



Vestry Meeting Minutes
April 20, 2020, 6:30 pm - Zoom On-Line

Present: Rev. Krista Fregoso, Lisa Bell Stewart, Jessica Beerbaum, Tom Chaffee, Marianne Johnson, Julie Layne, Kim McCarl, Jim Ward, Jerry Williams, Rhea Williams and Mary-Jane Wood. Also present were CFO Jennifer Machado and Vestry Clerk Ronnie Marty.

Guests:

Excused:

Topic	Discussion	Outcome
Meeting	Julie Layne called the meeting to order @ 6:30 pm	
Opening Prayer	Rev. Krista	Informational
Quorum		Yes
Reports	<p><u>Jessica</u> reported that the History Committee was continuing to sort and identify dated pictures of parish members. Some of the pictures will be in the Epistle for all to see.</p> <p><u>Tom</u> reported that the 1st floor of St. Paul's Commons was almost complete and that some residents have already moved in. Because of the shelter-in-place they are a little behind schedule. The formal opening date has not been announced.</p> <p><u>Marianne</u> reported that the attendance for the Lent on-line series was very successful.</p> <p><u>Rhea</u> reported that The Epistle was on schedule to be mailed the first week in May. She also noted that Eileen has been a big help.</p>	Informational
Topic	Decisions	Outcome
Minutes of E-mail Vote April 2, 2020	Motion 1 - The CARES Act loan (The Coronavirus Aid Relief and Economic Security) was Approved and submitted	Approved
	Motion 2 – To grant temporary authority for any two of the following: Junior Warden, Senior Warden and/or Rector to make immediate decisions at any given time to support the healthy financial state of St. Paul's until June 15, 2020 was Not Approved	Not Approved
Discussion of Motion 2 from the April 2 nd e-mail vote	Because the situation has changed, motion 2 is no longer needed. However, due to the fact that this type of situation could happen in the future, and our by-laws state that we give a 48 hour notice before having an emergency Vestry meeting, Tom C suggested that all members of the Vestry could waive the 48 hour notice requirement until the shelter-in-place is lifted. All the Vestry members were polled and agreed to waive the 48 hour notice requirement.	All Members of the Vestry Agreed to Waive 48 Hour Notice Requirement While Shelter in Place is in Effect

<p>Vestry Meeting Minutes</p>	<p>Approval of March 16, 2020 Minutes (copy attached)</p>	<p>Moved: Rhea Williams Seconded: Jim Ward Motion: Minutes approved as written</p>
<p>Financial Reports with update on CARES Act Loan</p>	<p>The financial reports were submitted for approval. The financial report through March 2020 is attached to the end of these minutes and is part of these minutes. Jennifer Machado reported that the CARES Act loan had been approved that day for the full \$48,200.00. During this shelter-in-place the financial committee has changed its check writing procedures. Instead of the bookkeeper writing the checks Pete Banwell writes and mails the checks weekly and the bookkeeper keeps track of the bills paid and updates the books every week</p>	<p>Moved: Tom Chaffee Seconded: Mary-Jane Wood Motion: Financial reports Approved as submitted</p> <p>Informational</p>
<p>Rector's Report</p>	<p>Rev. Krista acknowledged the difficult times the Coronavirus/shelter-in-place is for all; it presents a good time for the parish to look back and see 'how we are doing' and 'how our church is coping'. St. Paul's is good at being together, a community of oneness. She went on to mention that sometimes it is hard to develop a routine for our personal prayer life. She noted that Laurie's morning prayer on Zoom and YouTube has 20 parishioners every week, people who never come to church are attending the morning prayers on-line. She went on to say we need to find other ways to connect and pray together. After the shelter-in-place is lifted we should think about continuing with the on-line services for those who cannot attend church. She also would like to regather a worship committee, with a Vestry member to work on creating a 'church of tomorrow'. Tom Chaffee volunteered to help with the stewardship committee that would also include 'Joyful Noise'. The Vestry is focusing on budget conservation, it is very important that everyone goes through proper channels to be sure that all approvals are appropriate, whether they are already budgeted or non-budgeted issues. The search for an associate is on hold, Laurie has said that she will stay until we resume the search and hire someone. The associates house is still empty, The Vestry is looking into the idea of possible renting the house. Items to consider, is it legal? and what kind of lease, if any we could have?</p>	<p>Informational</p>
<p>General Comments</p>	<p>Jessica asked about the phone tree that was conducted in March, and should we continue with it. Everyone thought it went well and agreed that we should continue with it.</p>	

	<u>Kim</u> (Who works for the Contra Costa Health Department), reported that the possibility of returning to Church for services most likely will not happen until after the first of the year.	
Feeling Wheel	Rev. Krista passed out the “Feeling Wheel” to all present and asked that they rate their feelings about the meeting. Some of the ratings were Encouraged, Hopeful, Positive, Grateful, Confident.	
Closing	The meeting was adjourned at 8:15 pm.	

Respectfully submitted,

Ronnie Marty
Vestry Clerk

SUMMARY OF FINANCIAL RESULTS AND ISSUES FOR VESTRY

Total through MARCH 2020 – operating fund

\$145,301 Inflow

\$148,165 Outflow

\$ (2,864) net

Furthermore, capital expenditure of \$9200 for roof repair

Income is \$16,000 below budget through March. Member donations increased in March after a low February, but low February is dragging us down. Pledge and plate now about \$20,000 below budget and \$11,700 below first three months of 2019. Facilities income is above budget through March. April is highly uncertain and likely to be much worse.

OPERATING FUND EXPENSES

Expenses are \$15,000 below YTD budget overall. Personnel costs are below budget as we started budgeting the associate rector in March. SP Commons expenses are zero so far as we have not been able to occupy the new building in March as planned because of construction delays. We are hoping for the end of April. Other categories are close to budget except for the \$9200 roof repair, which was included on our “capital” list, but not in the operating budget. There were not many unusual significant or surprising expenses

APRIL ACTIVITY, INCLUDING PAYCHECK PROTECTION LOAN APPLICATION

On Friday, 4/3/20, Jennifer prepared an application for a paycheck protection loan under the SBA COVID Virus program. Vestry approved applying in a special email vote on 4/2/20. Krista signed and submitted on that Friday night, just hours after application was available. Our lender says it is approved, but it has not yet been funded. We applied for a sum of \$48,200, based on average monthly payroll times 2.5, per the official formula. **The loan is forgivable if we keep our current people on the payroll and if we use the money for payroll and utilities.** The interest rate is 1%.

Your finance team continues to deposit inflows of money and pay bills. We are trying to do all of those remotely as much as possible, with abbreviated procedures. If you have bills or reimbursements to pay,

send them to Jennifer for routing. If you have other items that need to be addressed, please send Jennifer (senior warden as backup). Avoid the physical mailbox when possible.

Donors, especially pledgers, continue to be generous via mail and online donations, but “pledge and plate” donations are below 2019 levels. In addition, many of our facilities users have not paid for the space, and many are not using it. Cash flow and income are big concerns. We are evaluating the urgency of expenditures in the spirit of conserving cash during a time when cash inflows from members and (especially) outside users are uncertain and the duration of this situation is unknown. Discretionary expenditures, even those that were approved in the budget, need to be reconsidered before commitments are made. Notify the senior warden and finance officer of contemplated expenditures so the wardens, finance committee, and vestry (if needed) can prioritize and determine path forward.