

ST. PHILIP'S CHURCH IN THE HIGHLANDS
1101 ROUTE 9D + P.O. BOX 158
GARRISON, NY 10524
STPHILIPSHIGHLANDS.ORG
(845) 424-3571

Meeting of the Vestry of St. Philip's Church in the Highlands
June 26, 2021
9:00 AM

Agenda

Opening Prayer - Sarah

Spiritual Exercise

Minutes for Approval - May 22, 2021 Vestry Meeting - amended?

Treasurer's Report

Rector's Report

Warden's Report

Ministry Reports/Questions

Other Business

Adjourn

Next Meeting:

Saturday, August 22, 2021 9:00 AM

MINUTES OF THE VESTRY OF ST. PHILIP'S CHURCH IN THE HIGHLANDS
Saturday, May 22, 2021
9:00 am via Zoom

ATTENDANCE

Present: Rev. Amanda Eiman; Terri Akbas, Senior Warden; Sarah Bayne, Junior Warden; Will Felder, Treasurer; Margy Gerber, Chris Nowak, Fred Osborn, Joe Plummer, Gabe Salas, Jennifer Sandlund

Absent: Paul Kantor, Preston Pittman

APPROVAL OF MINUTES

Fred Osborn made a motion to accept the minutes of the April 24 Vestry Meeting. Margy Gerber seconded the motion which was unanimously approved.

OPENING MEDITATION

Margy offered an opening prayer. Rev. Amanda read chapter 2 from the book of Acts and led a brief discussion on the meaning of Pentecost.

TREASURER'S REPORT

Will Felder presented a detailed analysis of the budget, pointing out that with this year's COVID related emergency funds from the government, St. Philip's is relatively healthy. He noted that in looking back 20 years, the church has NEVER met its operating expenses from the general collection, usually drawing on the earnings from our investments, occasionally draw downs from the endowment, and special gifts from individuals in the form of bequests. He added that it is important for us to understand that a non profit is not able to forecast income like a business. Revenue is dependent on us.

Will made a point that our expenses are easier to control than revenue. He noted that 80% of our expenses are relatively steady and controlled by contracts. Our greatest expenses are related to salaries, and it is a "given".

Going forward, in creating a more realistic and functional budget for 2022, he is asking each Vestry member to go to the budget areas of the committee they oversee and submit budgets to Amanda who can review them with the Executive Committee and create a consolidated budget.

Will explained that the next largest budget item is the Nursery School which has traditionally been thought of as breaking even. He noted that the Nursery School uses heat and electricity, space, and extra expenses like copying, which the church picks up. There ensued a discussion on the possibility of the Nursery School becoming a 501c3 in the near future under the leadership of the new Director and the new Board, allowing for a better understanding of expenses.

Looking towards the rest of this year, Will strongly advised against the approval of any new large-scale projects until we have a much better understanding of our expenses and income streams. He also noted that historically the Vestry has tended to approve any new project that has been presented - "first come, first served" - until the funds have run low. He urged

the Vestry to be much more judicious in the approval of non essential projects. Will said that ALL unbudgeted projects outside the usual need to go through an approval process. Anything that is under \$1,000 should have the approval of the rector or one of the wardens; items under \$2,500 need the approval of 2 people on the Executive Committee, and above that, the approval of the whole Vestry.

WARDEN'S REPORT

Terri Akbas reported that we have not had an official Stewardship Campaign this year, and she pointed out that while the impact of the loss of members of the congregation is felt emotionally and financially, it need not be crippling. "COVID bail out money" has helped with that loss for 2021, but we will need to be more aggressive with stewardship going forward. There was a lengthy discussion on "continual" stewardship versus a Stewardship Campaign in the Fall. Fred Osborn reasoned that it is important for St. Philip's to remind the Philipstown community that it is still here and fully operational. Terri said that she has prepared a letter on stewardship to go out to the congregation imminently.

RECTOR'S REPORT

Rev. Amanda reported that we have two individuals (Daniel and Kari Bentley) going with her to the Cathedral on June 19 for confirmation and being received into the Episcopal Church.

There are two special services coming up. On June 6, Rev. Richard Witt will be presenting an update on the Migrant Workers Ministry, and on June 20, Jason Angell will speak on the "Philipstown Fights Dirty" Campaign, an ecological program.

Vacation Bible School is scheduled for August 9 - 13.

Rev. Amanda reported on a new "Episcopal Futures" program with which the Diocese has requested that we participate in. This is not a clergy run program and it will ask members of the congregation to participate in special seminars and training to look at the ways in which the Episcopal Church can remain relevant in a changing world. She reported that Preston Pittman, Daniel Bentley, and Bridget Drury have enthusiastically agreed to be involved. It is also being requested that our committee have one person under 30.

The Mutual Ministry Review originally scheduled to begin in June, after preliminary meetings, is being postponed in lieu of further Conflict Resolution efforts at the suggestion of Bishop Dietsche, which will take place over the summer.

NEW BUSINESS

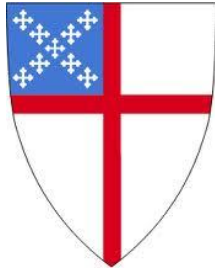
A proposal from the Buildings and Grounds Committee for Air Conditioning in the Parish Office was presented and tabled until further details are provided.

ADJOURNMENT

Sarah Bayne made a motion to adjourn. Terri seconded the motion. The meeting was adjourned at 12:18 pm.

The next meeting will be held on June 26.

Respectfully submitted by
Preston Pittman, Clerk of the Vestry



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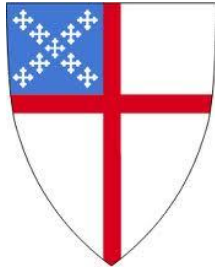
St. Philip's Nursery School liaison report to the Vestry June 2021

Nursery School Graduation on Wednesday June 16, held outside on a lovely sunny day, was a wonderful culmination of an excellent year at SPNS, which remained open every day, starting last summer with summer camp. A party celebrating the 60th Anniversary of the school, welcoming our new director, Betsy Alberty, and thanking Anita Prentice for her year as interim director was held on Saturday June 12. A multi-item wish list for supplies, ranging from crayon sets to a large playground set for 2 year olds was completely purchased by generous attendees at the event. In addition, it was announced at the event that over \$35,000 has been raised for The Anita Prentice Fund for Faculty Support. Led by Phoebe Geer, this initiative was welcomed enthusiastically by donors and will initially fully support all professional development for staff starting in the fall. Gratitude and respect for Anita's leadership was most frequently mentioned by donors.

The Nursery School Committee (Sarah, Betsy Alberty, Anita, Allison Pataki, Phoebe Geer, Erika Cooper, Kate Calligaro, Kathy Plummer, Fred Osborn) held its first formal meeting on Friday June 18. A draft of a charter for the committee, the structure provided by the National Association of Episcopal Schools, was discussed and will be ready for vestry approval at its September meeting. The Committee is seeking an additional member or members, one of whom could serve as treasurer for the school, working with the director and church treasurer. The summer camp is full for all weeks this summer; the school for next year, is full for 2 year olds and nearly full for 4 year olds, but could use a few more 3 year olds.

Financial aid for qualified families is supported by income from the Adele Williams endowed fund for scholarships. As of 2021, all employees of the church and the school are eligible for a 50% tuition remission at the nursery school and can also apply for additional tuition support if necessary. This policy was established after research and consultation with NAES and other Episcopal schools on current and common tuition remission practices in comparable schools.

Sarah Bayne



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Outreach Liaison Report to Vestry

Date: June 23, 2021

Author: Joe Plummer

Ministry/Action Items Completed this Month:

The big news is that the application for the grant to the school in Leyland, Kenya has been completed and submitted to the diocese for review. At the last moment the Bishop from Kenya provided Our rector with a supporting letter. We are hoping the grant for \$15,000 to help build a girls dormitory at the St James school will be approved. We look forward to overseeing the grant and building a relationship with all the people and students there in Leyland.

Rev Richard Witt spoke in church about the important effort of the RMM camp and played a video created by Ross Corsair highlighting the camp. Richard then invited people to help on a clean up day at their new headquarters campus in Cornwall. A great group from St Philips including the rector showed up bright and early on June 12 for a day of clean up and fellowship.

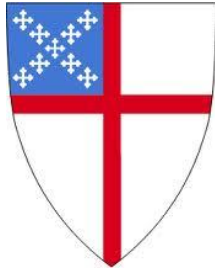
We are hopeful that the tutoring and Saturday morning clubs will restart this fall at San Miguel in Newburgh.

Collections of food continue for the Philipstown Food Pantry.

There are still no sign of the Salvation Army lunch program starting up or the service at Hedgewood. One thought for the future outreach to Hedgewood might be to create a garden for patients who are able to work to collaborate with St Philips in the healing magic of growing things.

Ministry/Action Items in Progress/Pending: There are no action items at this time.

Items Requiring Vestry Vote: N/A



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Worship Liaison Report to Vestry

Date: June 22, 2021

Author: Fred Osborn

Ministry/Action Items Completed this Month: Worship has opened up to FULL ACCESS for the congregation to be present, a tremendously welcoming development that hints at 'getting back to normal.'

The Rector has been inviting special guests to make presentations and on Sunday 13th June we were blessed with the Rev Richard Witt, who talked about his Rural and Migrant Ministries; on 20th June (Father's Day) we had Jason Angell and Jocelyn Apicello, who introduced their "Philipstown Fights Dirty" campaign for climate mitigation. Also on Fathers Day was a wonderful song presentation by the children, arranged and managed by Carolyn Copeland (thank you!).

I have been presiding at the Highlands Choral Society gatherings at 10:30am on Sunday mornings, so I have only witnessed the St Philip's services on streaming.

Ministry/Action Items in Progress/Pending: Once again I stress the need for the Vestry to discuss ways to manage the schism that has occurred since the Music Director's resignation last November. We need updates from the Rector on the request(s) for consulting / conflict management help from the Diocese.

Items Requiring Vestry Vote: None

Buildings and Grounds Committee Liaison Report to Vestry

Date: June 26, 2021

Author: Paul Kantor

Action Items Completed:

Shed cleared of nearly all remaining storage items to create open space for outdoor meeting.

Annual campus tour/inspection by B and G committee completed on June 1.

Collapsed wall along 9 D south of PH has been repaired by John Benjamin.

Spring planting around church completed by Anne Symmes and volunteers.

Church piano humidification system installed/working.

The slate restoration on the church and Parish house has been completed by Tom Clemmons.

Action Items In-Progress/Pending: General:

The B and G Committee's review of the June 1 inspection tour identified a number of significant repair projects requiring immediate vestry attention, and are indicated below in a separate section since they require vestry approval.

Many minor projects were also identified for attention in due course, and are of minor cost or have been deferred. The most significant:

*ADA ramp and bathroom in PH (already discussed and deferred for 2021).

*Upgrade rope railing from parking lot to PH.

* There is another section of wall just south of where John Benjamin repaired the wall recently; it is damaged and deteriorating. You can see sunlight through the wall where stones and mortar are missing. Not urgent at this time, however.

* After neighbor complaints, Manny will be requested to avoid dumping leaves and debris onto the neighbor's property up in the northwestern corner of the church property. Although a fallen section of fence could be replaced, it was not considered essential for maintaining the area boundary.

* The lower section of Texture 111 siding along the back side of the carriage shed needs to be replaced due to leaves and other debris dumped along the backside and rotting the wood. Chris N and others suggest this is not an immediate need.

* Additional landscaping initiated by Anne Symmes, about removing most of the Mountain Laurels that run along the west side of the Columbarium because they seem to be getting eaten by deer. The idea was to bring together 2 or 3 of the healthiest plants as a grouping. David Gordon is managing this.

* The new desk for the Nursery School director was purchased and assembled. Sarah and Terri have suggested that we move ahead with adding the other piece of knee wall to the section we created for Micki to create an office for her. Elder is engaged in completing this and adding electrical outlets. Minor cost.

* Various minor repairs to rectory, including additional bat proofing, screen door repair (in progress by Manney) and window repair (in process) at mudroom. In addition, exterior painting of trim should be undertaken in fall by combination of volunteers and professional painters. Minor cost.

* The cottage requires some minor caulking and interior painting, porch painting (latter to be done by Ross), and purchase and installation of window AC units in kitchen and one upstairs bedroom. Minor costs.

Items Requiring Vestry Vote:

The following items are recommended for attention at this time:

* The waterline trench project being completed by Charlie Polhemus and Waterworks Plumbers doing the excavation and plumbing work. Jim Bopp, David Gordon and Chris Pavic have finalized the approach to the church building to avoid unmarked graves. Humidification equipment needs to be purchased soon in order to make the church heating/humidification system operative by fall, 2021. Estimated cost: about \$2,000.

* There are two trees, pointed out by David Gordon, that need to be taken down for safety reasons. Ian Kinglsey identified them last year, and in the initial tree budget he did for the campus these two trees are priced at about \$3,000.

* The portable generator planned for use at the Rectory is now in working order, thanks to Chris Nowak and Louie of Cold Spring Lawn Mower. It is stored in Cottage. To operationalize its use requires: a.) electrical work that hooks up select Rectory systems (HVAC, kitchen, water pump, lights, etc.) to the generator when in use, and installs new 220 plug and route for power cord to exit basement. This is work for a licensed electrician. b.) a covered shed to house the generator. Jim B's estimate: roughly \$2000.

* Proposal for AC split unit in PH office. The estimated cost would be around \$3500

Youth Ministry Liaison Report to Vestry

Date: 6/24/2021

Author: Jennifer Sandlund

Ministry/Action Items Completed this Month:

Cross Trainers:

The Cross Trainers were encouraged to help out at the RMM clean up on June 12th.

On June 20th the Cross Trainers helped with the Sunday school craft during the Father's Day service.

Sunday School:

The Sunday school kids performed a song for their fathers during the 10am service on June 20th, which was also the final Sunday school of the academic year.

Ministry/Action Items in Progress/Pending:

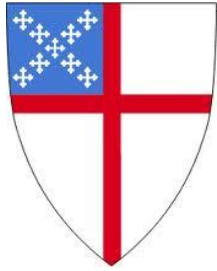
The Cross Trainers will be gathering for a final end of the school year pizza and s'mores over the fire pit on June 27.

There will be Cross Trainers volunteering for the Bible Camp this summer.

If other committees can think of ways the Cross Trainers can help your committee, please contact

Jennifer Sandlund or Kari Bentley.

Items Requiring Vestry Vote:



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History/Archives Liaison Report to Vestry

Date: July 24, 2021

Author: Margaret Leahey Gerber

Ministry/Action Items Completed this Month:

Ministry/Action Items in Progress/Pending: Scanning/digitizing records

Items Requiring Vestry Vote: None

St Philip's Church in the Highlands
Treasurer Report - Actual vs. Annual Budget Summary
January through May 2021

	<u>Jan - May 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
General Donations	92,780		
Misc. Unrestricted Revenue	14,360		
Donations to Specific Funds	33,414		
Other Dedicated Revenue	1,800		
Total Income	<u>142,355</u>		
Gross Profit	142,355		
Expense			
Future Initiative Expense	195		
Salaries	52,790		
Payroll Taxes	9,005		
Employee Benefits	28,459		
Buildings and Grounds	44,520		
Cottage expenses, net	(5,738)		
Diocesan assessment	19,616		
Gen. Office Supplies & Services	7,656		
Miscellaneous expenses	2,036		
Music expenses	6,520		
Professional Fees	5,433		
Program Expenses	678		
Outreach	400		
Total Expense	<u>171,569</u>		
Net Ordinary Income	(29,215)		
Other Income/Expense			
Other Income			
Net Investment Income	2,032		
Principal Activity	15,520		
Total Other Income	<u>17,553</u>		
Net Other Income	<u>17,553</u>		
Net Income	<u><u>(11,662)</u></u>		