

**St. Peter's on-the-Rock**  
**Special Vestry Meeting**  
**Minutes**

**Held Thursday, June 8<sup>th</sup>, 2023 at 5:30 PM (Eastern time) via ZOOM**

The meeting was lightly attended by seven members of the Parish. Aaron Thompson, Senior Warden, chaired the meeting.

**Notes:**

Two weeks' notice of this meeting was given electronically to members of Vestry (22 persons) and to approximately 150 members of our congregation for whom we had current email addresses. Notice was also given by means of our social media platforms (web site, Instagram and Facebook).

The purpose of the meeting was to present our Operating, Capital and Memorial Funds budget for the current year (2023). Normally, the budgets for the upcoming year are approved at the Annual Vestry Meeting held in late August each summer. This past year, however, church attendance and regular donations were lower than expected, so the decision was made to hold off on Budget approval until we had more clarity around revenues.

Two substantive motions were presented, discussed and approved at this meeting:

1. That the 2023 St. Peter's General Operating Expense Budget be approved in the amount of \$31,500 with the condition that any funding requirements that exceed \$31,500 would require the advance approval of the Wardens. Reports to provide budget status updates will be made to the Wardens on an ongoing basis.

*Moved by Pat Bunting, Seconded by Carol Corner. Carried unanimously.*

2. To move that the 2023 St. Peter's Capital Expense Budget be approved for an additional \$25,000, bringing the total Capital Budget to \$26,200 with the condition that any funding requirements that exceed \$26,200 would require the advance approval of the Wardens. Reports to provide budget status updates will be made to the Wardens on an ongoing basis.

*Moved by Pat Bunting, Seconded by Sue MacIntyre. Carried unanimously.*

3. Rachel Corbett moved that the meeting be adjourned at 6:05 PM.

Pat Bunting's full and detailed report follows.

## 2023 Budget Changes for Review and Approval

### General Operating Account Budget (for approval):

A General Expense Operating Budget for 2023 of \$36,700 was tabled at the August 2022 AVM based on historical spending and current trends. The Treasurer's concern at the time, as minuted, was affordability, given that giving was below anticipated levels. To be prudent, as it was only August, waiting to year end would improve 2023 budget accuracy (eg., the insurance bill was still to come). The budget was also to be reviewed as to what discretionary items could be paired back, assuming a continuation of reduced giving given reduced attendance figures.

A revised 2023 budget of \$31,500 was subsequently submitted to the Wardens, reflecting a reduction of \$5,200 over what was tabled at the AVM. The primary reductions were Church expenses (\$3,715) and Property (\$1,800) plus an increase in the insurance and Bell allowances (reference following detail, reductions highlighted in beige, discretionary in yellow).

The Church expense reductions were primarily outreach (\$2,250) and Sunday school supplies (\$550) plus tweaking Coffee and Church Maintenance (\$400). Under Property the major reduction was General Maintenance and Supplies, reflecting the expected benefit of transferring the work back to volunteers.

Though the foregoing also adjusted some non-discretionary items, given better year end 2022 information, the attached also highlights what I have considered to be the discretionary expense items (yellow). The overall exercise reduced discretionary items from 24% of the AVM budget total to 17% of the current budget, again recognizing, as previously indicated, that some reductions were also applied to non-discretionary items.

*Proposed Motion: To move that the 2023 St. Peter's General Operating Expense Budget be approved in the amount of \$31,500 with the condition that any funding requirements that exceed \$31,500 would require the advance approval of the Wardens. Reports to provide budget status updates will be made to the Wardens on an ongoing basis.*

*Seconded by:*

## 2023 General Operating Budget Changes

St. Peter's Operating Expenses / Budget		2023 Budget AVM	2023 Budget Revised	Delta
<b>Church</b>				
5029	After Service Coffee Hour	\$300.00	\$100.00	\$200.00
5002	Maintenance	\$250.00	\$50.00	\$200.00
6010	Honorarium (Clergy)	\$4,000.00	\$3,850.00	\$150.00
6030	Honorarium (Organist)	\$2,700.00	\$2,585.00	\$115.00
5052	Clergy Supplies	\$150.00	\$50.00	\$100.00
5100	Outreach	\$5,500.00	\$3,250.00	\$2,250.00
5053	Sunday School Supplies	\$800.00	\$250.00	\$550.00
5025	Printing	\$100.00	\$0.00	\$100.00
5036	Nursery Supplies	\$0.00	\$0.00	\$0.00
5055	Other	\$100.00	\$100.00	\$0.00
5057	Contingency	\$100.00	\$50.00	\$50.00
<b>Church</b>		<b>\$14,000.00</b>	<b>\$10,285.00</b>	<b>\$3,715.00</b>
<b>Administration</b>				
3077	Bank Charges	\$80.00	\$100.00	\$20.00
5021	Stationary, Postage, Printing	\$360.00	\$350.00	\$10.00
5026	Newsletter/AVM	\$150.00	\$150.00	\$0.00
	Newsletter			\$0.00
5030	Professional Fees	\$2,000.00	\$2,000.00	\$0.00
5030	PO Box Costs	\$210.00	\$210.00	\$0.00
5200	Communication	\$500.00	\$500.00	\$0.00
5039	Contingency	\$0.00	\$0.00	\$0.00
<b>Administration</b>		<b>\$3,300.00</b>	<b>\$3,310.00</b>	<b>\$10.00</b>
<b>Utilities, Taxes, Insurance</b>				
5025	TWPSEL Taxes	\$1,000.00	\$1,000.00	\$0.00
5043	Hydro	\$840.00	\$800.00	\$40.00
5042	Bell Telephone	\$1,000.00	\$650.00	\$350.00
5024	Insurance	\$6,500.00	\$7,095.00	\$595.00
5043	TSW Cable	\$60.00	\$60.00	\$0.00
<b>Utilities, Taxes, Insurance</b>		<b>\$9,400.00</b>	<b>\$9,605.00</b>	<b>\$205.00</b>
<b>Property</b>				
5013	Sexton	\$1,800.00	\$1,750.00	\$50.00
5017	Plumbing	\$900.00	\$800.00	\$100.00
5019	Dock Repairs	\$0.00	\$0.00	\$0.00
5015	Boat maint, gas etc.	\$100.00	\$100.00	\$0.00
5016	Boat/Car Slip/Parking	\$2,000.00	\$1,850.00	\$150.00
5010	Gen Maint / Supplies	\$1,500.00	\$250.00	\$1,250.00
5014	Septic Pump Out	\$2,100.00	\$2,100.00	\$0.00
5020	Outside Flowers	\$500.00	\$400.00	\$100.00
5068	Other / Contingency KPCA Membership	\$300.00	\$150.00	\$150.00
<b>Property</b>		<b>\$9,200.00</b>	<b>\$7,400.00</b>	<b>\$1,800.00</b>
<b>Cottage</b>				
5060	Maintenance	\$100.00	\$100.00	\$0.00
5062	Supplies	\$100.00	\$100.00	\$0.00
5064	Furniture & Equipment			\$0.00
5066	Cleaning	\$550.00	\$650.00	\$100.00
5056	Other, Contingency	\$50.00	\$50.00	\$0.00
<b>Cottage</b>		<b>\$800.00</b>	<b>\$900.00</b>	<b>\$100.00</b>
<b>TOTAL</b>		<b>\$36,700.00</b>	<b>\$31,500.00</b>	<b>\$5,200.00</b>

## Capital Expense Budget (for approval):

Due to funding uncertainty regarding dock restoration, the 2022 AVM only approved \$1,200 for cottage furniture. Current funding (ref below) now enables dock restoration to proceed in 2023. The approved contractor can do the swim dock in spring and small boat dock in fall.

### Funding

- Restoration account still has \$8,900.
- Capital accounts now have \$17,700 (\$10,000 transferred from the General account to the Manulife business account @ 2.85% interest as 2022 General account Q4 donations significantly exceeded expectations at 33% of years total).
- TOTAL available Capital funds now \$26,600

### Requirement

- Swim dock with ladder \$5,200
- Small boat dock (pressure treated wood) \$17,212.59 (50% saving over cedar option)
- 15% small boat dock contingency \$2,582
- TOTAL dock funding requirement \$24,995
- Remainder required for Cottage furniture, as previously approved.

To offset a full drawdown of the Capital accounts, the 2023 donation sheets include a provision to directly donate via e-transfer to the Dock Restoration Project ([stpetersrestorationfund@gmail.com](mailto:stpetersrestorationfund@gmail.com)). Fundraising will continue through 2023.

*Proposed Motion: To move that the Capital Expense Budget for St. Peter's on-the-Rock for the year 2023 be approved for an additional \$25,000 bringing the total St. Peter's 2023 Capital Budget to \$26,200 with the condition that any funding requirements that exceed \$26,200 would require the advance approval of the Wardens. Reports to provide budget status updates will be made to the Wardens on an ongoing basis.*

*Seconded by:*

Memorial Budget (for information):

The 2022 AVM approved a 2023 Memorial Account budget of \$1,200, essentially for Memorial Garden maintenance, while indicating that plans were underway to re-build the garden for it to flourish in the lake environment. The motion recognized that Warden approval would be required for any additional expenditures.

The garden restoration project came together very quickly given the previous work of Helen Batten and others. Utilizing volunteer help as much as possible along with some outside contractor support, total expected costs of the complete rebuild and planting will be \$15,000 leaving some \$10,000 in the memorial account for other initiatives.