

**February 18, 2024**

**Meeting Minutes**

**Mission Council Meeting, The St. Augustine Room**

<b>Members Present:</b> Mary Dell Hayes – Sr. Warden Stan Delinger – Jr. Warden via Zoom John Phillips - Treasurer Lewis Brunson – Clerk Kimberly Norris-Jones	Nicole Harrison Zavier Harrison Barbara Luksik Lee McGay Ken Shealy Father Charles Smith
<b>Guest:</b> Chrissie Smith	

Kimberly Norris-Jones made a motion to accept the minutes from the meetings on December 17, 2023, January 7, 2024, and January 20, 2024 and Stan Delinger seconded the motion. There was no further discussion. The motion passed unanimously.

John Phillips presented the amended December 2023 and 2023 year-end financial statements, and the January 2024 financial statements. Kimberly Norris-Jones made a motion to accept the financial statements as presented, seconded by Nicole Harrison. A general discussion followed. The motion passed unanimously.

John is going to discuss other grant opportunities with Joanne Vaughn.

John stated that the Endowment Fund distribution for 2023 was made in the amount of \$87,000 and that \$27,054.32 of the distribution was moved to the Large Project Reserve Account as approved in the January 20, 2024 meeting.

John stated that we need to approve using The Hobbs Group, PA to perform the audit for 2023 and that it will cost \$8,500. The cost is split between SMAA and the Early Learning Center (ELC). Lee McGay made the motion to approve using The Hobbs Group with a cost of \$8,500, seconded by Barbara Luksik. A general discussion followed. Ken Shealy suggested that it would be good practice to use a different accounting firm after a few years, and it was pointed out that it is difficult to find accounting firms to audit non-profit operations. The motion passed unanimously.

John reminded the MC members that they are to reimburse SMAA \$168 each for the cost of the retreat at Camp Gravatt. If this is a financial hardship, pay what you can afford.

John stated that the audit showed that a door was replaced in the ELC in 2023 that should have been approved by the MC. Stan Delinger made a motion to retroactively

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approve the expense to replace the door in the ELC, seconded by Kimberly Norris-Jones. A general discussion followed. The motion passed unanimously.

John stated that the Archive Committee needed to be active so that the annual parochial report could be prepared. A brief discussion followed. No motion was made. (As a revision approved at the April 20, 2024 meeting, it is noted that the Archive Committee is not involved with the parochial report.)

John stated that we need to address the sound system in the sanctuary. A brief discussion followed, and Stan stated he would be addressing this.

Mary Dell Hayes updated the MC on the strategic planning with Betty Parker. She suggested we schedule a meeting with Betty with the congregation either during or after a Sunday Service, and that the meeting should be well publicized. Tentatively the meeting will be scheduled on a Sunday in the last two weeks of April. Mary Dell will work with Betty to decide on a date.

Mary Dell suggested we schedule a parish workday on a Saturday to do general cleaning and organizing. The workday is scheduled for Saturday, March 9, 2024.

Father Charles presented his return-to-work plan (attached). The plan needs to be approved by the Bishop and is subject to his Doctor's approval. A meeting with the Bishop is scheduled for next week, and a doctor's appointment is scheduled for later in February. A motion was made to accept his plan by Stan Delinger, seconded by Kimberly Norris-Jones. A general discussion followed. It was suggested that Father Charles focus on his physical health and that we want to make sure Chrissie is comfortable with the plan and Father Charles' progress. The motion passed unanimously.

The ELC Beach Retreat discussion was postponed until more information is available.

Mary Dell made a motion that we go into executive session to discuss a personnel issue, seconded by Stan Delinger. The motion passed. Mary Dell made a motion that we exit executive session, seconded by Stan Delinger. No action was taken concerning the personnel issue after exiting executive session.

Kimberly Norris-Jones made a motion that we adjourn, seconded by Stan Delinger. There was no further discussion, and the motion passed unanimously. The meeting was adjourned.

Lewis A. Brunson, Clerk