

St. Stephen's Episcopal Church - Vestry Meeting - May 22, 2018

In attendance: Fr. J. Wesley Evans, Judy Sloan (Sr. Warden), Craig Summer (Jr. Warden), Patty Anderson, Mark Beardsley, Ed Colvin, Pam Colvin, Jerry Fillebrown, Steve Keller, Bob Rice, Sally Fillebrown (clerk)
Visitors: Helen Summer (Parish Administrator, Financials); Virginia O'Hanlon, CPA

The meeting opened with prayer by Fr. J. Wesley Evans at 6:32 pm

Minutes:

- Minutes from the April 24, 2018 Vestry meeting were approved.
Motion to approve: Ed Colvin; 2nd: Patty Anderson; motion carried.

Past Events:

- April, Child Abuse Prevention Month Event - Very successful event with thanks to the DOK for acting as host and making arrangements for refreshments. Although there was not much in the way of community engagement, but the participating organizations expressed appreciation for the opportunity to interact with each other and exchange information and ideas.

General Updates:

- **Introduction of our new Accountant:** Virginia O'Hanlon presented a current status of our books. All financials through 12.31.17 are completely reconciled. Work on J, F, M is progressing smoothly. She will be the the Vestry updated.
- **Grace Tuck 10% Alms:** Need legal advice to clarify the exact amount of the 10% alms and exactly where the funds come from. Judy Sloan, David Stone and Fr. Evans are working together to be sure that everything is being taken care of correctly

Important Dates Upcoming:

- **Sunday Morning Bible Study:** Reactivated with study of Philippians
- **Bl. Garrard Day:** Saturday, May 26th, 9:30 am - Celebrated with a special 1928 BCP Service and History display in the Parish Hall. Volunteers needed.
- **Bishop of N. Dakota to visit SSEC:** Trinity Sunday, May 27th, 9:30 am - The Bishop will be in Dallas from time to time, and his visit will be part of his introduction tour. His visit will be general in nature and no Confirmation will be included in this service.
- **Christmas in July:** Saturday July 7th, 9am - 1 pm; Community outreach event. SSEC will host a booth (as in past years) and will enhance with a small service project to support the Crisis Center. The community will be invited to put together care packages while their kids participate in their own activity (i.e. making fake snow).
- **Diocesan Confirmation:** Saturday, June 16th, 10 am - we'll take our Confirmands and those being Received to the Cathedral on that day.

Sr. Warden Report:

- **Endowment/Trust:** Fr Evans and Judy Sloan met with David McNees on May 14 regarding the Church's receipt of the yearly distribution. It was suggested that the Church receive their distribution on a quarterly or semi-annual basis as opposed to a yearly basis (as in the past). The Vestry approves that the distribution be received quarterly, and that the distribution totals 5% of the end-of-year amount. Motion to approve: Craig Summer; 2nd Jerry Fillebrown; Motion carried.
- **Taxes:** David McNees will prepare letters to the IRS and the State of Texas advising that the Endowment Funds are now being held under Tax ID No. 78-1100931.
- **SSES Safe Deposit Box:** Judy Sloan and Craig Summer inventoried all documents being held in the Church's Safe Deposit Box in the 1st United Bank and deleted the out-of-date materials. Judy will prepare the updated inventory for the Parish Office. Note: David Stone found a copy of the original endowment document with signatures online.

- **Taxes to Canada:** Judy Sloan met with Jason Elliston regarding the investment requiring additional tax records to be filed in Canada and a 15% tax paid to Canada on this investment. Craig Summer and Judy Sloan have signed a restriction document so that no further investments for the Church be made in another country that would require payment of taxes to that country.
- **Church Organ:** Sally Fillebrown requested an opportunity to discuss the possibility of updating the organ in the Sanctuary. After discussion, Fr Evans suggested that a committee of 3-5 persons be formed to investigate all aspects of the opportunity. Sally Fillebrown will chair this committee. Motion to accept: Judy Sloan; 2nd: Ed Colvin; Motion carried with one negative vote.

Jr. Warden Report:

- See attached

In addition, many thanks given to Steve Keller for mowing the two lots across the street from the Church.

Financial Report:

- Presented to the Vestry

Other Business:

- Sunday Deposit Overview Discussion - Tabled until next month's meeting.

There being no further business, the meeting was adjourned at 7:45 pm with a prayer read together by all Vestry members.

Respectfully submitted,
Sally Fillebrown, Clerk