

## – MINUTES –

### ST. ANNE'S VESTRY MEETING

OCTOBER 24, 2023

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Present: Mtr. Leeann Culbreath, Erin Campbell, Joe Falcone, Jeff Gibbs, Kimberly Jacobs, Sherrie McCullough, Shelly Schmeisser (Jr. Warden), Karen Smith, Pat Walker, Brian Yost, Lorie Felton (Treasurer), and Pam Leonard (Clerk).

Absent: Jill Coogle, Rich McDonald, and Jenna Claire Riddle

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1. OPENING PRAYER – Erin Campbell opened the meeting with prayer.
2. FORMATION – Stewardship and plans for Consecration Sunday were discussed with Deacon Jim Strickland (by Zoom). He will join us for Eucharist and deliver the sermon on Consecration Sunday.
3. DISCUSSION
  - a. Zoom Attendance Policy – Shelly Schmeisser presented the following policy for online meeting attendance, which will be discussed at the November meeting.

*In the case where a Vestry member is unable to attend a meeting in person, a virtual attendance option shall be provided when available. When a member attends virtually, the following guidelines apply:*

    - *Virtual attendance will equate to in-person attendance.*
    - *If a vote is taken, members attending virtually will have a voice but no vote.*
    - *The virtual meeting option will only be available if members request and have an explanation of why virtual attendance is required.*
  - b. Annual Meeting – Agenda items for the annual meeting were finalized and will include:
    - i. Rector Search Update
    - ii. Treasurer's Report (to include Building Fund)
    - iii. Changes to By-Laws (vote)
    - iv. Youth Program Update (Nicky Lamb)
    - v. State of the Parish by the Senior Warden
    - vi. Comments from the Priest in Charge
    - vii. Vestry Election

- c. 2024 Operating Budget – Treasurer Lorie Felton shared updates to the prospective 2024 Operating Budget.
- d. Vestry Retreat – Plans are in process to schedule the annual Vestry Retreat at Honey Creek in January.

#### 4. INFORMATION

- a. Priest in Charge's Report
  - i. Proposed changes to the By-Laws will be circulated to the Parish by email on October 25.
  - ii. A committee has been formed for the area of Worship. Members include representatives from all ministries which support Worship.
- b. Senior Warden's Report – No report.
- c. Junior Warden's Report
  - i. Re-roofing of campus buildings has been completed at \$2,000 under the approved budget.
  - ii. Certificates for completion of Safe Church training should be sent to Parish Administrator Emily Guerry.
- d. Liaison Reports
  - i. Adult Formation (*E. Campbell/B. Yost*) – The Sunday School series *Informed Inclusion* began last Sunday.
  - ii. Finance (*L. Felton*) – No report.
  - iii. Kitchen (*J.C. Riddle*) – No report.
  - iv. Mission (*J. Coogle*) – No report.
  - v. Outreach (*J. Falcone*) – No report.
  - vi. Parish Life and Newcomers (*S. McCullough*) – No report.
  - vii. Pastoral Care (*K. Smith*) – Numerous contacts have been made during the last month.
  - viii. Stewardship (*J. Coogle*) – No report.
  - ix. Transition (*J. Gibbs*) – The original advertisement for the Rector's position was only posted for one month. The position has been re-advertised, and the announcement will remain open until a suitable candidate is found. Search Committee member Nicky Lamb will be moving away from the Tifton community. Joy Yost has agreed to fill her seat on the committee.
  - x. Youth Formation and Mission (*K. Jacobs*) – Allen and Nicky Lamb will be moving away from the Tifton community in the coming weeks. They have served in numerous capacities in the Children and Youth Program. Liaison Kim Jacobs and the Youth Committee are working to fill these positions. Naomi Fudge needs assistance in the nursery. Until an assistant can be found, parents of nursery-aged children will

be asked to commit to serving in the nursery on one Sunday during the next quarter.

- xi. Worship (*P. Walker*) – Food donations will again be brought to the altar during worship beginning this Sunday.

e. Upcoming Dates

|             |                                 |
|-------------|---------------------------------|
| October 29  | Consecration Sunday             |
| October 31  | All Hallows' Eve Trunk or Treat |
| November 5  | All Saints Sunday with Baptisms |
| November 12 | Annual Meeting                  |
| November 28 | Vestry Meeting                  |

- 5. FINANCIAL REPORTS – Treasurer Lorie Felton shared financial reports for the month ending September 30, 2023 (see attachment). She also reported that Kathy Moreno will serve as Treasurer beginning in January, 2024.
- 6. DECISION – None.
- 7. MINUTES – The minutes for the September 26, 2023, meeting were approved as circulated (motion by Jeff Gibbs/second by Kim Jacobs).
- 8. CLOSING PRAYER – Pam Leonard closed the meeting with prayer.

Respectfully submitted,  
Pam Leonard

## St. Annes Operating Budget Summary

| Sep-23                      | Sep-23                | Sep-22               |
|-----------------------------|-----------------------|----------------------|
| Monthly Income All-Sources  | \$ 20,256.27          | \$ 26,849.21         |
| Expenses                    | \$ 39,602.50          | \$ 31,132.68         |
| <b>Net Operating Income</b> | <b>\$ (19,346.23)</b> | <b>\$ (4,283.47)</b> |

| YTD September 2023          | Sep-23              | Sep-22              |
|-----------------------------|---------------------|---------------------|
| Total Income                | \$ 333,041.67       | \$ 399,810.95       |
| Total Expenses              | \$ 286,671.38       | \$ 306,620.44       |
| <b>Net Operating Income</b> | <b>\$ 46,370.29</b> | <b>\$ 93,190.51</b> |

| Note: Pledge Income | September            | Year To Date          | Budget YTD    |
|---------------------|----------------------|-----------------------|---------------|
| Sep-23              | \$ 19,834.27         | \$ 329,028.54         | \$ 362,547.00 |
| Sep-22              | \$ 26,414.36         | \$ 359,100.75         |               |
| <b>Difference</b>   | <b>\$ (6,580.09)</b> | <b>\$ (30,072.21)</b> |               |

| Note: Budget | Expense YTD   | Budget YTD    | Difference   |
|--------------|---------------|---------------|--------------|
| Sep-23       | \$ 286,671.38 | \$ 362,547.00 | \$ 75,875.62 |
| Sep-22       | \$ 306,620.44 | \$ 347,951.25 | \$ 41,330.81 |

### AMERIS BANK-Dedicated Accounts

| Current Month        | Past Month           | Accounts   |
|----------------------|----------------------|--|
| \$ 1,503.41          | \$ 1,383.02          | Diocesan Bond Interest                           |
| \$ 222,371.12        | \$ 224,461.90        | Money Market Holding                             |
| \$ 1,821.01          | \$ (53.94)           | Money Market Checking                            |
| <b>\$ 225,695.54</b> | <b>\$ 225,790.98</b> | <b>TOTAL CASH In AMERIS - Dedicated Accounts</b> |

### OTHER Savings/Investments

| Current Month        | Past Month           | Accounts  |
|----------------------|----------------------|---|
| \$ 128,076.09        | \$ 118,941.24        | Episcopal Church Foundation-Endowment           |
| <b>\$ 128,076.09</b> | <b>\$ 118,941.24</b> | <b>TOTAL Other Savings/Investments</b>          |
| <b>\$ 353,771.63</b> | <b>\$ 344,732.22</b> | <b>TOTAL Dedicated Cash/Savings/Investments</b> |

### SOUTH GEORGIA BANK - Operating Accounts

| Account Balances                        | Current Month        | Past Month           |
|---|----------------------|----------------------|
| Checking: Church Operating              | \$ 237,081.68        | \$ 257,433.34        |
| Operating Reserve                       | \$ 100,000.00        | \$ 100,000.00        |
| <b>Total Cash in South Georgia Bank</b> | <b>\$ 337,081.68</b> | <b>\$ 357,433.34</b> |

|  |                      |                      |
|--|----------------------|----------------------|
| <b>Total Cash in SGBC &amp; Ameris Banks</b> | <b>\$ 690,853.31</b> | <b>\$ 702,165.56</b> |
|--|----------------------|----------------------|

| Ministry Center Financing |    |        |             |             |
|---------------------------|----|--------|-------------|-------------|
| Building Fund             |    |        |             |             |
|                           |    | Income | Expenses    | Balance     |
| Sep-23                    | \$ | 457.30 | \$ 1,857.51 | \$31,782.41 |

|                         |                      |
|-------------------------|----------------------|
| <b>Mortgage Balance</b> | <b>\$ 219,555.48</b> |
|-------------------------|----------------------|

### NOTABLE Dedicated Accounts

| Account                     | Current Month | Past Month    |
|-----------------------------|---------------|---------------|
| Maintenance Reserve         | \$ 111,622.37 | \$ 111,532.84 |
| Unrestricted Memorials      | \$ 3,440.09   | \$ 3,315.09   |
| Restricted Memorials        | \$ 1,884.29   | \$ 1,884.29   |
| Adult Formation             | \$ 10,030.49  | \$ 10,030.49  |
| Mission Fund                | \$ 500.00     | \$ 500.00     |
| Needlepoint                 | \$ 9,043.28   | \$ 9,043.28   |
| Outreach                    | \$ 5,660.92   | \$ 5,660.92   |
| Kitchen Fund                | \$ 4,775.18   | \$ 4,775.18   |
| Parish Life                 | \$ 4,171.18   | \$ 4,171.18   |
| Pastoral Care               | \$ 346.25     | \$ 346.25     |
| Worship                     | \$ 7,169.41   | \$ 7,029.81   |
| Youth Formation             | \$ 10,342.48  | \$ 10,364.21  |
| Rector's Discretionary Fund | \$ 595.83     | \$ 423.93     |
| Rector Search Fund          | \$ 20,348.96  | \$ 20,558.96  |

| September '23 Building Fund |              |              |              |
|-----------------------------|--------------|--------------|--------------|
|                             |              |              |              |
| Ministry Center Financing   |              |              |              |
| Building Fund               |              |              |              |
|                             | Income       | Expenses     | Balance      |
| Sep-22                      | \$ 5,893.75  | \$ 1,857.51  | \$ 47,473.46 |
| Oct-22                      | \$ 611.60    | \$ 1,857.51  | \$ 46,227.55 |
| Nov-22                      | \$ 11,359.00 | \$ 1,857.51  | \$ 55,729.04 |
| Dec-22                      | \$ 2,431.00  | \$ 1,857.51  | \$ 56,302.53 |
| Jan-23                      | \$ 1,440.00  | \$ 14,832.04 | \$ 42,910.49 |
| Feb-23                      | \$ 299.70    | \$ 1,857.51  | \$ 41,352.68 |
| Mar-23                      | \$ 1,154.30  | \$ 1,857.51  | \$ 40,649.47 |
| Apr-23                      | \$ 345.70    | \$ 1,857.51  | \$ 39,137.66 |
| May-23                      | \$ 440.30    | \$ 1,857.51  | \$ 37,720.45 |
| Jun-23                      | \$ 200.00    | \$ 1,857.51  | \$ 36,062.94 |
| Jul-23                      | \$ 464.00    | \$ 1,857.51  | \$ 34,669.43 |
| Aug-23                      | \$ 370.70    | \$ 1,857.51  | \$ 33,182.62 |
| Sep-23                      | \$ 457.30    | \$ 1,857.51  | \$ 31,782.41 |