

MINUTES OF A REGULAR MEETING OF THE VESTRY OF ST. JOHN'S EPISCOPAL CHURCH,
YOUNGSTOWN
April 20, 2023

Present: The Reverend Gayle Catinella, Jon Caguiat, Joe DeNiro, Lance Grahn, Jonathan Huff, Liz Johnson, Tony Manhollan, and Martie Witt

Absent: Brenda Barry, Elizabeth Cianciola

The meeting was called to order at 5:30 with a prayer led by Lance Grahn.

Brenda Barry will send a thank-you card to Dick Konzen, Barbara Messenger, and Eva Sullivan on behalf of the Vestry, thanking them for their many contributions to St. John's Holy Week and Easter worship and activities.

The minutes of the March 9, 2023, special meeting of the Vestry were provided by email for information and review.

Motion to approve: Jonathan Huff Second: Martie Witt All in favor.

TREASURER'S REPORT

Lance Grahn reported that for March 2023,

- Operating Fund balance: \$13,733.31
- Total expenses: \$36,789.02
- Total income: \$27,630.64
- Net operating loss for March: -\$9,158.38
- Current pledges YTD: \$65,237.24 (130.39% of budget based on the January draft budget)
- Contributions non-ledged YTD: \$4,035.30 (84.99% of budget based on the January draft budget)

Motion to approve: Tony Manhollan Second: Liz Johnson All in favor.

COMMITTEE REPORTS

- Junior Warden – Martie Witt reported that the Properties Commission will next meet on May 10. Rev. Gayle added that the downspout that fell in the recent storm is not yet re-installed.
- Finance – Via Lance Grahn. For the Vestry's information, the revenue side of the budget needs to be updated to reflect the additional \$14,600 in regular pledges that were raised in through the final appeal and anticipated wedding revenue (\$15,000). We are positive for the year-to-date but negative for the month of March. With regard to weddings, Rev. Gayle and Jim Messenger have met with the Youngstown Country Club's event planners to discuss a partnership for wedding ceremonies and receptions. Rev. Gayle informed the Commission that Karen Warchol is forming an audit committee in preparation for the upcoming diocesan audit, which this year will be a committee audit under the Diocese's newly

implemented parish audit protocols. Rev. Gayle also informed the Commission that she is currently negotiating with two prospective renters, one who would rent the large office in the Parish Hall and the other, a caterer who would use the kitchen for her business. Initial rent would be set at \$250/month and \$500/month respectively. Rev. Gayle requested an appropriation to hire Mike for a week to clean the church building. The Finance Commission accordingly voted to appropriate \$600 (the equivalent of \$15/hour for 40 hours) for this purpose. Finance will need to identify the source of those funds since this expenditure is not in the current provisional budget.

The Finance Commission formally requested that Vestry review the current job descriptions for staff to make sure that they appropriately match current and future responsibilities. Also, Finance would like to

- obtain estimates for air conditioning the Great Hall and outsourcing landscaping. These estimates would be for planning and informational purposes only.
- make sure that the church is properly certified and licensed to host a catering business on site.
- Endowment Board/Heritage Society – Via Rev. Gayle. Jim Messenger recommended that Chet Amedia be named to fill a vacancy on the Endowment Board. Lance Grahn moved that Vestry accept the Chancellor’s recommendation and name Chet to the Board. Tony Manhollan moved to revise the motion to add “with reservations” to Chet’s appointment. Tony’s motion was seconded, and Rev. Gayle called the question. The motion to appoint Chet Amedia to the Endowment Board with reservations passed with 5 in favor, 2 against, and no abstentions.
- Personnel – The Vestry accepted the Finance Commission’s request to review staff job descriptions. Jonathan Huff agreed to review the job descriptions for the church secretary and the sexton.
- Properties – Via Martie Witt. See the Junior Warden report above.
- Senior Warden — Tony Manhollan’s recommended that the “Guns to Gardens” project proposal be revived. Rev. Gayle reminded Vestry that this would be an ecumenical effort that has the support of the Youngstown police chief. She will reach out to her contact and invite her to present the project at an upcoming Vestry meeting. The cost of this project to St. John’s should be minimal.
- Christian Education — Via Rev. Gayle. Sunday School will end for the school year at the end of April.
- Christian Social Relations — Via Tony. CSR has not yet disbursed any money.
- Parish Life and Growth – No report.
- Red Door Café and Pantry — No report.
- Worship and Arts — No report.
- Memorials and Gifts — No report.
- Mission Area — No report.
- DEIA – No report.

RECTOR'S REPORT

Rev. Gayle's report for April 2023 was sent by email prior to the meeting. It is appended below.

Rev. Gayle distributed the wedding marketing brochure for the Vestry's information. She added that Youngstown Country Club wedding planner asked her about performing weddings at the country club. Rev. Gayle indicated that she is willing to do that and asked if Vestry concurs, which it did as long as the decision to perform off-site weddings is at her discretion.

OLD BUSINESS

Fundraising ideas continue to move ahead. New rentals should generate \$4500 for CY 2023 (kitchen rental at \$500/month for 6 months and office rental at \$250/month for 6 months). It is anticipated that weddings will generate more than \$15,000 in 2023.

The Vestry agreed to use the credits generated from photo directory activity be used for a digital version of the directory.

NEW BUSINESS

Rev. Gayle announced that Bishop Coadjutor Anne Jolly will visit St. John's on June 18. Bishop Anne's activities that day will include lunch with the Vestry.

Vestry enthusiastically agreed to support The Rev. Robin Woodberry's ordination to the priesthood in keeping with Tony Manhollan's official letter of agreement.

Motion to approve: Jonathan Huff Second: Tony Manhollan All in favor.

Vestry will next meet on May 11, 2023, at 5:30 p.m.

The meeting adjourned at 6:45 p.m. with a closing prayer led by Rev. Gayle.

Minutes approved 11 May 2023

Motion to approve: Jonathan Huff Second: Martie Witt All in favor.



Lance Grahn (Clerk)

Rector's Report 4.23

Please pray for Brenda who broke her ankle and had to have surgery. Her son is getting married the 20th and there will be major logistical issues.

1. We have been asked to send a letter affirming our support for the ordination to the priesthood of The Rev. Robin Woodberry. It is a formality and part of every clergy's process. Tony wrote a letter on behalf of the vestry that we sent with the approval of the Executive Committee, but we will have a full vote to be recorded in the minutes at this meeting.

2. Due to the lack of auditors, the Diocese has said that we can do a committee audit for this year. Pat Rogers is working with Karen to put together a small team, which has happened many times in the past. Questions?

3. Project updates: we have two potential renters that I am hoping will join us. One is a caterer. We have a brochure for the weddings, and Jim Messenger and I are working with the Youngstown Country Club to form an informal partnership where we would host the ceremony and they would host the party. I have not met with Liz Testa about an art camp because she has not been available (or it was Holy Week).

4. We are hosting a yard clean up on Earth Day. If you like that kind of thing please contact Martie. There will be donuts!

5. Hopefully many of you are attending the consecration of our new Bishop Co-Adjutor. If you need a ride, please let me know. I am trying to gather a list of names so we know how many from St John's are attending. We have people from the choir who are singing and I will be a Eucharistic Minister.

6. We are still in need of a Treasurer. If you have any ideas about this, please let Pat or I know.

7. I thought despite the rough start with no electricity on Palm Sunday, Holy Week was lovely and Easter was joyous. Thank you to everyone who helped. The participation award goes to Eva Sullivan who was there multiple times doing multiple things every day that week. Please thank her, the choir, the Altar Guild, readers and foot washers, brunch servers, everyone who worked so hard to make it a lovely, holy time for our church.