



*Vestry Meeting Minutes*  
*June 15, 2020, 6:30 pm - Zoom On-Line*

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

**Guests:** Maureen Horton, Rev. Laurie Moyer, Richard Kemink, and Ned Soares

**Excused:**

Topic	Discussion	Outcome
Meeting	Lisa Bell Stewart called the meeting to order @ 6:31pm	
Opening Prayer	Rev. Krista	Informational
Quorum		Yes
Topic	Round Robin Reports	Outcome
Property	Jerry reported: <ol style="list-style-type: none"> <li>1) The St. Francis statue has been replaced. He was not sure who replaced it.</li> <li>2) Security checks are being made daily on the campus.</li> <li>3) The landscape committee is continuing to keep the campus looking pristine.</li> </ol>	Informational
Communications	Rhea reported: <ol style="list-style-type: none"> <li>1) The Epistle will be mailed at the end of June.</li> <li>2) A press release will go out regarding the opening of St. Paul's Commons, and Trinity Center.</li> </ol>	Informational
Phone Tree, History Committee & Assessment Relief	Jessica reported: <ol style="list-style-type: none"> <li>1) The phone tree calls are a connection to our parish, also can be used to make sure the parishioner is receiving the church e-mails and are able to view our Sunday services on-line.</li> <li>2) A question arose regarding the need to make the phone tree calls every two weeks vs. calling every 3, to 4 weeks. Rev. Krista reinforced the need to connect every 2 weeks. The idea was presented that we could ask the parishioner how often they would like to be called. The pastoral team would discuss this further.</li> <li>3) The History committee felt there should be a policy regarding the use of personal information for placing stories on the Web site, as opposed to stories that will be distributed in-house. The discussion was</li> </ol>	Informational

	<p>deferred until Rev. Krista &amp; Jessica could discuss this further.</p> <p>4) The Assessment Relief application was submitted; there has been no response yet.</p>	
Christian Formation	<p>Marianne:</p> <p>1) No report this month, however she plans to have a committee meeting to gather more ideas.</p>	Informational
Worship	<p>Jim:</p> <p>1) No report this month. The committee has been meeting during the day, making it difficult for him to attend the meetings. Rev. Krista announced that in the future the meetings will be held at night so he can attend.</p>	Informational
St. Paul's Commons & Stewardship	<p>Tom reported:</p> <p>1) The St. Paul's Commons committee is preparing a final report to present to the vestry.</p> <p>2) Leslie at Trinity Center asked if a "white board" that was donated to Trinity Center, could be installed in one of St. Paul's spaces as it is too large to fit into their space.</p> <p>3) Tom felt we need an ad hoc committee to re-establish a guideline for what can be done in our space and what cannot. Currently the guideline is no modification in our space, which Trinity Center has complied with. We have not used our space yet, but we need wider rules for when we are sharing spaces.</p> <p>4) A centralized area for communications on both St. Paul's Commons, and St. Paul's Church would be helpful so everyone will be on the same page.</p>	Informational
Worship	<p>Mary-Jane – No report this month.</p>	Informational
Rector's report	<p>Rev. Krista:</p> <p>1) Rev. Krista was sorry to report that she accepted Kim McCarl's resignation from the vestry because of her heavy work load due to Covid19.</p> <p>2) The Diocese released a set of guidelines and a template plan for "regathering" after June 28, 2020.</p> <p>A team consisting of Jessica, Maureen Horton, and Susan Burpee will meet with Rev. Krista to complete the template. Fulfilling all the guidelines would leave almost no Sunday service because the Diocese has recommended that anyone over 65 years should stay sheltered. As our Church represents a large congregation over 65, there is no hurry for St. Paul's to open and have in-house services.</p>	Informational

	<p>3) Our weekly Church services on YouTube are challenging; there are 19 different functions to perform during the service for the service to run smoothly. It's a team effort with Tom Tchong handling the production part, Richard doing the recording.</p> <p>4) Also reported: No summer camp at the Morton's this year. There are encouraging numbers of parishioners for Wednesday morning prayer, Wednesday night and Thursday bible study on-line.</p>	
Topic	Decisions	Outcome
<p>Financial Reports (Copy attached and part of these minutes)</p>	<p>Jennifer reported:</p> <ol style="list-style-type: none"> <li>1. Finances were good through May even though 30 percent of our income is from rentals, and most of our tenants are not able to make full payments at this time. Open Door is paying half and the Orthodox Community is paying \$200.00 a month.</li> <li>2. The Finance Committee questioned the very high water bill. Most was due to the drought; however, it was noted that recently people walking by were using our water to clean-up.</li> </ol> <p>A motion was made to approve the financial reports as submitted.</p>	<p>Moved: Julie Seconded: Tom Motion: Approved</p>
<p>Vestry Minutes</p>	<p>It was agreed that until the campus re-opened a summary of the approved minutes will be published monthly in a parish e-mail, along with the monthly approved financial summary attached to the minutes each month.</p> <p>A motion was made to approve the May 4<sup>th</sup>, May 18<sup>th</sup>, and May 25<sup>th</sup> minutes as submitted.</p>	<p>Moved: Julie Seconded: Rhea Motion: Approved</p>
<p>Discussions</p>	<p>A discussion on the distribution of the Valentine's Tea fund was deferred to next week.</p> <p>Approval to proceed with the kitchen renovation was discussed, however, it was deferred until the Kitchen committee presented solid figures on what has been done, how much has been spent, and what remains to be done for the kitchen to be usable, and could we still in the future go to a commercial kitchen.</p> <p>Ned Soares asked if there was a budget or a plan to redo the church parking lot? Jerry said at this time there was not a budget or a plan.</p> <p>Re-establishing the timer for the vestry meetings was discussed.</p>	<p>Informational</p>
<p>Feeling Wheel</p>	<p>Rev. Krista asked us to describe our feelings regarding the meeting according to the "feeling wheel". The</p>	<p>Informational</p>

	feelings were: Engaged, Encouraged, Hopeful, Confident, Resilient, Overwhelmed.	
Closing Prayer	Rev. Krista	
Closing	The meeting was adjourned at 8:38 pm.	

Respectfully submitted,  
Ronnie Marty  
Vestry Clerk

## **ST PAUL'S FINANCE NOTES**

### **For Vestry meeting on June 15, 2020**

#### **SUMMARY OF FINANCIAL RESULTS**

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Total through May 2020 – operating fund (revised after finance committee meeting)

\$253,138 Inflow

\$225,785 Outflow

**\$27,353 net**

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

Income rebounded in April and May with some very generous contributions, especially payments of lump sum pledges, which we booked in the month (in contrast to the way we spread out the prepaid pledges that come in by year end). At this point, we are trending well on member contributions, almost all from pledgers. Those contributions are more than \$8,700 ahead of the amount contributed in the first five months of 2019.

Facilities income is close to budget through May! This is a huge win after two and a half months minimal person activity. In May, 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. We also received a payment from Trinity Center for base rent for the portion of the month they occupied the space (approx. half of May).

#### **OPERATING FUND EXPENSES**

Expenses are \$57,000 below YTD budget overall, driven by personnel costs which are \$33,000 below budget as we started budgeting the associate rector in March. SPCommons costs are below budget as we began occupying in May rather than March. Also, those SPC costs are lagged a bit, so May costs will show

6/15/2020

up in a future period. Most other categories are below budget due to much lower cost ministry and office/building activity in May.

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, 4/3/20, we applied for a Payroll Protection Program (PPP) loan. On Friday, 5/24/20 we received the funds of \$48,200. That amount was based on average monthly payroll times 2.5. The original disclosure said that we had an 8 week window to spend the money as permitted: 4/24/20 to 6/19/20. Recent legislation extended that period. We are researching the implications, but it seems that our probability of 100% forgiveness is now very high.

### **FINANCE COMMITTEE MEETING NOTES**

The St. Paul's finance committee met on 6/8/2020. Attendees: Rev. Krista Fregoso, Julie Layne, Pete Banwell, Ellen Geisler (bookkeeper), Jennifer Machado

Discussed:

- May 2020 financials reviewed. See summary notes. Better than expected!
- Update on \$48,200 PPP loan. Tracking for maximum forgiveness (payroll and utility costs). New rules signed into law last week extend the period, making full forgiveness even more likely. Working with bank on that process.
- Discussed cash planning. OK so far. Parish applied for assessment relief.
- Continue to prioritize all expenditures or commitments. Possible upcoming capital expenditures on parking lot, solar panel invertors (to convert current from DC to AC), and kitchen. All will be worked through vestry approval process in future months.
- We have been holding the assessment for cash conservation reasons. Committee decided to pay March bill. That leaves April, May, June unpaid. Will revisit.
- Committee agreed that cash situation appears more stable so that we don't need to hold up Valentine Tea donations. Julie Layne will confirm or seek vestry approval and document specific amounts and entities.
- Lease of 1944 Trinity seems more attractive now that associate rector hire appears to be deferred for longer. Krista will discuss with Vestry to get someone to oversee that effort. Ellen Geisler, our bookkeeper and a real estate agent, handled some rental listings for us in the past. She is a potential agent for this.
- Reviewed recent G&M contributions and restrictions.
- SPC status is good. Approval May 1, so we now "occupy" and pay our share. TC moved in on Friday 5/15/2020, operations on Monday 5/18/2020. A few warranty issues remain and are being addressed. 10 tables and 80 chairs from TC excess donations. Richard Kemink arranged purchase of supplies, locks, etc. to make space usable, when permitted. Working to fix internet access (weekends).
- Lien release by diocese on 345 Pimlico still not received. Krista following up.

6/15/2020

- Krista and Richard working on messaging and pledge status statements.
- Discussed pass through donations after several recent contributions to St. Paul's earmarked for Trinity Center. We have done this historically (8 since 1/1/2018), but would strongly prefer that all contributions to separate (legal entity) charities be made directly to them. Helps their tracking of donors and ensures that errors don't happen. Will work on messaging to parish.
- Will discuss renting out 1944 Trinity with Vestry.
- Parking lot project next in line for discussion with Vestry.
- Endorsed CCIC request to donate \$1200 to food bank. Submit to Vestry for approval.
- Krista checking on audit options.
- Next Finance Committee meeting will be Monday, June 8, 2020.

Notes submitted by Jennifer Machado on 6/11/2020