

Church of the Epiphany
Minutes of the Regular Meeting of the Vestry
November 15, 2016

Present:

Victor Friedrich (Sr. Warden), Liz Joslyn (Jr. Warden), Judy Moeckel (Clerk), Geof Brayton, Maureen Johnson, Katy Forline, Rosemarie Querns, Heather Moeller, David Turley.

Absent:

Lou Dunlap (Treasurer), Annie Doyle.

Also Present:

Barbara Casey (Diocesan consultant); Martin Karu.

Approval of Agenda:

Maureen Johnson moved to accept the agenda, and Katy Forline seconded. The motion passed. Rosemarie Querns asked why the agenda had not been sent out earlier; Victor Friedrich apologized, as his workload caused the lateness.

Approval of Minutes of October 11, 2016 Vestry Meeting:

Katy Forline asked if the date for the **Chili CookOff** in the October Vestry minutes was correct; Liz Joslyn clarified that *the date was correct at the time of the October meeting* but has since been changed to Nov 5. Geof Brayton moved to accept the minutes as written; Liz Joslyn seconded. The motion passed with one abstention.

Lou Dunlap will be taking a hiatus from his duties as Treasurer because of health issues on the part of his wife, Rose. Geof Brayton offered to help with the Treasurer's duties while Lou is on leave.

Liz Joslyn has been working with Judi Rand, Secretary, to develop a job description of the Secretary's duties.

Senior Warden's Report:

No report submitted.

Junior Warden's Report for this meeting:

Included as Appendix 1, below

Treasurer's Report for this meeting:

Included as Appendices 2 and 5, below

Stewardship:

Katy Forline presented a draft Stewardship letter, to be sent out to each person in the parish. She developed the letter, working with Annie Doyle and Lou Dunlap. Mary Lou Shoemaker will help develop a pledge card which will go with the letter.

On the first Sunday of Advent, there will be an “Ingathering,” at which the cards and letters will be distributed.

Vicarage:

Dave Turley has been overseeing the completion of the renovation of the vicarage. He said his work responsibilities have impacted this, but that he will be working on the vicarage project in the next week.

Community Supper:

Rosemarie Querns expects that that Twin Maples will host a holiday dinner in December. Date is not yet set.

Ministries:

Several people have volunteered to take responsibility for parish activities:

- **Patricia Meiselman** has volunteered to oversee Coffee Hour.
- **MaryLou Shoemaker** will work on planning social events to foster bonding among parish members.
- **Martin Karu** will continue to oversee receptions in the parish halls.

Katy Forline moved to accept these appointments; Dave Turley seconded. The motion was approved.

The annual Community Roundup will take place in Durham on Sat., Dec. 3. If people are unable to put items (non-perishable foods) outside their doors that day, they can bring them to Epiphany the next day (Dec. 4). Dave Turley is coordinating this effort.

Old business:

Re Querns noted that the French Honors Society has yet to be paid for their assistance at the food booth at the Durham Fair. *The rest of her report as Appendix 3 of these minutes.*

Judy Moeckel reported that the ECCT’s Regional Convocations continue around the state. She and Heather Moeller attended the South Central Regional Convocation a few months ago, and she will be looking into the next meeting of the North Central group, which includes Middletown, and may be more relevant to Epiphany. The contact at ECCT is Alison Huggins; if Judy is unable to reach her, Barbara Casey volunteered to assist in making the connection.

New Business:

Liz Joslyn is handling getting snowplowing services for the winter; she will be seeking new bids, NOT to include shoveling and sidewalks. She will work with Victor Friedrich on this.

Heather Moeller noted that the shed needs to be reorganized as well as locked.

Open Comment:

Martin Karu addressed the vestry and Victor Friedrich, Senior Warden, in particular. ***His statement of his remarks is included below as Appendix 4.***

Maureen Johnson moved to close the meeting; Liz Joslyn seconded. The motion passed.

The next meeting of the Vestry of the Church of the Epiphany will take place at 7:30 p.m. on Tuesday, December 20, 2016.

Respectfully submitted,

Judy Moeckel, Clerk of the Vestry

APPENDIX 1: Junior Warden's Report submitted for this meeting

Jr. Warden Report

November 14, 2016

Installed solar, LED battery powered lights on hall ramp-4 more installed

Completed monthly fire extinguisher check.

Picked up needed supplies. Checked bathroom supplies.

Met with EPA and Engineers about relocating incoming water line

Replaced batteries in thermostat in hall

Cleaned gutters-hall and church

Worked with Boy Scouts-raking leaves, cleaning up yard, put hoses away, clean up around shed.

Sent out bids for snowplowing. Snowblower is missing. Placed sand pails and snow shovels in entrances.

Spent time with Judy R. reviewing contact info for groups using the hall. Met with AA, Alaon, NA and Cub scout leaders. Working on getting certificates of insurance for each group per Willis insurance.

Kitchen floor, hall floor and bathroom floor mopped after chili social.

Assisted Sr. Warden with writing up job duties for church secretary.

APPENDIX 2: Treasurer's Report submitted for this meeting

Treasurer's Report

November 16, 2016

As of October 31, we had the following funds on deposit at Citizens Bank

Association Checking(Operating Account)	\$21,002.12
Business Green Checking(Construction Account)	\$5,917.57
Personal Money Market(Memorials Account)	<u>\$11,775.11</u>
Total	\$38,694.80

The attached report shows income and expense by account versus budget through October 31.

Income is under budget by \$17,520. Pledge income is under budget by \$6,912. The Durham Fair booth was over budget by \$1,500, and other fundraisers(Chicken BBQ, Old Home days etc)

were over budget by \$4,144. All of this income includes seed money, which is also reflected in fundraiser expense. Vicarage rental income is under budget by \$16,000.

Expenses are over budget by \$6,690 after removing the \$14,334 in vicarage expense. These expenses were paid from the construction account, and were not a budgeted item.

Diocese pledge expense was over budget by \$4,367 due to catch-up payments from 2015 that were not in the budget for 2016. Supply priests expense was over budget by \$5,901, but clergy compensation was under budget by \$10,737. Durham Fair Booth expense was over budget by \$1,791, but I have not yet paid the French Club so that number will be higher. Fundraising expenses are over budget by \$4,260, but part of that represents seed money, and the remainder represents supplies that generated the sales at the additional events.

We therefore have a budget "profit" shortfall of \$24,211 when adjusted for the vicarage expense. We have an actual profit of \$5,554 when adjusted for the vicarage expense.

Louis Dunlap

Treasurer

(see also Appendix 5_

APPENDIX 3: Statement by Rosemarie Querns (Under Old Business)

Rosemarie Querns raised the concern about the FHS student volunteer who was severely reprimanded by Norm Hicks while volunteering at the church's booth at the Durham Fair. It was Rosemarie's belief that Epiphany vestry should issue a letter of apology to the student in question.

Rosemarie was also concerned about the letter that Victor sent to Martin Karu regarding 'discipline'. She felt that if it was regarding any behavioral covenant rules, why wouldn't the same letter be sent to all church members? It seemed unfair that one person was singled out for any type of alleged behavioral concerns. It seemed to Rosemarie that Martin was targeted, conveniently following both fair endeavors, and Victor's actions were very biased. Victor stated that sending that letter was not authorized by Epiphany vestry, and he acted on his own initiative. It was her belief that Victor sent the State Police to question him unlawfully to harass him in two instances, once before and once after, the Fair. Rosemarie stated that in her opinion, Victor's actions were unfair and hypocritical, and that Victor has treated Martin as if he was never a valued member of this parish, and questioned his motive.

During conversation regarding status of the Epiphany rectory and process of renting it, Rosemarie Querns expressed her opinion that Berardino Realty, Carol Kleeman, or the agency that she currently works for, should have no involvement in the rental process of the rectory this

time. As reason for that, she cited that the last rental process was a disaster. Carol and Berardino Realty failed to represent the church's interest.

Rosemarie also raised the concern about being excluded from the research process conducted by vestry subcommittee regarding the rectory rental. According to vestry decision in September, recorded in the minutes, the committee should include Katy Forline, Maureen Johnson, and Rosemarie Querns. Rosemarie did not agree with the report by the subcommittee, and thought that the report was largely based on opinions, and few real facts.

--Submitted by Rosemarie Querns

**APPENDIX 4: Statement by Martin Karu
(Under Open Comment)**

During the Open Comment section of the meeting, Martin Karu addressed Victor Friedrich. He stated that he is addressing Victor in front of vestry because attempts of direct communication with Victor have failed.

Martin stated that Victor has shown some behavior that is extremely biased and unsuitable for a senior warden. He stated facts that Victor held a highly inappropriate vestry session in June, discussing a concern that Martin supposedly was "too involved in Epiphany's parish life". Also that on August 28th during special vestry meeting Victor had engaged in spreading rumors, false accusations and hearsay about Martin. He also stated that Victor has admitted it and issued a written apology.

Martin also stated that recently Victor has made false accusations against him, telling parishioners that Martin is "following parishioners to parking lot and threatening them". Martin stated that these accusations are false and asked Victor to stop making them.

Martin also stated that Victor has been soliciting parishioners in person and by phone, telling them not to talk to Martin and that Martin would be telling untruthful negative stories about Victor.

Martin asked Victor to refrain from such hateful and divisive behavior. His opinion was that Victor's recent actions and behavior make him a disgrace to this church.

---Submitted by Martin Karu

APPENDIX 5: Treasurer's P&L Statement submitted for this meeting

(NEXT PAGE)

Church of the Epiphany
Profit & Loss Budget vs. Actual
 January through October 2016

	Jan - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Undesignated Support				
43260 · Open Plate	692.10	1,168.00	-475.90	59.3%
43270 · Church School/Youth Group	33.50			
43450 · Pledges	51,113.00	58,025.00	-6,912.00	88.1%
43460 · Miscellaneous	96.52			
43470 · Nonpledge support	3,511.00	4,168.00	-657.00	84.2%
Total 43400 · Undesignated Support	55,446.12	63,361.00	-7,914.88	87.5%
44800 · Other Support				
44830 · Parish Hall Use	1,300.00	2,250.00	-950.00	57.8%
44840 · Fund Raisers	8,312.50	4,168.00	4,144.50	199.4%
44850 · Durham Fair Parking	8,355.00	8,000.00	355.00	104.4%
44851 · Durham Fair Boothe	14,500.00	13,000.00	1,500.00	111.5%
Total 44800 · Other Support	32,467.50	27,418.00	5,049.50	118.4%
47200 · Memorial Support				
47230 · Flowers/Altar Guild	384.00	418.00	-34.00	91.9%
47200 · Memorial Support - Other	200.50			
Total 47200 · Memorial Support	584.50	418.00	166.50	139.8%
47500 · Rentals				
47530 · Rent Revenue -Vicarige	0.00	16,000.00	-16,000.00	0.0%
Total 47500 · Rentals	0.00	16,000.00	-16,000.00	0.0%
49000 · Designated Donations				
49010 · Designated Donations				
49011 · Community Dinners	246.00			
49010 · Designated Donations - Other	1,350.00	418.00	932.00	323.0%
Total 49010 · Designated Donations	1,596.00	418.00	1,178.00	381.8%
Total 49000 · Designated Donations	1,596.00	418.00	1,178.00	381.8%
Total Income	90,094.12	107,615.00	-17,520.88	83.7%
Expense				
62000 · Outreach				
62200 · Diocese Pledge	15,051.99	10,684.00	4,367.99	140.9%
62220 · General Outreach				
62221 · Community Dinners	400.75			
62220 · General Outreach - Other	143.52			
Total 62220 · General Outreach	544.27			
62240 · Vicar's Funds	500.00			
Total 62000 · Outreach	16,096.26	10,684.00	5,412.26	150.7%
62100 · Contract Services				
62110 · Accounting Fees	0.00	834.00	-834.00	0.0%
62150 · Outside Contract Services	500.00	1,250.00	-750.00	40.0%
62170 · Supply Clergy Fees	6,290.16	834.00	5,456.16	754.2%
62175 · Supply Clergy Mileage	445.84			
Total 62100 · Contract Services	7,236.00	2,918.00	4,318.00	248.0%
62300 · Worship				
62310 · Music	826.21	208.00	618.21	397.2%
62320 · Altar Guild (Durable)	0.00	126.00	-126.00	0.0%
63330 · Hospitality	383.20			
63341 · Altar Guild - Flowers	116.06	500.00	-383.94	23.2%
Total 62300 · Worship	1,325.47	834.00	491.47	158.9%
62400 · Education				
62410 · Church School	-1.25	208.00	-209.25	-0.6%
Total 62400 · Education	-1.25	208.00	-209.25	-0.6%
62800 · Facilities and Equipment				
62830 · Fuel Oil-Church	4,608.84	3,834.00	774.84	120.2%
62840 · Church Maintenance	1,901.65	918.00	983.65	207.2%
62841 · Cleaning Service	2,760.02	2,500.00	260.02	110.4%
62842 · Snow Removal - JB	0.00	1,200.00	-1,200.00	0.0%
62843 · Grass Cutting - BN	1,295.00			
62850 · Vicarage Maintenance	14,334.28	418.00	13,916.28	3,429.3%
62850* · Janitorial Services	350.00			
62860 · Security	943.75	750.00	193.75	125.8%
62870 · Property Insurance	3,281.00	4,060.00	-779.00	80.8%
62881 · Vicarage Propane	208.01			
62882 · Vicarage Utilities	204.45			
62884 · Parish Hall Propane	880.45	1,334.00	-453.55	66.0%
62890 · Electricity	3,079.67	2,668.00	411.67	115.4%
62800 · Facilities and Equipment - Other	240.00			
Total 62800 · Facilities and Equipment	34,087.12	17,682.00	16,405.12	192.8%
62825 · Capital Improvements	0.00	1,000.00	-1,000.00	0.0%

1:26 PM

11/13/16

Cash Basis

Church of the Epiphany
Profit & Loss Budget vs. Actual
 January through October 2016

	Jan - Oct 16	Budget	\$ Over Budget	% of Budget
65000 · Operations				
65010 · Books, Subscriptions, Reference	324.70	500.00	-175.30	64.9%
65020 · Postage, Mailing Service	261.14	100.00	161.14	261.1%
65030 · Printing and Copying	0.00	100.00	-100.00	0.0%
65040 · Office Exp/Supplies	655.36	142.00	513.36	461.5%
65050 · Telephone, Telecommunications	1,429.66	1,200.00	229.66	119.1%
Total 65000 · Operations	2,670.86	2,042.00	628.86	130.8%
65100 · Other Types of Expenses				
65110 · Advertising Expenses	120.00	210.00	-90.00	57.1%
65112 · Durham Fair Boothe Expenses	7,591.38	5,800.00	1,791.38	130.9%
65113 · Fundraising Expenses	5,260.81	1,000.00	4,260.81	526.1%
65120* · Insurance - Liability, D and O	649.00			
65130 · Building Loan	7,870.42	8,980.00	-1,109.58	87.6%
65130* · Interest Expense - General	1,108.68			
Total 65100 · Other Types of Expenses	22,600.29	15,990.00	6,610.29	141.3%
66000 · Payroll Expenses				
66100 · Clergy Compensation	5,626.90	16,364.00	-10,737.10	34.4%
66200 · Clergy Housing/Utilities	788.19			
66251 · Housing Equity Allowance	0.00			
66300 · Clergy SSA Allowance	346.33			
66400 · Clergy Pension	3,994.01	3,994.00	0.01	100.0%
66500 · Clergy Insurance	-474.50			
66700 · Payroll Costs	105.20	250.00	-144.80	42.1%
66800 · Non-Clergy Payroll	3,918.75	5,500.00	-1,581.25	71.3%
66825 · Non-Clergy Payroll Taxes	554.94	384.00	170.94	144.5%
Total 66000 · Payroll Expenses	14,859.82	26,492.00	-11,632.18	56.1%
Total Expense	98,874.57	77,850.00	21,024.57	127.0%
Net Ordinary Income	-8,780.45	29,765.00	-38,545.45	-29.5%
Net Income	-8,780.45	29,765.00	-38,545.45	-29.5%