

**Minutes (Approved on 9/19/24)**  
**St. Titus Vestry Meeting**  
**August 22, 2024**

Having a quorum the meeting was called to order at 6:38 pm.

Attendees: Robyn, Ken, Spike Yancy, James Barnes (treasurer), Lionell Parker, Ken Valentine, Robyn Furges, Cheryl Myers, and Rev. Valerie Mayo in person, Paula Drew-Estes, Dwight Peebles, and Vickie Miller and Elizabeth via Zoom

**I. GATHERING. Bible Study and prayer**

Exodus 18:13-27. We had a group discussion of a passage from Exodus about leadership, specifically Moses' establishment of a system of judges and delegation of decision making authority.

**II. Review and approval of July 2024 Vestry Meeting Minutes**

Motion was made, properly seconded, and approved unanimously to approve the July Vestry Meeting Minutes. We discussed how to access documents on the shared google drive.

**III. Review of and approval of August 2024 Vestry Meeting Agenda**

Motion was made, properly seconded, and approved unanimously to approve the August Vestry Meeting Minutes.

**IV. FINANCIAL REPORT—Treasurer / Finance Committee Members**

Mr. Barnes discussed the treasurer's report. After having to manually key-in every transaction for 2023, the financials for 2023 are close to closed out. Then, the transactions for 2024 will be keyed into the current system.

The following is an initial summary of 2024 income, expenses, and assets:

Please see relevant information regarding our financial progress as of **July 31, 2024** below.

Total amount of giving by St. Titus members.....\$110,149.60

Total amount of income from all sources.....\$147,268.82 [includes grants and parking lot rent]

Total expenses.....\$178,579.73

**Top 11 expense categories**

Salaries .....	67,468.83
Pension/Ins.....	31,030.17
Asking.....	24,843.70 [This is for the entire year of 2024]
Utilities.....	8,289.43
Maintenance.....	7,480.00

Office/CPI/Spectrum	
Postage/Services	7,194.87
Computers.....	3,867.00
Flowers.....	3,098.86
Church Ins.....	2,500.25
Diocesan Dues....	2,379.67
Music.....	<u>2,240.00</u>

Top 11 total.....160,392.78

**Total assets on deposit**

Truist (Operating).....	\$118,961.08
Truist (Common Trust Fund).....	\$121,326.74
M&F Bank.....	<u>\$9,066.71</u>

Total .....\$249,354.53

**Pauli Murray**

Total amount raised.....\$2,334.01

We discussed the use of The Episcopal Church's Business Manual to establish financial management processes. The Finance Committee is following that manual.

**A motion was made, duly seconded, and unanimously approved to accept the Treasurer's report and duly seconded. It was approved unanimously.**

Additionally, Mr. Parker described the status of the T-Mobile tower. It has been disassembled, and the contract was non-renewed. We will nonetheless get two more payments under the lease through 2026.

Mr. Parker also described the anticipated payment of \$20,000 from the cyber scam insurance policy. Ms. Lippincott offered to review the insurance policy.

Someone has offered to donate a 2013 Chevy Equinox. Mr. Parker and Rev. Mayo are evaluating the costs of ownership (tax and insurance) as well as options for selling the vehicle.

We discussed catering expenses for the installation service in April and plans for catering and donations for the homecoming service.

There was discussion that an internal review (committee audit) of 2023 accounting will be completed before September 1, 2024. The financial systems will be completed before December 1, 2024.

**A motion was made, duly seconded, and unanimously approved to move Fletcher Norwood (Sexton) from an independent contractor to a part-time employee. It was approved unanimously.** Mr. Valentine, a member of the Vestry and the Building and Grounds committee, will oversee and coordinate schedule and work for the Sexton. Rev. Mayo will supervise Mr. Norwood as well in coordination with the Vestry.

