

**St. Martin-in-the-Fields**  
**Vestry Meeting**  
**June 27, 2023**

**Present:**

Barbara Thomson  
Bud Holland  
Del Bright  
Elizabeth Eagles  
David Dieck  
Carolyn Green  
Lydia Ogden  
Jim Littrell  
Lorraine Webb

Michael Martin Mills  
Victoria Sicks  
Emily Law  
Jim Fairburn  
Paula Wineland  
Cassie Houtz (via Zoom)  
Carol Horne Penn

**I. Welcome New Members**

The Vestry welcomed new members Lorraine Webb, Cassie Houtz, and Michael Martin Mills.

**II. Thanks to Outgoing Members**

The Vestry expressed gratitude for the service of Harry Gould, Victoria Sicks, and Ben Makem.

**III. Approval of Minutes**

The May meeting minutes and summary were approved without amendment. The draft minutes from the annual meeting will be circulated by email for approval.

**IV. Interim Rector's Report**

Father Jim gave a staff update. Lorie Hershey is in place. Noor is now Director of Communication, Content & Events, working thirty hours per week. They, along with Father Jim, now comprise the administrative team. Anne Alexis leaves July 9th. Jim covered staff vacation schedule for the summer. He will be away and working remotely as needed between July 28<sup>th</sup> and September 3<sup>rd</sup>. The Vestry encouraged him to take full advantage of his vacation.

Father Jim reported a successful meeting of parents took place to discuss the future of Children, Youth, and Family ministry.

Budget formation is in the works for 2024. Alan Good will be leading Stewardship this year. Jim thinks Stewardship would benefit from more Vestry support. The membership engagement project, led by Kate Maus, will resume now that she is back.

Father Jim addressed the fall worship schedule. He still has not received Vestry feedback. He reported a consensus among parents who recently met that they want to continue the 9am service for the time being. Jim would like a forum after the 10:30 service. The Vestry then decided we need a special session focused on consideration of the worship schedule, including Evensong. Lydia will convene it.

The calendar review has been completed through September, and several major fall events are now booked.

## **V. Finance**

David reported that giving is a little higher than budget. There is a present surplus of \$64,000, which will disappear because of the timing of Community Engagement disbursements and other expenses. We now have fuller staffing. Fund balances don't have any major headlines. Endowment balances are slightly up from a couple months ago, a function of the market.

The Investment Committee recently met to examine the performance of our funds. It is considering moving from PNC to another entity, like the Episcopal Church Foundation, which has been doing better.

The Finance Committee is planning outreach to invite younger members to join.

The Employee Retention Tax Credit (ERTC) application is in process. It could yield a five-figure credit, which would be helpful.

Finally, David shared the Finance Committee discussion about preparation for the 2024 budget. Our capital needs are unfunded. We have been depending on surpluses. Currently all of our endowment income is used to fund the operating budget. We are not generating enough giving to fund regular capital expenditures like the downspouts and pointing. David has collated twenty years of data to help educate parishioners about the need to raise money for capital expenditures. Extensive existential discussion followed. The Finance Committee Report was unanimously accepted, subject to audit.

## **VI. Rector's Warden's Report**

### *A. Parish Profile Committee*

Cary Nicholas and Lydia Ogden will be on the Profile Committee. Other parishioners targeted for membership are Rob Jennings and Stephanie Hagan. Ideally it will end up with between ten and twelve members. The Committee's first task will be to develop a schedule. The Vestry then discussed the process for selecting additional members.

### *B. Transition concerns*

Emily led the discussion relating to Joanne Conway's letter to the Vestry sharing concerns about the transition. The Vestry cited past communications efforts but acknowledged more is needed. Jim Fairburn volunteered to take on the communications work related to the Parish Profile process. Elizabeth volunteered to draft a reply to the letter.

The meeting was then brought to a close due to the late hour.