS MONTH	SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMANING TO SPEND IN 2019
VESTRY MEMBER:					
		December	Dec-19		
Rick Becton	SENIOR WARDEN				
	50110 Clergy Conference	\$0.00	\$290	\$290	\$0
	50120 Substitute Clergy	\$0.00	\$2,400	\$2,500	\$100
	50121 Substitute Clergy mileage	\$0.00	\$0	\$20	\$20
	TOTAL		\$2,690	\$2,810	
Marlene Bumgarner	FORMATION				
	50220 Adult Education	\$100.00	\$482	\$190	-\$292
	50240 Sunday School	\$108.64	\$374	\$270	-\$104
	50250 Youth Group	\$2,000.00	\$3,000	\$3,000	\$0
	TOTAL		\$3,856	\$3,459	
Francis Bayaca & Michael Hudson	OUTREACH / SOCIAL JUSTICE				
	50310 Outreach	\$4,060.00	\$4,560	\$4,299	-\$261
	50320 COPA	\$0.00	\$3,000	\$3,000	\$0
	50325 Adult Education - ESL	\$0.00	\$50	\$100	\$50
	50330 Sheltering (Homeless) Program	\$0.00	\$3,404	\$3,000	-\$404
	TOTAL		\$11,014	\$10,399	
Patricia McGowan	PARISH LIFE / HOSPITALITY				
	50420 Hospitality/Coffee Hour	\$160.81	\$1,137	\$1,420	\$283
	TOTAL		\$1,137	\$1,420	
Sally Lewis	PASTORIAL CARE / WELCOMING				
	50430 Newcomers	\$0.00	\$0	\$160	\$160
	50440 Parish Care	\$0.00	\$0	\$31.7	\$32
	TOTAL		\$0	\$192	
Barbara Raney	JUNIOR WARDEN				
	50490 Vestry Retreat	\$0.00	\$1,654	\$1,000	-\$654
	51210 Advertising was 51212	\$223.08	\$796	\$100	-\$696 T-shirts
	51244 Entertainment/Rector Business Expense	\$0.00	\$792	\$702	-\$91
	TOTAL		\$3,242	\$1,801	
Karen Greenleaf	STEWARDSHIP				
	50610 Stewardship	\$566.32	\$4,171	\$1,705	-\$2,466 Mar + Jul
	50611 Endowment Legacy Society	\$0.00	\$0	\$1	\$1
	TOTAL		\$4,171	\$1,706	
Anne Baker	WORSHIP				
	50701 Reimbursable to: Flowers & Music 1/3-2/3	-\$1,683.00	-\$3,655		
	50705 Worship & Liturgy, Assets	\$0.00	\$1,430	\$500	-\$930
	50710 Altar Supplies, Consumable	\$65.95	\$1,163	\$1,400	\$237
	50720 Altar Flowers (50721, 22, 23 & 24)	\$0.00	\$659	\$500	-\$159 ??? 573.11
	50730 Organ & Piano Maint.	\$0.00	\$1,436	\$1,440	\$4
	50740 Musicians/organist - Special	\$400.00	\$4,150	\$700	-\$3,450
	50750 Music Supplies	\$175.00	\$370	\$500	\$130
	50765 Other Worship Events/Food	\$0.00	\$0	\$530	\$530
	TOTAL		\$5,553	\$5,570	

Expenses by Liaison

		SPENT THIS MONTH	SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMANING TO SPEND IN 2019	
Bart Coddington	BUILDINGS					
51010	Buildings Maintenance (repairs)	\$0.00	\$8,308	\$8,972	\$664	0
51013	Fire Protection System Maint (sprinklers)	\$194.05	\$700	\$650	-\$50	
51014	Bldg. Systems Maintenance (scheduled)	\$0.00	\$1,600	\$2,000	\$400	
51020	Janitorial Supplies & Svcs.	\$108.18	\$1,151	\$500	-\$651	
51025	Fire Alarm Maintenance Contr	\$255.00	\$1,020	\$1,020	\$0	
51041	Utilities - Electrical	\$1,660.00	\$8,425	\$5,586	-\$2,839	
51042	Utilities - Natural Gas	\$360.97	\$1,910	\$2,527	\$617	
51043	Utilities - Building Water	\$244.25	\$2,786	\$2,831	\$45	
	TOTAL		\$25,900	\$24,086		
Ben Davis	GROUNDS					
51015	Landscaping & Grounds	\$1,235.00	\$9,941	\$8,000	-\$1,941	
51035	Security Services	\$300.00	\$3,300	\$2,000	-\$1,300	
51044	Utilities - Landscape Water	\$687.71	\$5,804	\$4,427	-\$1,377	
51045	Utilities - Trash and Recycling	\$303.48	\$1,956	\$2,600	\$644	
	TOTAL		\$72,802	\$17,027		
Anne Baker	TREASURER					
50390	Work of the Diocese Fair Share	\$3,857.00	\$46,284	\$46,285	\$1	
51011	Reserve - Major Building Repair	\$3,132.00	\$3,132	\$3,130	-\$2	
51050	Property Assessments	\$533.26	\$1,031	\$1,050	\$19	
51051	Annex Portable Rent	\$397.15	\$4,340	\$5,200	\$860	
51110	Umbrella Policy & Liab. Ins	\$1,558.25	\$7,200	\$3,500	-\$3,700	
51130	Insurance Other (deleted)	-\$60.00	-\$60	\$300	\$360	
51160	Workers Compensation	\$489.49	\$1,014	\$2,500	\$1,486	
51220	Bank Service Charges	\$0.00	\$0	\$90	\$90	
51225	Payroll Service	\$115.00	\$1,379	\$900	-\$479	
51280	Annual Audit	\$0.00	\$350	\$350	\$0	
50340	CDSP -Theological Education	\$0.00	\$1,000	\$1,000	\$0	
	TOTAL		\$65,672	\$64,305		
Rick Becton	ADMINISTRATION / OFFICE					
51200		-\$2,500.00				What is this?
51230	Dues & Subscriptions	\$0.00	\$39	\$50	\$11	
51239	Copies over contract	\$0.00	\$292	\$30	-\$262	
51240	Office Supplies	\$1,051.41	\$2,448	\$2,520	\$72	
51242	Computer Software & Supplies	\$219.99	\$2,210	\$1,000	-\$1,210	
51245	Postage	\$0.00	\$154	\$800	\$646	
51250	Printing & Publications	\$0.00	\$1,222	\$220	-\$1,002	
51260	Telephone	\$477.24	\$2,854	\$2,000	-\$854	
51265	Internet Services	\$69.95	\$839	\$840	\$1	
51266	Internet Host (website)	\$0.00	\$0	\$1	\$1	
51285	Professional Fees	\$0.00	\$0	\$100	\$100	
51405	Computer Equipment	\$0.00	\$0	\$1,445	\$1,445	
51407	Computer & software maintenance	\$0.00	\$20	\$225	\$205	
51410	Office Equip. Maintenance	\$0.00	\$138	\$959	\$821	
	TOTAL		\$10,216	\$10,190		
	TOTAL EXPENSES	\$20,866.18	\$206,252	\$142,965		