

NATIVITY CATHEDRAL

CATHEDRAL CHURCH OF THE NATIVITY

VESTRY MINUTES

Date: January 20, 2018

Attending:

Richard Sause	X	Tori Aitchison	X	Werner Reinartz	
Karen Boksan	X	Susan Sartaretto		Joe Hafich	X
Annalisa Kelly-Cavotta		Kyle Cole	X	Harry Johnston	X
Don Appleton	X	Mary Mulder	X	Meg Seltzer	X

Clergy: Tony Pompa

Due to inclement weather, the in-person meeting was cancelled, and Vestry met on-line using zoom. Some member called in to the meeting.

Meeting was called to order at about 6:30 pm. The first item on the agenda, Gather-Dinner was omitted.

Spiritual Discipline: Tony lead Vestry through prayers.

Minutes: There were no minutes from December 2017 Vestry meeting, which was an abbreviated meeting that focused on reviewing the 2018 budget.

Committee Reports:

Stewardship: We are still receiving pledges for 2018. The budgeted amount for pledge income for 2018 is \$525,000, which is about \$18,000 (3.5%) more than 2017. The total budgeted amount for pledge income and parishioner non-pledge income for 2018 is \$605,000, about \$23,000 (4%) more than 2017. The Stewardship Committee was commended for its outstanding work. Several members of Vestry noted how generous the congregation has been.

Budget: Don led Vestry through a review of the 2018 budget, initially focusing on the income side.

Comparisons of pledge and parishioner non-pledge income with 2017 budget amounts and 2017 actual amounts were made. The total pledge income and non-pledge income for 2017

was about \$559,000, which is about 96% of the amount budgeted. The 2017 budget included an allowance for uncollected pledges.

The increases in the 2018 budget for pledge and non-pledge income (to \$525,000 + \$80,000 = \$605,000), were discussed, as was the allowance for uncollected pledges. The pledge amount (\$525,000) was based on pledges received plus some not yet received but considered high probability to pledge. The non-pledge amount was budgeted at a realistic projected level. The 2018 budget includes an allowance for uncollected pledges equal to 4.5% of pledge income.

Don reviewed two other income items: the Rent/Space Use Fees line (\$9000), which includes \$3000 from the Thrift Shop, and Deanery Rent and Utilities (\$12,700), which assumes 12 months of rent.

The income line, Vestry Fund Raisers (\$10,000), prompted some discussion. Vestry needs to develop a plan for these fundraisers. Some concern was expressed that this amount may be too large.

Don noted that the 2018 budget includes income from a gift from the Virginia Bankhard Estate (in Special Account 3613) in the amount of \$9283 to help balance the 2018 budget. He also noted that income from this same gift (from the Virginia Bankhard Estate in Special Account 3613) in the amount of \$4000 was used to help close out 2017 with a balanced budget.

Vestry discussed the use of memorial or estate gifts for this purpose, to balance a budget or balance annual income with expenditures. No objections were raised.

On the expenditure side of the 2018 budget, the following items were discussed by Don:

Line 5050 Health Insurance: The increased amount is based on actual proposed costs from insurance company.

Line 5110 Sexton Stipends: For 2017, Jose Mendez' hours were budgeted at 18 hours per week, the actual time spent was 28 hours per week. Input to the Budget Committee is that more hours are needed to get all of the required work done. Accordingly the 2018 budget includes 35 hours per week for Jose.

Line 5120 Current Maintenance: The increase is based on projections from 2017 actual expenditures.

Line 5215 Cathedral Secretary: The increase is based on Peggy's actual workload.

Line 5700 Liability and Workman's Compensation Insurance: The increased amount is based on actual proposed costs from insurance company.

All salary/benefits are increased by 2.5% per Diocese recommendation.

Line 6100 Cathedral Music Program: the decrease is based on additional expenditures in 2017 for music, smaller expenditures expected for 2018.

Total Renewal: Expenses projected to be comparable to 2017.

Line 8700 Communications: The increase is projected for the Nativity website upgrade.

Overall, the 2018 budget is projected to be balanced, with \$839,272.66 in income and expenditures.

Don moved that the 2018 budget be approved by Vestry. The budget was passed unanimously.

Nominating:

Tony reviewed the nominees for Vestry, Convention Delegates, and Nominating Committee.

Old and New Business:

Annual Meeting Preparations:

The annual meeting is scheduled for January 28, 8:30 to 10:00 am

Breakfast will be served.

The agenda for the meeting includes a budget presentation, a report from the Senior Warden, a report from the Dean, and a report on the elections.

Bishop Search:

3 to 5 candidates will be selected. Announcement should be made mid-February.

Emergency Housing:

Family from Puerto Rico is settled in.

Holiday Staff Luncheon:

Luncheon to thank the staff, organized by Karen, was great success and much appreciated.

Adjourn: (at about 8:15pm).

Respectfully Submitted:

Richard Sause