

Bethesda Episcopal Church
Saratoga Springs NY

Minutes: Vestry Meeting
Wednesday June 21, 2017

Vestry
Mark Claverie
Darren Miller
Denise Limoli (excused)
Gordon Boyd
Catherine Berheide (excused)
Mark Griffin
Jane Agee
Field Horne
Sara Manny
Mayume Kato
Pam Houde

Clergy
Dean Marshall J. Vang, Interim Rector

Clerk
Geneva Henderson

Treasurer
John Van der Veer

Call to order: Dean Vang called to order the regular meeting of the Bethesda Episcopal Church Vestry at 7:00 PM on June 21, 2017 at the church on Washington Street.

Devotions: Horne began the meeting with devotions.

Previous meeting minutes: Horne moved to accept the minutes from the previous meeting, seconded by Claverie, unanimously approved.

Interim Rector's Report: Dean Vang

Rectory Update: The closing on the new Rectory is scheduled for June 30. Vang has selected the more Anglican landscaping package (juniper and holly). We are entertaining proposals for building a porch on the rectory after the closing, but there's no rush and nothing has been decided yet. Darren moved to hire the movers from Moving Made Easy, Boyd seconded the motion and all were in favor.

1982 Hymnal: New hymnals have been ordered and paid for (total of \$11,000.00 for 480 books). Henderson suggested giving old hymnals back to the people who donated them. Horne suggested doing an offertory hymn at the 8:00 mass to introduce the new hymnals.

Summer Office: Lynne Priestly is now officially done with preparing the Sunday bulletins. Barbara Latzko will be taking over this duty.

Building Fund Party: The party will take place on the last Monday of July and is being organized by Debbie Harper and Sharon Boyd.

Senior Warden Report: Miller reports that Boyd, Vang and Miller went to the business meeting at the diocesan convention. The diocese has reduced our assessment to about \$36,000. Audit is

completed and we continue to improve. This audit had no significant findings, but a few minor suggestions. For example: they recommend a password for the accounting software, daily backup of computer, etc. Miller reminded the vestry that it is important to think about preventing fraud and improving internal controls. We've improved significantly over the last five or so years. Boyd moved that invoices for the building activities and services include an approval by one of: chairman of building committee or either of the two wardens and the other warden, vestry clerk or head of property management, Manny seconded the motion and all were in favor.

Treasurer's Report: Pledge and plate was \$1,336 over budget. Expenses ended up \$5,444 over budget (because of general liability insurance payment and payroll tax). Expenses are running \$19,171 over budget for the first five months (due to office expenses, repairs and auditor). (Miller pointed out that we did budget for the audit and requested that the treasurer check which month we were expecting to incur the expense.) Income is about \$8000, pledge and plate are down \$6,600. Currently we are about \$16,000 below where we were last year. Hopefully it will even out over the next six months.

Building Committee: Boyd shared plans for improving the front doors of the church so they open out with glass doors inside, allowing people walking by to see into the church. This would be potentially helpful for funerals so he has involved Burke's funeral home about in the discussion.

The City Assessor thinks that the new facility will be taxable. Boyd is consulting with attorneys (Young Summer), Van der Veer pointed out O'Connell and Aronowitz might also be interested. We are considering setting up a 501c3 foundation for Bethesda which would act as the landlord of the new parish hall. Miller moved to further consult with Young Summer and O'Connell and Aronowitz and to retain one of these firms. Boyd seconded the motion and all were in favor.

Our value engineering proposal was approved by the design review commission on June 14. Planning to submit application for building permit in July. Amy Sutton from Roohan Realty will start advertising rental spaces. Still need to meet with Saratoga National to discuss the mortgage. It may be worth considering renegotiating the architects' role during construction.

Capital Campaign: Kato ran an analysis on the income from the capital campaign and is planning to do the same for pledge and plate. To date we've received about 56% of the total amount that was pledged. She's also broken it down into how many people haven't given anything to date, how many have given 1/3 and how many have fulfilled their pledges.

(see attached)

Still need to raise \$1,727,423 after taking into the account mortgage, capital campaign, proceeds from sales and unrestricted endowments. Will try to raise this in the next several weeks so we can break ground this year.

Property Management: Claverie reported that two tables still in the parish house need to be moved. We've gotten the shed back (and probably the snowblower but we can't get into the shed at the moment). The church air conditioner is still not working. He's trying to keep the empty lot vaguely mowed but it's difficult because of the uneven terrain.

Expenses: Claverie moved to approve Dean Vang's expenses for the month; Griffin seconded; all in favor

Parish History Update: Agee reminded the vestry that the Parish History Project started in 2012 and has involved countless hours of work from Agee and Sanders Shartle. The project required a complete reorganization of church archives, numerous photographs, etc. (Photographs could also be kept for insurance purposes in case anything happens.) At this point the manuscript is almost finished. They have an appointment with Susan Pearce, who was recommended by SUNY Press, to discuss design. Will need to talk to the Bolster collection about using their photos (which were in our archives) in the book. **

Closing: Henderson moved to adjourn the meeting. Manny seconded the motion which passed unanimously.

** Note: On July 5 Agee moved, via email that Bethesda accept Susan Pearce's proposal to act as the designer for the Parish History Book and to allow Miller, Berheide or Vang to sign any needed agreement with Pearce. Miller seconded the motion. There were 12 Aye votes and 0 Nay votes.