

MINUTES OF A REGULAR MEETING OF THE VESTRY OF ST. JOHN'S EPISCOPAL CHURCH,  
YOUNGSTOWN  
June 8, 2023

Present: The Reverend Gayle Catinella, Jon Caguiat, Jonathan Huff, Tony Manhollan, and Martie Witt

Absent: Brenda Barry, Elizabeth Cianciola, Lance Grahn, Liz Johnson, Joe DeNiro

The meeting was called to order at 5:37 with a prayer led by Rev. Gayle.

A quorum was not present, but the members present proceeded with discussion of the planned agenda without conducting any official business.

Brenda Barry will send a thank-you card to Eva Sullivan on behalf of the Vestry.

The minutes of the May 11, 2023, meeting of the Vestry were provided by email for information and review, but lacking a quorum, action was not taken to approve them.

#### TREASURER'S REPORT

No report was given and no action was taken. But Rev. Gayle reviewed the monthly finances in the absence of the treasurer, and a brief discussion followed.

- Operating Fund Balance is \$17,142.01.
- Total Expenses were \$40,134.34.
- Total Income was \$45,926.37.
- Net operating surplus for May: \$5,792.03.
- Current Pledges YTD : \$104,187.99 (116.38% of budget based on the April draft budget).
- Contributions Non-pledged YTD: \$10,579.10 (133.64% of budget based on the April draft budget).

#### COMMITTEE REPORTS

- Junior Warden – Via Martie Witt. Martie reported the ongoing concerns over the potential rental to the caterer. Specifically:
  - The impact on our tax-exempt status, both for property tax and Unrelated Business Income Tax (UBIT) liabilities
  - The need to charge a fair market value for the space lest it be considered a private benefit or inurement from the church's tax exemption.
  - The need to secure a certificate of insurance naming the church on a liability policy of one million dollars from this and all other renters.
  - A suggestion to develop a written facility use policy.
- Finance – Via Lance Grahn, Martie Witt, and Joe DeNiro. The Commission noted that total revenue for May included the quarterly trust disbursements, which significantly contributed to the higher-than-usual income figure. But current pledges were also strong in May. The Commission also noted that the YTD monthly water bill

is already close to the total annual budget. That will be investigated. The Commission discussed the current status of Love Soup proposal and has several questions for the Vestry's consideration. It was recommended that we review appropriate materials found at [www.churchadminpros.com](http://www.churchadminpros.com) to better understand the implications of renting space to a for-profit business. The Commission also expressed some concern about the likelihood of meeting the \$15,000 revenue goal for hosting outside weddings. Pat Rogers informed Commission members that the annual audit has been completed and asked for volunteers to serve as weekly counters. The Commission thanked Pat and Karen Warchol for their effective leadership in preparing the audit materials, which led to a smooth audit.

- The audit report was reviewed by the vestry members present, but no action was taken. A vote by email will be requested to accept and file with diocese.
- On June 9, 2023, Tony Manhollan made the motion by email to the vestry that the report be accepted. Lance Grahn seconded. The motion passed on June 13 with 7 votes in favor.
- Endowment Board/Heritage Society – Via Jonathan Huff. Nothing to report. The board will meet in July.
  - Personnel – Via Jonathan Huff. Nothing to report.
  - Properties – Via Martie Witt. See the Junior Warden report above. Additionally, Martie reported that Jim Witt checked our current Electric and Natural Gas rates from the Youngstown City aggregation program against the PUCO list and found our rates to be our best option currently, but will need to be reviewed again in August or September when the new aggregation rates are published by the city.
    - Rev. Gayle added that Adam Sullivan had located and repaired a running toilet in the apartment and a recently repaired boiler pipe that were suspected to be responsible for our excess water consumption. With both repairs in place, we will review our usage next month.
  - Senior Warden — Tony Manhollan reported that the concerns about the potential rental would be discussed at a joint meeting of the Finance and Properties commissions and the Vestry on Sunday, June 11 after the 10:30 service in the parlor. Additionally, the tax and legal implications of the rental would be discussed the following week (Wed., June 14) in a meeting of the Parish and Diocesan Chancellors, the Rector, and the Wardens.
  - Christian Education — No report.
  - Christian Social Relations — via Rev. Gayle. The commission has deferred any allocation of funds, pending approval of the year's budget. As the year is nearly half over, the commission requests guidance on its funding.
    - Discussion followed based on the \$3,000 line item on the draft budget. It was suggested that up to half of that amount be considered for allocation, but a decision was deferred pending further input.
  - 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 – Via Rev. Gayle. The Committee has been established with members Kristen Hamilton, Liz Johnson, Barbara Orton, and Karen Rogers. It will meet on June 15.

### RECTOR'S REPORT

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

### OLD BUSINESS

Current Covid safety protocols remain in place.

Bishop Jolly's visit. Eva Sullivan is making a gift basket to welcome the Bishop to the Diocese and is looking for unique items from Youngstown. Anticipated expenses include gifts for the confirmands (prayer books), a donation to the Bishop's Discretionary Fund, a light breakfast for the confirmands, and a luncheon, which will be catered by Love Soup. Rev. Gayle noted the significance of the moment in welcoming our new bishop. She also noted St. John's role in her election thanks to Lance Grahn's service on the search committee.

Follow-up on Rev. Hughes' presentation. Discussion was postponed.

### NEW BUSINESS

Art Fest at YSU. We will have our usual tent at the YSU Summer Festival of the Arts at Ween Park. Rev. Gayle noted that it is always an engaging experience with the community that has connected us with new members and reconnected with old. There will be a small expenditure for this, within the evangelism budget.

The meeting adjourned at 6:28 p.m. with a closing prayer led by Rev. Gayle.

Minutes approved 13 July 2023

Motion to approve: Lance Grahn

Second: Joe DeNiro

All in favor.




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Lance Grahn (Clerk)

## Rector's Report 6.23

This will be our last full meeting for the summer. The Executive Committee will meet in July and August on your behalf. They have the authority to make decisions. But if something big happens, we will make sure you know. Please keep checking emails.

1. The Bishop's visit continues to evolve. It looks like we will have 14 candidates for confirmation and reception, 3 children and 11 adults. We received a gift of \$250 to help with expenses. I am ordering a daily prayer book for each candidate at about \$20 apiece. We are looking at caterers for the vestry lunch. We are going to ask the people who want to rent from us and see what they can do!! The choir is also singing! Please, please, please mark down that date and plan to be there.

2. The photo directories are in process. We are waiting for the proof so we can check it over. The photos should all have been delivered. We hope to have the actual directory by August. Thanks to Tani Spielberg for helping us with layout.

3. The caterer plan is apparently still in play. Tony and I contacted the Diocesan Chancellor (lawyer) about the tax exempt implications. Apparently the calculation is based on a formula of square footage used, how often the space is used, if furniture is involved. We have most of the information we need at this point. We are going to schedule a zoom with Bill Powell, Jim Messenger, Tony and I to get some clarity through the legalese. We also have the name of someone at the Auditor's Office who can confirm things.

After we are sure about the tax exempt status, we will set up a meeting with LoveSoup and representatives of the commissions so you can ask her your questions. They are very willing to meet with you and address any concerns.

We are still in the "who knows" realm so don't get anxious.

4. We are planning our usual summer activities: Hawaiian shirt Sunday, 50 year member service, a picnic in the parking lot, a booth at the Arts Fest (hopefully with an accompanying art exhibit here at the church), and the summer fitness challenge. I hope you will be a part of these things.

Questions??