**+GRACE EPISCOPAL CHURCH**

**Windsor, Connecticut**

**January 16, 2024**

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***Call to Order***

**Attendance**

Due to the inclement weather conditions, the meeting was held via Zoom.

***Present:*** Ian Rickard, Father Don, JoAnne McLeod, Larry Young, Andrea Anderson, Andrew Hutchinson, Ken Roach, Katrina Woodhouse, Margaret Shields, Debbie Hutchinson, Chuck Drake and David Stender.

***Absent:*** Susan Burgdorf, and William (Harvey) Harvey.

***Guests:*** Stewardship Realty representatives Dan Panitz and Randy Valdez.

1.  **Opening Prayers**

The January 16, 2024, Vestry Meeting was called to order at 7:05 p.m. with an Opening Prayer led by Senior Warden Debbie Hutchinson.

**2. Additions/Deletions to Agenda**

**7. Old Business**

**c. Lunch by the Pond**

Remove, the information will be emailed to the vestry by JoAnne McLeod.

**d. Evening with the Scouts**

Remove, the information will be emailed to the vestry by Debbie Hutchinson and Dave Stender.

**e. Diocese’s Proposed Contract with The King of Glory Church**

Remove, there is no contract to discuss.

**g. By-Law Revisions (add)**

**3. Approval of Minutes**

A motion was made, seconded, and carried to accept the minutes as written from the December 12, 2023 Vestry meeting.

**4. Presentation by Stewardship Realty**

The two representatives from Stewardship Realty were Dan Panitz and Randy Valdez. Dan Panitz began by explaining his background and areas of expertise in working in real estate and with Episcopal dioceses predominately on Long Island. They are also currently working in 7 states and in Washington, DC. He explained that their company assists parishes in finding ways to use their property to advance the mission of their Church. They study the property and community to determine what mission is needed in the community and what missions are saturated. They perform an extensive real estate analysis to find what the property can yield and determine if re-zoning might be necessary. They work with local legislators and government officials in the towns to determine what areas of outreach are needed in the community such as childcare, senior housing or food pantries. Their services include project analysis and asset management services.

Following Dan’s presentation, a conversation took place regarding finding better ways to utilize the buildings on our campus. A discussion took place concerning the current leasing and usage of the Church buildings. Dan stated that the entire process from research of the property to the conclusion for a plan can take up to 120 days. Local successful realtors would be used to work on the project to market the property and Stewardship Realty would manage the process. Katrina Woodhouse noted that an extensive plan highlighting recommendations for the Church has been done and it was decided that the document would be emailed to Stewardship Realty. Dan stated that he will visit our campus prior to determining a possible cost for their services. He agreed to forward us dates he has available to visit; a representative from Grace who has a working knowledge of the buildings will accompany him on his walk-through. Dan will complete the walk-through prior to having a formal agreement with the vestry.

Following the meeting with Dan and Randy, Father Don stated that he will contact 2 priests whose churches have worked with Stewardship Realty to hear their thoughts on the process.

**5. Financial Reports**

Treasurer Larry Young reported that the Operating Fund began the year with an excess of $20,000. Currently, the Fund has a loss of about $21,000 and has a $1400 deficit. The money currently being used for expenses is from insurance payments. Larry made a motion to utilize $1409.24 from the Tuttle Fund money to restore the Operating Balance to $0. The motion was seconded and it carried unanimously. A question was asked regarding whether a budget for 2024 needs to be presented at the Annual Meeting. Larry stated that his 2024 Budget Worksheet details the actual 2023 budget and shows his projected 2024 budget. Larry noted that when comparing pledges to date to 2023 pledges, it appears that pledges have gone down by about $3000. He also stated that comparing Prior Year Pledges Paid and Other Miscellaneous Contributions shows that we may be down about $7,000 in income. He explained that after Father Don leaves at the end of June, another priest will be paid so that expense will remain the same. Larry also noted the salary changes this year for our Church employees. Larry stated that when comparing future expenses and revenues, the budget appears to be a balanced one for 2024. Larry stated that the loss of the Payroll Protection Plan money and the revenue from the closing of the Fund-It account has negatively impacted our revenue. Moving money from our endowment fund to the Operating Fund costs us money.

**6. Identifying New Vestry**

Junior Warden Ian Rickard reported that he met with outgoing vestry members Ken Roach and Margaret Shields after services on Sunday. Andrew Hutchinson was unable to attend. New replacement candidates for the next 3 years were discussed. Margaret Shields had been filling a one-year position and she agreed to stay on the vestry for another 3 years. The other two nominated candidates for a 3-year term are Linda Rickard and John Carpenter. The vestry now will consist of 9 members. The members will be: David Stender, Andrea Anderson, Katrina Woodhouse, William Harvey, Chuck Drake, and Susan Burgdorf. John Carpenter, Linda Rickard and Margaret Shields will join pending their election at the Annual Meeting. Ian stated that he will not be staying on as Junior Warden. Debbie Hutchinson stated that she is willing to stay on as Senior Warden. Larry Young and JoAnne McLeod will stay on as Treasurer and Clerk respectively. Ian stated that he felt that Ken Roach would be an excellent candidate for the office of Junior Warden. Despite his other commitments, Ken agreed to serve as Junior Warden. Ian made a motion that the vestry nominate the following candidates for the term ending in 2027: Margaret Shields, Linda Rickard and John Carpenter and also nominate for a 12-month term Debbie Hutchinson for Senior Warden, Ken Roach for Junior Warden, Larry Young for Treasurer, and JoAnne McLeod for Clerk. The motion was seconded and it was approved unanimously. Debbie and other members of the vestry heartily thanked the outgoing members of the vestry for their hard work and dedication to Grace Church.

**7. Old Business**

**a. Stewardship Campaign**

Because of technical difficulties, Andrea Anderson was unable to speak to the vestry. However, she texted her results. For the 2024 campaign, we had 60 pledges which is down from 75 in 2023. The total pledge amount raised is $186,817. Debbie stated that she would meet with Andrea and make another effort to have more pledge cards returned.

**b. Building and Grounds Update**

Larry reported that he is still waiting for feedback from ServPro regarding the Nursery repairs. He also stated that an audit of all of the furniture and equipment in the Church needs to be completed for insurance purposes; all items need to be listed and photographed. Volunteers will be needed. It was suggested that some Boy Scouts could assist in this with adult guidance. Debbie agreed to post a volunteer sign-up sheet for this project.

Larry noted that the person plowing and shoveling at the Church and Tuttle House has not submitted their tax ID number which is needed for our records. He asked for the names of folks interested in plowing .We do own a snow blower.

**f. Stewardship Realty**

This topic was previously discussed.

**g. By-Law Revisions**

It was decided that the By-Laws that were written during the merger with Grace Broad Brook would continue to be our by-laws with the exception of all of the references to the merger. These by-laws will be presented for a vote at the Annual Meeting. It was suggested that the by-laws be emailed in advance to all parishioners to read with a few hard copies placed in the narthex of the Church. Father Don also suggested that Larry present a summary of the budget and run off a few hard copies for those folks who would like to have them.

**8. New Business**

**a. Bishop’s Visit**

In preparation for the Bishop’s visit, the small chalices containing wine and bread will be removed permanently. Joanne Roach is in charge of the enhanced Coffee Hour. Debbie volunteered to be in charge of the luncheon for the Bishop and the vestry. Chuck Drake will serve as the Bishop’s Chaplain. Debbie asked that materials that need to be submitted to Jenny Hawran to complete the website be sent prior to the Bishop’s visit. All vestry biographies and photos need to be submitted now. Ken Roach suggested that all vestry members look at the mission statements and give their feedback to Debbie via email.

**b. Disability Ramp Update**

Dave Stender reported that he has contacted 3 architects to provide bids for the ramp. He has currently received one bid and he will report back when he receives the other 2.

**c. Merger Possibility**

Debbie reported that another area Church is considering asking us to merge. A more detailed discussion will take place when more information is available.

**d. Confirmation Class Schedule**

Father Don stated that Confirmation will take place in 2025. A few classes will take place this spring and the classes will intensify in the fall. Donna Soule has agreed to assist Father Don. He has ordered the curriculum, and they will go over it together.

**e. Lenten Quiet Day**

It was decided that the discussion regarding the Quiet Day will be held until Father Don returns from his trip.

**9. Questions, Concerns and Comments**

* Dave reported that he spoke with the Kellys regarding the Scouts’ request to meet additional times at the Tuttle House. They would like to use it on Friday evenings. Dave made a motion that the Scouts be given permission to use the Tuttle House on Friday evenings. The motion was seconded. Debbie stated that she will speak to the Kellys regarding expectations of the usage. The motion was voted on and it passed unanimously. Dave asked who the contact person on the vestry for the Scouts would be. Debbie stated that she will continue to do that.
* Dave Stender requested that the vestry take up the idea of a technical team for vergers at the next meeting. Dave and Marcia Hinckley were thanked by the vestry for their dedicated work in this area.

**10. Adjournment**

With no further business before the vestry, a motion was made to adjourn the meeting at 9:37 p.m. The motion was seconded and carried. Debbie Hutchinson led the vestry in saying a closing prayer.

JoAnne McLeod, Clerk