



*AMENDED - Vestry Meeting Minutes  
July 20, 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 @ 6:30pm	
Opening Prayer and Reflection	<p>Rev. Krista</p> <p>After opening prayer, Rev. Krista asked Vestry members to reflect on how they are doing in these strange times. Rev. Krista's reflection was her realization that we are much like Noah and his family. They were stuck on the boat for 11 months, plus the time spent getting ready before and adapting to the new normal after. Also, there is a difference between being "good" – doing well, thriving – and "fine" – just hanging in there.</p> <p>What is it we want to do beyond the week-to-week? What do we do well? What do we want to do when we get back to physical Church? It is time to rethink Church with vision. Our Vestry jobs are to be strategic thinkers, providing the stability for survival of the parish.</p>	Informational
Quorum		Yes
Topic	Round Robin Reports	Outcome
Junior Warden	Julie – No report this month	Informational
Christian Formation	<p>Marianne:</p> <p>1. Marianne has a committee of three researching possible materials and topics for the Wednesday night adult education class. There is an Advent four-part series by Dr. Amy-Jill Levine, whose series "Short Stories by Jesus" was a big success with our parishioners. These topics are being researched: Racism, Book of Acts, the Psalms.</p>	Informational
Worship	Mary-Jane – No report this month.	Informational
Communications	<p>Rhea reported:</p> <p>1) The Communication Committee representing: The History Committee/St. Paul's Stories; the Website Committee; and The Epistle Team including</p>	Informational

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	Eileen Mitchell created a committee procedural policy that outline how best to share	
<b>Topic</b>	<b>Round Robin Reports</b>	<b>Outcome</b>
	parishioner stories and items from the Church historical archives. The policy ensures that only the parishioners' stories are shared, direct permission is obtained, and it is clear to those sharing stories where the stories will be shared.	
Worship - Concert Series Committee	<p>Jim:</p> <ol style="list-style-type: none"> <li>1) The Concert Series Committee, led by Deborah Webster, met and brainstormed ways to bring back concerts that have been on hold since the shelter-in-place. The new concerts will be held in the sanctuary and shared via the internet. Technical challenges must be thought through, and diocesan and county COVID-related restrictions must be met. Another meeting will be held July 21<sup>st</sup> to continue working out the details.</li> </ol>	Informational
St. Paul's Commons & Stewardship	<p>Tom:</p> <ol style="list-style-type: none"> <li>1) The Stewardship Committee led by Sheri Grosjean is reviewing different methods for donations.</li> <li>2) St. Paul's Commons is finalizing their report to be given at the August 23<sup>rd</sup> St. Paul's townhall meeting.</li> <li>3) A meeting attended by Julie, Rev. Krista, Eileen Mitchel and Tom regarding the need for a Vestry liaison member with Trinity Center decided that here-after everything would go through Eileen Mitchell to eliminate any confusion.</li> </ol>	Informational
Rector's report	<p>Rev. Krista:</p> <ol style="list-style-type: none"> <li>1) Due to the unprecedented time the pandemic has created, Rev. Krista reminded everyone of the Vestry and Rector's roles. The Vestry "oversees the spending of money" and the "upkeep of the property of the campus." The Rector's role is to make sure the "Spiritual needs are met inside the campus".</li> <li>2) Rev. Krista reported that we will follow all of the Contra Costa County COVID response team guidelines for our spiritual growth and services.</li> <li>3) The 1944 Church property is an asset that we need to utilize now. The profit could be applied to the Church's housing allowance.</li> </ol>	Informational

	<p>4) Continuing with the “Phone Tree” needs to be re-thought on how to revive interest to keep it going so we may continue to communicate with parishioners during the shelter-in-place.</p> <hr/> <p>5) Rev. Krista said to mark our calendars for August 23<sup>rd</sup>. There will be a “mini, annual townhall meeting”, via the internet, for questions and answers from parishioners with no committee reports.</p> <p>6) A “Resolution” from the Diocese was received regarding ‘financial accountability’. This was due to the fact that an Episcopal Church in the Peninsula found some money had been stolen by an employee. Which also brought to light that some Churches have gone as long as four years without an audit.</p>	
Topic	Decisions	Outcome
<p>Kitchen Renovation Completion</p>	<p>Lisa: Lisa, on behalf of the Rector and Wardens made a motion that the Vestry approve the kitchen renovation completion for a budget not to exceed \$45,000 from restricted funds. Lisa noted that in June 2020, the Kitchen Renovation team reported that:</p> <ol style="list-style-type: none"> <li>1) St. Paul’s kitchen is expected to satisfy St. Paul’s periodic need for a commercial kitchen.</li> <li>2) The Kitchen Renovation team is prepared to complete the scope of work originally approved in 2018, primarily with volunteer labor and some professional support.</li> <li>3) Designed kitchen renovation funds are available to complete the work initiated in 2018 without impacting the 2020 Operating Fund.</li> </ol> <p>She went on to stress the need to complete the kitchen renovation in order to be ready to regather when we are able to do so, as it is not fully functional in the current condition.</p>	<p>Moved: Lisa Seconded: Julie Motion: Approved</p>
<p>Financial Reports (Copy attached and part of these minutes)</p>	<p>Jennifer reported: <del>St. Paul’s financial “surplus position” is very good</del></p> <ol style="list-style-type: none"> <li>1) We have a deficit for the month of June and a surplus for the year-to-date due to timing of pledge payments. We are concerned about lower facilities income and longer term income. We continue to prioritize and monitor expenditures.</li> <li>2) A motion was made to approve the Financial report as amended.</li> </ol>	<p><del>Moved: Julie</del> <del>Seconded: Jerry</del> <del>Motion: Approved</del></p> <p>Amended Moved: Jim Seconded: Rhea Motion: Approved as Amended</p>

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Vestry Minutes	A motion was made to approve the June 15 <sup>th</sup> and June 22 <sup>nd</sup> 2020 minutes as submitted.	Moved: Julie Seconded: Mary-Jane Motion: Approved
Discussions	Feeling Wheel – it was agreed by Vestry members to not include the results of the “Feeling Wheel” in the Vestry minutes.	Informational
Closing Prayer	Rev. Krista	
Closing	The meeting was adjourned at 8:16 pm.	

Respectfully submitted,  
Notes by Jessica Beerbaum  
and Minutes by  
Ronnie Marty  
Vestry Clerk

**SUMMARY OF FINANCIAL RESULTS June 2020**

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Total through June 2020 – operating fund

\$290,655 Inflow

\$275,844 Outflow

**\$14,811 net**

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

June showed a net outflow of \$12,542, in contrast to the two previous strong months that were driven by very high contributions by pledge members. Year to date through June, we are still in positive territory, with a net surplus of \$14,188.

June pledges and other member donations were lower than recent months, near the bottom of the normal range of variation.

Facilities income, which had held up well through May, is now below budget YTD. The preschool has paid for all 6 months. Open Door paid their full amount through May, then half of the rate in June. Sts. Peter and Paul paid through March, but nothing since then. Trinity Center paid fully – for the half month in May that they occupied the space, plus June (and July received early in that month, booked in July, so not on this report). Parking lot income is below last year, but we had cut the budgeted figure as we expected space shortages.

**OPERATING FUND EXPENSES**

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Expenses are \$68,000 below YTD budget overall, driven by personnel costs which are \$40,000 below budget as we had budgeted for an associate rector beginning 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 up in a future period. Most other categories are below budget due to much lower cost ministry and office/building activity in recent months.

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.

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