



Vestry Meeting Minutes
August 17, 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, Ronnie Marty Vestry Clerk

Guests: Jim Bell, Molly Clopp, Richard Kemink, Eileen Mitchel, Laurie Moyer, and 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
St. Paul's Commons Project Completion Report	<p>Molly Clopp, Tom and other committee members submitted the Completion Report for St. Paul's Commons. The Report outlined the 'Project History', the 'Organizational Framework', 'Vestry Accountabilities', and 'Lessons Learned'. The time frame for St. Paul's Commons was August 2014 through August 2020.</p> <p>The Core Concepts – The Community Center designed must support all the potential users of the space as well as Trinity Center, and be flexibly designed to adjust as needs and tenants change over time.</p> <p>The Financing plan developed must be no capital cost to St. Paul's and include predevelopment costs construction, and ongoing maintenance.</p> <p>Financing must include planned build-out of community center.</p> <p>Clear Accountability will be established for the various phases and aspects of the project, from planning through execution and ongoing maintenance, including problem solving and ongoing communication.</p> <p>Our Vision: As followers of Jesus Christ, we at St. Paul's Episcopal Church, envision a Church that provides and supports a loving community of faith: with our Church, with one another and with our world.</p> <p>Ned Soares asked how the common areas, - the landscaping – will work. The question will be deferred to the Landscape Committee.</p>	Informational
Comments:		
Kitchen Remodel Status Report	<p>Jerry reported;</p> <ol style="list-style-type: none"> 1. Most of the finishing work should be completed by the September Vestry meeting. 2. Almost all of the functional items removed for replacement were recycled. 	Informational

	<p>3. Most of the work is being done by volunteers.</p> <p>4. A ‘status report’ of the kitchen remodel that has been completed, was e-mailed to Rev. Krista by Pete Banwell.</p>	
Worship	<p>Mary-Jane reported:</p> <ol style="list-style-type: none"> 1. The Worship Committee met and discussed different things that could be done using the Church parking lot. One of the ideas included: <ul style="list-style-type: none"> • A drive-through blessing of animals for St. Francis, the Patron Saint of Animals. <p>The committee continues to explore other ideas, it is on-going.</p>	Informational
Concert Series	<p>Jim Ward reported:</p> <ol style="list-style-type: none"> 1. The response for the first concert since the shelter-in-place, due to the Covid 19 was look-ing promising. 2. Reminders will be sent 2-3 days before the Anna Maria Mendieta concert on August 29th. 3. Tom Tcheng volunteered his personal equip-ment to see what was needed audio wise for future concerts. 4. A ‘ticket service’ was acquired for the ticket sales. 5. The next concert will be DuoSF a classical guitar duo from San Francisco on Saturday September 19, 2020 at 7pm. 	Informational
Parish Life	<p>Jessica reported:</p> <ol style="list-style-type: none"> 1. Preparing the Church for the opening Concert Series and also preparing the Chapel for private prayer is ongoing due to Covid-avoidance rules. 2. The Men’s and Woman’s retreats have been cancelled, due to Covid. 3. The Committee is exploring a partnership with Meadow Homes Elementary School in Concord which is part of the Mt. Diablo Unified School District. 	Informational
Rector’s Report	<p>Rev. Krista reported:</p> <ol style="list-style-type: none"> 1. The Chapel is now open for private prayer 2. The Church has partnered with “Thispace” an on-line service to handle the reservations. 3. Exploring using ‘un-utilized space’, possibly using the parking lot for ‘blessing of animals’, having a ‘public mourning service’, for people who have lost family and friends. 4. The Pastoral Prayer Team continues to meet and to send flowers to those with needs. 5. The “Town-Hall” meeting on the 23rd of August will be covering our response to the Covid 19 crisis of the past six months: Including talking about what is working and what is not, how the world we have known is changing. She also will review the three goals for the year “Be Good Neighbors” – (Find ways to be the light and love in Walnut Creek) 	Informational

	income. We continue to prioritize and monitor expenditures.” A motion was made to approve the minutes as amended.	
Comments	Ned Soares related that he is concerned about our water bill. He felt that the age of the system could be part of the problem.	
Closing Prayer	Rev. Laurie Moyer	
Closing	The meeting was adjourned at 8:30 pm.	

Respectfully submitted,
Ronnie Marty
Vestry Clerk

ST PAUL'S FINANCE NOTES

SUMMARY OF FINANCIAL RESULTS

Total through July 2020 – operating fund

\$325,151 Inflow

\$318,198 Outflow

\$ 6,953 net

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

Through July, we still have a surplus due to strong contributions in March, April, and May. July showed a net outflow of \$7,858.

June pledges and other member donations were lower than recent months, near the bottom of the normal range of variation. For the 7 months of this year, pledges are holding up to about 98% of the level of 2019. We traditionally are below budget on pledge and plate all year, then have some large unpredictable donations in December. The question this year is whether that will continue and whether the large donations in March-May will take the place of year end extra contributions.

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 and July. They have given notice that they will be terminating their use of our premises after September, so full payments for August and September, then no payments after that. Sts. Peter and Paul paid through March, but only one \$600 payment “for utilities” since then. Trinity Center paid fully – for the half month in May that they occupied the space, through July. Parking lot income is below last year, but we had cut the budgeted figure as we expected space shortages.

OPERATING FUND EXPENSES

Expenses are \$86,000 below YTD budget overall, driven by personnel costs which are \$46,000 below budget as we had budgeted for an associate rector beginning in March. SP Commons costs are below budget as we began occupying in May rather than March. Also, those SPC costs are lagged a bit, so May-July costs, especially those from RCD, will show up in a future period.

Property costs are \$16,000 below budget with lower maintenance and repair.

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.

We have not reflected any benefit of PPP loan forgiveness yet. The details of the loan forgiveness process are awaiting final regulation. If Congress acts, there may be a streamlined or “automatic” forgiveness process for smaller borrowers like us. The \$48,200 loan remains on our balance sheet. We will look to guidance from the dioceses about classification of any forgiveness benefit.

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