



*Vestry Meeting Minutes*  
*May 18, 2020, 6:30 pm - Zoom On-Line*

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

**Guests:** Jim Bell, Leslie Gleason (Executive Director of the Trinity Center), Gail Sheffield, Elizabeth & Ned Soares  
**Excused:**

Topic	Discussion	Outcome
Meeting	Lisa Bell Stewart called the meeting to order @ 6:30 pm	
Opening Prayer	Rev. Krista	Informational
Quorum		Yes
Topic	Round Robin Reports	Outcome
Phone Tree & Parish Life	<p>Jessica reported:</p> <ol style="list-style-type: none"> <li>1) Phone Tree – During the shelter-in-place the phone tree is going very well with reaching out and staying connected with our parishioners. The goal is for calls to be made every two (2) weeks.</li> <li>2) Parish Life – With the help of Mike Siebert and others on the committee there is now a historic feature in the Epistle.</li> <li>3) The History committee with the help of Eileen, will have weekly e-mail stories, pictures and interesting articles from our parish family. Some will be historic and some not.</li> </ol>	Informational
St. Paul's Commons & Stewardship	<p>Tom reported:</p> <ol style="list-style-type: none"> <li>1) Due to the shelter-in-place, the opening of the 1<sup>st</sup> floor at St. Paul's Commons, and the Trinity Center move in, was a quiet opening, but very exciting for those involved.</li> <li>2) Tom is checking with other parishes to obtain ideas for St. Paul's stewardship committee.</li> </ol>	Informational
Communications	<p>Rhea reported:</p> <ol style="list-style-type: none"> <li>1) The Epistle team is currently working on the July/August edition.</li> <li>2) The Website Committee has been removing all personal contact information from old copies of The Epistle. Eileen now monitors the information from <a href="mailto:info@stpaulswc.org">info@stpaulswc.org</a> and passes the information from the website to the appropriate committee/or person.</li> </ol>	Informational

Worship	<p>Mary-Jane reported:</p> <ol style="list-style-type: none"> <li>1) The Sunday Zoom online service's will be including words to the hymns that the choir sings, so people can sing along from their homes. The number of parishioners watching online keeps increasing each week.</li> <li>2) It's a work in progress to line up speakers for our church services, after we re-open.</li> </ol>	Informational
Property	Jerry – No report this month.	
Christian Formation	Marianne – No report this month.	
Rector's report	<p>Rev. Krista:</p> <ol style="list-style-type: none"> <li>1) Receiving the approval for the CARES loan has made it possible for us to stay fully staffed. Laurie has agreed to stay as long as we need her.</li> <li>2) Larry is back. Rev. Krista expressed what a wonderful job Deborah Webster has done, while covering for Larry.</li> <li>3) Wednesday morning prayer services continue; the Worship Committee continues to meet regularly; There are 3-4 AA group's that use our Zoom account for their meetings.</li> <li>4) In regard to reopening the church for services, the Diocese is taking a conservative approach. We will have a better idea for a time line for reopening, after the Diocese meets in two (2) weeks.</li> <li>5) A discussion followed on how Communion would be done with social distancing. Would we have outside and/or evening services. A lot of unanswered questions.</li> <li>6) Krista asked Leslie to give an update on the Trinity Center.</li> <li>7) Leslie reported that everything was going well; she has received good feedback from the Trinity board and neighbors. Due to social distancing they can serve only 25 at a time for meals.</li> </ol>	Informational
Topic	Decisions	Outcome
Discussions	Lisa reported that summer camps, the men's and woman's retreats are all closed this year per the Diocese.	Informational
	Rev. Krista said she would ask the Diocese for a list of what can and what can't be done while sheltering in place, so she can post it online.	

Financial Reports	Jennifer reported that finances were good through April. A motion was made to approve the financial reports as submitted. (copy attached)	Moved: Jessica Seconded: Julie Motion: Approved
CCIC	Julie, representing St. Paul's CCIC Committee, asked for \$1,200.00 to donate for the Contra Costa Food Bank program.	Moved: Jerry Seconded: Jim Motion: Approved
Vestry Minutes	A motion was made to approve the January 2020 minutes, the April 20 <sup>th</sup> and April 27, 2020 vestry minutes as submitted.	Moved: Julie Seconded: Marianne Motion: Approved
Feeling Wheel	Rev. Krista asked us to describe our feelings regarding the meeting according to the "feeling wheel".	Informational
Closing Prayer	Rev. Krista	
Closing	The meeting was adjourned at 8 pm.	

Respectfully submitted,  
Ronnie Marty  
Vestry Clerk

## NOTES FOR MAY 2020 VESTRY MEETING MINUTES

### SUMMARY OF FINANCIAL RESULTS

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Total through APRIL 2020 – operating fund

\$198,631 Inflow

\$179,700 Outflow

**\$18,931 net**

**Does not include capital expenditure of \$9200 for roof repair**

Income rebounded in April with some very large prepaid pledges, which we booked in the month (in contrast to the way we spread out the ppd pledges that come in by year end). Member donations increased in April to \$42,679, which was above a ratable monthly budget. Pledge and plate now about \$15,000 below budget and \$7,000 below first three months of 2019. We are still feeling some effects of a very low February.

Facilities income is slightly above budget through April! This is a huge win in a month with minimal person activity. In April, we received facilities payments from My Spanish Village and Open Door, our two largest users. Sts. P&P did not pay. We did still get some contributions from small non-profit groups and parking. I expect those to diminish until permitted activity resumes. No activity at St. Paul's Commons in April.

### OPERTING FUND EXPENSES

Expenses are \$43,000 below YTD budget overall, driven by personnel costs which are \$28,000 below budget as we started budgeting the associate rector in March. SP Commons expenses are zero so far as they have not been able to occupy the new building in March and April as planned because of construction delays. Most other categories are below budget due to much lower cost activity in April.

Note that the \$9200 roof repair was included on our "capital" list, but not in the operating budget, and is booked in separate account.

The fund activity report for the month also shows much lower financial activity in those funds as well.

### **PAYCHECK PROTECTION PROGRAM LOAN**

On Friday, 4/24/20 we received the funds of \$48,200. **Here is my update of the explanations originally sent to the vestry (on 5/4/20):**

- We applied and received a sum of \$48,200. That amount was based on average monthly payroll times 2.5. First Republic Bank came through for us!
- We have an 8 week window to spend the money as permitted. 4/24/20 to 6/19/20.
- **The loan is forgivable if we keep our current people on the payroll and if we use the money for payroll and utilities. That means that we won't have to pay most or all of it back, if all goes well!** We need to apply for forgiveness after the 8 week period ends.
- The interest rate is 1%. For forgiven portion, no interest or payback.

Your finance team continues to deposit inflows of money and pay bills.

We continue to evaluate 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. **If you have urgent expenditure, please surface the issues early.**

We are trying to do all of those remotely as much as possible. If you have items that need to be addressed, please send me (Jennifer Machado, [cfo@stpaulswc.org](mailto:cfo@stpaulswc.org)) an email with a scan or snapshot of the bill/receipt, etc. If you need something from the office that we can scan and email to you, let me know and we will try to do it during one of our security checks.

#### **Deposit Interim Process**

Mail sorters secure incoming donations (checks or cash, though just a trickle of cash recently) in the safe. Jennifer picks up from safe on Saturdays and logs into Breeze. Deposits to FRB via night deposit box.

Risks: 1) biggest risk is lack of dual custody during logging and depositing. In other words, Jennifer could misappropriate funds. Mitigation is lack of cash activity (harder to steal checks), pledge statements sent out periodically (if pledge statements are off, donors will question the pledge treasurer), reconciliation of bank deposits to Breeze totals. 2) another risk is lack of dual custody as donations are deposited in the safe. This is fairly similar to the normal risk, and is mitigated by donor pledge statements sent out.

#### **Check-writing Interim Process**

Our normal process is to have vestry members, wardens, or rector approve invoices, then bookkeeper (Ellen) writes checks and Janice signs and sends. Bookkeeper reconciles the bank account, and Jennifer reviews significant expenditures during financial statement review after month end.

The current process is that bills are scanned and sent to Jennifer Machado (finance officer) and/or deposited in our safe for pickup. Jennifer updates a spreadsheet of bills to be paid and circulates the spreadsheet and bill pdfs to Lisa Bell Stewart, senior warden. If she approves, Jennifer sends info to Pete Banwell (bank liaison) for him to write manual checks. He also signs and mails the checks.

Risks: 1) biggest risk is rogue checks written by checkwriter. Mitigation for this is after-the-fact bank statement reconciliation by bookkeeper and review by finance officer. *In this case, we really need to trust the check writer as after-the-fact control could be a month later.* 2) other general risk is that we miss payments of key accounts because the bills go missing, email notes are missed, and our normal process is disrupted. Mitigation of this is review of monthly of financial statements and follow up when expected expenses don't show up. But it's hard to know about expenses that are not expected or communicated.

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