

**Bethesda Episcopal Church Vestry Meeting
17 January, 2024
Saratoga Springs**

The meeting was held at 3 Beacon Hill Drive, Saratoga Springs.

Attendance: Fr. Charles Wallace, Priest in Charge
Sara Manny, Senior Warden
Mark Claverie, Junior Warden
Karen Finkbeiner, Treasurer
Marcia MacDonald
Holly Sofarelli
Timothy Holmes, Clerk

Absent: David MacVane

Opening Prayer

The regular meeting of the Bethesda Episcopal Church Vestry was called to order at 7 PM on 17 January 2024, by Fr. Wallace.

Devotions:

Fr. Wallace offered devotions.

Approval of Minutes

The minutes of the meeting of 15 November 2023, were unanimously approved as distributed. (K Finkbeiner, movant; M Claverie, second)

Priest-in-Charge Remarks:

Fr Wallace thanked the Vestry for promptly responding to a suggestion from David Harper for action on real estate to improve the parish house situation.

Fr Wallace reported an increase in attendance for Christmas services.

Following discussion regarding the upcoming Bishop's consecration in February Fr Wallace accepted a suggestion of a monetary gift of \$500 to be raised from the congregation and Vestry.

For Lenten instruction, David Olson has offered to give lectures on Thomas Merton on Wednesday evenings during Lent. Fr Wallace approves the proposal. Location to be confirmed.

Treasurer's Financial Report: K Finkbeiner, Treasurer

Operational Performance, Year to Date December 2023

Expense	Budget	Actual	Better/(Worse) than Budget	
Rector Expenses: <i>Wages, benefits, rectory maintenance</i>	133,215	125,030	8,185	Rectory Maintenance
Church Building <i>Utilities, Maintenance and Insurance</i>	43,269	34,254	9,015	Maintenance, utilities, Ins
Programs not uniquely funded <i>Outreach, Organ, other</i>	9,086	6,046	3,040	organ, special music
Fees <i>Professional and credit card</i>	41,969	36,653	5,316	Organist, CPA, Bookkeeper
Office <i>Rent, Equipment, Supplies</i>	23,597	21,896	1,700	Internet, equipment
Diocese Assessment	47,316	47,314	2	
Total Operational Expense	\$ 298,452	\$ 271,194	\$ 27,258	

Income

Pledge and Plate:	289,932	306,545	16,612
<i>Operation Expense over Pledge/plate by:</i>	<i>(8,519)</i>	<i>35,351</i>	
Other operational	3,192	1,040	
Total unrestricted Revenue	\$ 293,125	\$ 307,585	\$ 14,460
Total unrestricted with Dividend	\$ 311,274	\$ 324,862	\$ 13,588

Operational Income/(deficit)	\$ 12,822	\$ 53,668	\$ 40,846
-------------------------------------	------------------	------------------	------------------

Special event net income <i>Weddings, funerals, baptisms</i>	13390
	\$ 67,058

Non-Operational Expenses:

Choir	\$ 22,700
Christian Ed	3,221
Altar Guild	3,459

non-Operational Income:

Building fund grant	\$ 25,000	moved to capital funds
Lot Rental	37,500	Designated to building
Choir	18,723	
Flowers/Altar guild	4,760	Flower Fund donation
Christian Educ	1,050	
Feb Env	358	<i>Franklin Community Center</i>
Mar Env	778	<i>LifeWorks</i>
Apr Env	1,325	Parke Music Fund
May Env	673	<i>Beaver Cross Scholarship</i>
June Env	598	<i>Wellspring</i>
July Env	787	<i>Race Track chaplaincy</i>
Aug Env	518	<i>Shelters of Saratoga</i>
Sept Env	568	<i>Habitat for Humanity</i>
Oct Env	598	<i>Food programs, Christ Church and Pres-NE</i>
Nov Env	713	<i>Empty stocking project</i>
Dec Env	1773	Organ maintenance
Other	100	

Items in italics do not show in our financial statements once transferred, they are maintained in this list for information only.

2024 Budget

Generally the expense lines are the 2023 actual expense uplifted for expected inflation or known increases. One significant change is moved the organ maintenance expense to non-operational expense as we had discussed funding the needed repairs in 2024 (which will be larger than in prior years) as a designated funds project - starting with the Dec 2023 special offering.

The Fees line is adjusted to eliminate the CPA audit fee as discussed last meeting.

The Pledge&Plate is down year to year - reduced Net Income for 2024 vs 2023 as our cash position is very solid, and we will want to fund more special items (starting with the organ) as Designated projects.

2024 Budget - Preliminary

Expense	FY 2023	Prelim 2024	
Rector Expenses: <i>Wages, benefits, rectory maintenance</i>	125,030	136,781	3% increase plus Added \$8K for Rectory Maint
Church Building <i>Utilities, Maintenance and Insurance</i>	34,254	39,254	add \$5K for maint, util (Mandy is in here)
Programs not uniquely funded <i>Outreach, other</i>	6,046	6,046	Organ expenses now to designated (increased funds for other programs)
Fees <i>Professional and credit card</i>	36,653	27,237	no CPA, 2% incre
Office <i>Rent, Equipment, Supplies</i>	21,896	22,444	2.5% increase rent up 5% in June
Diocese Assessment	47,314	55440	per diocese
Total Operational Expense	\$ 271,194	\$ 287,202	
Income			
Pledge and Plate:	306,545	281,545	reduced given cash level
<i>Operation Expense UNDER Pledge/plate by:</i>	<i>35,351</i>		and to increase designated
Other operational	1,040	1,000	fuel env
Total unrestricted Revenue	\$ 307,585	282,545	
Total unrestricted with Dividend	\$ 324,862	299,545	\$17,000 assumed in divs
Operational Income/(deficit)	\$ 53,668	\$ 12,342	reduced given cash level and to increase designated

Non-Operational Expenses:	Income	
Organ maint \$ 5,000	\$ 5,000	Moved from Operational to designated
Choir/Griffith* \$ 22,700	\$ 18,723	
Christian Ed* 3,221	1,050	
Altar Guild* 3,459	4,760	
Special event* 6,810	20,200	

*2023 actuals

A motion to renew CD in February was approved (H Sofarelli, R Wissler).

With Fr Wallace's approval it was reported that Audit would be conducted in-house. 3 capable professionals in the congregation will be requested to serve.

Churchwardens' Report:**Senior Warden:** S Manny

Sunday School planning is proceeding well. A committee is active, qualified teachers identified and space being organized. There is funding in the Wiedeman Christian Education Fund.

The agenda for the Annual General Meeting was discussed.

Junior Warden: M Claverie

1. **Bell tower sprinkler**: NE Fire Protection (NEFP) inspected the sprinkler system on December 26th and found some deficiencies. The sprinkler heads in the bell tower need to be replaced and the anti-freeze needs to be recharged. That work has been scheduled for February 27th. Tri-City Scaffolding will erect scaffolding in the bell tower the week before. The costs for the scaffolding are \$5,432 for a 4-week rental. I do not have any costs from NEFP for the labor and materials.
2. **Roof rails** have been installed at the church this week, the bent gutter straightened and some of the gaps in the masonry has been caulked. Once warm weather returns, a spray test will be done to identify the source of the leaks (although the caulking may have corrected this).
3. The contract with Bonacio for use of the **west lot** has been extended for an additional 6 months.
4. Thanks to Derek, the **air handlers** are blowing warmer air these days. He found a setting that was overlooked to monitor the correct intake temperature.
5. **Church pew removal** – the 3 rows of rear pews are to be removed to open space in the back of the church for church school, coffee hour and baptisms. A decision has not been made about what to do with the pews and we need to check the flooring under the carpet.

New Business: none**Next meeting:** Fr Wallace: **Sunday 25 February** following the 10AM service.**Closing Prayer** led by Fr Wallace.

The Grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit, be with us all evermore. Amen.

Meeting adjourned 8:47PM

*Respectfully submitted,
Timothy Holmes, Clerk*