



Vestry Meeting Minutes
September 21, 2020, 6:30 pm - Zoom On-Line

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

Guests: Jim Bell, Jen Crompton, Emily Hopkins, Richard Kemink, Eileen Mitchell, 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
Overview of Round Robin Reports	Lisa asked that reports be kept short because we only had one hour for the vestry meeting this month, due to the importance of the Executive Session starting at 7:30 pm.	Informational
Topic	Round Robin Reports	Outcome
Kitchen Update	Richard Kemink reported that with the help of many volunteers the kitchen is almost complete. Waiting now on the new refrigerator, freezer, a little plumbing work. He presented a video showing some improvements, including the new drop ceiling with the new lighting, the extended pantry, new flooring etc.	Informational
Nominating Committee	Rhea reported for the nominating committee consisting of Pete Banwell, Walt Busenius, Julie Layne, Lynn Yale and herself the following slate of nominations for Vestry, as well as Deanery Delegates and Alternates for the year 2021. 2021 Nominees for Vestry: Susan Burpee (3-year term), Ned Soares (3-year term) and Melanie Corry (2-year term). 2021 Deanery Delegates: Nancy Falkenstein, Phil Webster, Mary Jane Wood and Mike Yale. 2021 Alternate Deanery Delegates: Pat Baxter, Nancy Earle, Gretchen Rothrock and Manny Trillo.	Informational
Communications: The Epistle	Rhea reported that articles are due now for the November/December issues of The Epistle.	Informational
Worship	Mary-Jane reported we will hold a community drive-through Blessing of the Animals at 11:30 am, in the Church parking lot on Sunday October 4, 2020, in memory of St. Francis.	Informational

Topic	Round Robin Report	Outcome
		Informational
Junior Warden	Julie – No report this month	Informational
Parish Life	Jessica – No report this month	Informational
Stewardship	Tom – No report this month	Informational
Concert Series	Jim reported on the success of the Saturday September 19 th concert with the DuoSF classical guitar duo. He said there were 93 people listening, and donations of \$1,080.00 were received. He said they were still working to improve the audio and visual for future concerts.	Informational
Rector's Report	<p>Rev. Krista introduced Jen Crompton, a second-year seminary student who is assigned to St. Paul's.</p> <p>She reminded us about the Food Drive to be held in the Church parking lot on Saturday September 26th. There are currently a group of about eight that are journeying through the Book of Acts on the Wednesday night Education Sessions. She said next year we will focus on "Race", which Jen will help with, as that is her specialty.</p> <p>St. Paul's network is strong, the phone call program is reaching many parishioners.</p> <p>She is looking for new Pastoral team members to be able to spread out the work being done.</p> <p>Good news, we will begin to have outside services sometime in October. They might be on a Saturday to start with, a small attendance with reserved seating. More information to come. The service will also be live streamed.</p> <p>The Bishop will be visiting St. Paul's on February 7, 2021.</p> <p>The Outreach Committee will have the "Angel Tree" again this year and we will also do "Warm Winter Nights". This year they are asking us to do four weeks instead of two weeks, Sue Phalen will chair.</p>	Informational
Topic	Decisions	Outcome
Financial Reports (Note: attached financial report)	Jennifer Machado presented the Financial Reports a motion was made to approve the reports as presented. She also stated that the budget process for 2021 was looking similar to this year and asked for committees to present their 2021 financial projections.	Moved: Julie Seconded: Jessica Motion Approved
Vestry Minutes	The August 17, 2020 Vestry minutes were approved as presented.	Moved: Julie Seconded: Jim Motion Approved

Comments	Ned Soares reported that a dead tree on the Church property had to be removed for safety issues.	
Closing	The Vestry meeting was adjourned at 7:25 pm.	
Executive Meeting	The Executive meeting followed the Vestry meeting and was adjourned at 8:53 pm. The meeting returned to 'open session' in order to entertain two motions.	
Motion #1	Move that the Vestry approve funds not to exceed \$8,000 per month for the safety and security services to remediate tenant complaints.	Moved: Lisa Seconded: Tom Motion Approved
Motion #2	Move that the Vestry approve the creation of a Real Estate Committee that serves on behalf of the Rector and is accountable to the Vestry via liaison.	Moved: Lisa Seconded: Julie Motion Approved

Executive Committee notes by Jessica Beerbaum

Vestry minutes respectfully submitted,

Ronnie Marty, Vestry Clerk

SUMMARY OF FINANCIAL RESULTS

Total through Aug 2020 – operating fund

\$380,479 Inflow

\$375,357 Outflow

\$ 5,122 net

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

Through Aug, we still have a small surplus due to strong contributions in March, April, and May. All six other months have had losses.

August pledge and plate donations were up from very low June and July levels. 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. The recent pledge statements seem to have prompted some people to make payments toward their pledges in August and September (Sept will be reflected next month).

Facilities income, which had held up well through May, is now below budget by \$18,000 YTD. The preschool has paid for all months. Open Door paid their full amount through May, then half of the rate in June and July but nothing since. They have given notice that they will be terminating their use of our premises after September, so promised full payments for August (not received) and September, then no payments after that. Sts. Peter and Paul paid through March, but only \$1000 in payments “for utilities” since then. Trinity Center paid fully – for the half month in May that they occupied the space, through the current month.

OPERATING FUND EXPENSES

Expenses are \$91,000 below YTD budget overall, driven by personnel costs which are \$55,000 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 \$22,000 below budget with lower maintenance and repair and less usage.

Most other categories are below budget due to much lower cost ministry and office/building activity in recent months.

Kitchen expenditures of \$16,000 are offset by transfers of the same amount from the restricted kitchn fund.

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 (looking less likely by the day), 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.

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Other non-personnel expenses decreased across the board with much more limited operations in 2020, a savings of \$23K.

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