



Vestry Meeting Minutes
October 20, 2020, 6:30 pm - Zoom On-Line

Present: Vestry Members: Rev. Krista Fregoso, Lisa Bell Stewart, Jessica Beerbaum, Tom Chaffee, 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, Kitchen Crew Representative; Eileen Mitchell, Chief of Staff; Rev. Laurie Moyer, Interim Associate Rector; and Ned Soares.

Excused: Marianne Johnson

Topic	Discussion	Outcome
Meeting	Lisa Bell Stewart called the meeting to order @ 6:30 pm	
Opening Prayer	Rev. Krista	Informational
Quorum	Yes	
Kitchen Closeout	<p>Jim Bell reported that the Parish Hall kitchen remodel is complete. There are only two tasks left: clean and hook up the stove; haul away old cabinets.</p> <p>Giovanni, our custodian, cleaned the Parish Hall. The portion of the kitchen project completed in 2020 cost \$46,105, about \$1000 above the amount allocated by the Vestry from the overall Gifts and Memorials kitchen fund . A balance remains in the fund. An official report was submitted by Richard Kemink.</p> <p>Ned Soares reported unnecessary utility use in the Parish Hall (air conditioning and bathroom fans were on when no one was present). Jerry Williams will investigate.</p>	Informational
Topic	Round Robin Reports	Outcome
Outreach	Julie reported that our annual “Angel Tree” for Christmas giving is being organized. About forty-five recipients have been identified.	Informational
Parish Life	<p>Jessica reported:</p> <ol style="list-style-type: none"> 1. The next “Stories of St. Paul’s” are a series featuring veterans in the parish. Mike Siebert has been collaborating with nineteen veterans since August. The series is scheduled to begin October 29th and run for three consecutive Fridays. 2. “Phone Tree” – The Phone Tree is slowly being revamped to the Phone Buddy system. Those needing calls are being reassigned to those willing to call. 3. “School/Church Partnership” – Our first event with Meadow Homes Elementary School in Concord is coming up. There will be a school supply drive through an Amazon shopping list and in conjunction with the next food drive. 	Informational

Topic	Round Robin Reports	Outcome
	<p>Laura Williams and Sue Phalen, food drive mavens, are collaborating on this project, along with Eileen Mitchell.</p> <p>4. Ways to keep our newly remodeled Parish Hall kitchen looking ship shape are being explored.</p>	
Property	Jerry – No updates to share	Informational
Worship	Mary-Jane – No updates to share	Informational
Concert Series	Jim reported the upcoming concert on Saturday October 24 th should be technologically interesting as the performers are on the East Coast.	Informational
Communications / The Epistle	Rhea reported the November/December edition of The Epistle is scheduled for publication around November 1 st . Rhea welcomed Vestry members to contribute articles for future editions.	Informational
Stewardship	Tom – No updates to share. Stewardship is now with Rev. Krista Fregoso.	Informational
Rector’s Report Rev. Krista	<ol style="list-style-type: none"> 1. A theme of the past month has been boundaries. 2. A “Real Estate Committee” was formed and is actively working related issues, freeing Rev. Krista to refocus on her job. 3. The “Pastoral Care” committee has been redefining and restructuring the roles of clergy and lay leaders. Guidelines for now (during the pandemic), and later are being considered. 4. There have been two funerals. One was for a St. Luke’s parishioner and one for a neighborhood person. 5. When planning to work on campus near the boundaries of 1944 Trinity or on the actual property of 1944 Trinity, please respect our tenants and prearrange this work through Eileen. Give more than 24 hours notice, as the tenants have the right to receive 24 hours notice. 6. The “DioCal Convention” was last weekend. Technical difficulties of producing this conference on-line made Rev. Krista feel better about our internet challenges and competency. Emily Hopkins (with Mary-Jane Wood and Rev. Audrey Miskelley) very pro-essionally brought a proposal for sabbatical support for interim rectors to the convention. The proposal passed. Also passed was the resolution on financial reporting that our Vestry signed on to last summer. It is still not clear if the Diocese will assess “Paycheck, Protection Program” loans within the assessment process. 7. Saturday, October 24th will be the first in-person worship since the pandemic began. Reservations are required. Almost all reservations have been claimed. 	Informational

Topic	Round Robin Reports	Outcome
	<p>8. Communion will be offered during the November 1st Sunday service. A communion kit will be available to parishioners. More details to follow.</p> <p>9. There will be a Baptism on Saturday November 7th during the courtyard in-person service.</p> <p>10. Rev. Krista and Eileen are working up materials for stewardship. There will be an ingathering on the first Sunday of December with small groups to follow.</p> <p>11. Christmas services will be different this year with “Lessons and Carols” featured on Zoom.</p> <p>12. The Christmas children’s ministry pageant will involve four or five different scenes through-out the campus that the children can walk through with a narration of each scene. Rev. Krista is looking for volunteers to help with the scenes.</p>	
Real Estate Committee	<p>Tom representing the new “Real Estate Committee” consisting of Lisa, Eileen and himself reported: No new complaints from the pre-school; the parking lot is being monitored and kept clean; a neighbor from down the street called the church office to complain about a women exposing herself.</p> <p>A note will go out next week to Sts. Peter and Paul that they have broken their contract by minimal payments and holding secret services.</p>	Informational
Topic	Decisions	Outcome
Financial Reports (Note: See the attached financial report)	<p>Jennifer presented the Financial Reports through September 2020.</p> <p>A motion was made to approve the reports as presented.</p>	<p>Moved: Julie Layne Seconded: Mary-Jane Wood Motion: Approved</p>
Employee Benefits Resolution	<p>Jennifer presented the Medical and Dental plans for 2021.</p> <ol style="list-style-type: none"> 1. The diocese has several health care plans we can choose from – two Kaiser plans and two Anthem/Blue Cross PPOs. We are required to cover the full cost of at least one plan for all eligible employees who want it. The Vestry is required to pick which plan we will cover. For the past several years, we have chosen the least expensive plan, one of the Kaiser plans. If an employee wants a more expensive plan, they can choose to pay the additional cost. 2. We are required to specify whether we will pay for insurance for over-aged (26+) children. If the Vestry votes “no”, the employee can pay the additional cost for this insurance if they want it. We have said “no” to this question in the past. We currently do not have anyone in this situation. 	<p>Moved: Julie Layne Seconded: Jim Ward Motion: Approved</p>

	<p>3. We must decide if we will provide insurance for employees who work between 20-30 hours per week. We have said “no” to this questions in</p>																	
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	<p>the past. We currently do not have anyone in this situation.</p> <p>4. Finally, we are permitted to offer a “benefit waiver allowance” which would let us pay employees (with access to other insurance coverage) a flat amount to decline our coverage. We have not offered this option in the past.</p> <p>We have a resolution to ask the Vestry to continue these same decisions for 2021. The finance committee has reviewed and endorses these choices. (same plan as last year)</p> <p>MEDICAL PREMIUMS - Kaiser EPO 2021</p> <table border="1"> <thead> <tr> <th></th> <th>Medical</th> <th>Dental</th> <th></th> </tr> </thead> <tbody> <tr> <td>one</td> <td>10,566</td> <td>947</td> <td>11,513</td> </tr> <tr> <td>two</td> <td>19,016</td> <td>1,710</td> <td>20,726</td> </tr> <tr> <td>three</td> <td>29,582</td> <td>2,657</td> <td>32,238</td> </tr> </tbody> </table>		Medical	Dental		one	10,566	947	11,513	two	19,016	1,710	20,726	three	29,582	2,657	32,238	
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Vestry Meeting Minutes	The September 21, 2020 minutes were approved as presented.	Moved: Rhea Williams Seconded: Jerry Williams Motion Approved																
December Vestry Meeting	There was a discussion about changing the December Vestry meeting because it falls on “Blue Christmas”.																	
Guests Comments	Ned Soares commented that a sprinkler head had been damaged and replaced. Also, this past week he cleaned up a human mess he had found on the church campus.																	
Closing	The meeting was adjourned at 7:30 pm.																	
<u>Received on October 31, 2020</u> A motion from the Columbarium Committee to the Vestry	Request to the Vestry: Approval for Maureen Horton and Kathleen McAdam to each serve a three-year term (2021-2023) on the Columbarium Board.	E-Mail vote by Vestry members: Unanimously Approved																

Respectfully submitted,

Jessica Beerbaum
and Vestry Clerk, Ronnie Marty

SUMMARY OF FINANCIAL RESULTS

Total through SEPTEMBER 2020 – operating fund

\$454,829 Inflow

\$446,881 Outflow

\$ 7,948 net before assessment relief

\$50,000 add assessment relief from diocese

\$57,948 NET

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

Good news! September's financial results are MUCH higher due to \$50,000 assessment relief from the diocese. We are booking it as a reduction to assessment costs thus far this year, so total assessment expense through September is only \$17,605 Through September rather than \$67,605 (\$7512/mo). That makes September look very good, so I separated out the assessment relief amount above.

September pledge and plate donations ticked up again. Facilities income: My Spanish Village has paid each month. Trinity Center paid each month since they occupied the SPC space. Open Door paid their full amount through May, then half of the rate in June and July, nothing in August, and a full payment in September; 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; nothing in September.

OPERATING FUND EXPENSES

Expenses are far below budget for a host of reasons, especially not hiring an associate rector and dramatically reducing on-campus activities.

Ongoing property costs are \$22,000 below budget with lower maintenance and repair and lower utilities (less usage).

The kitchen remodel expense for the year is about \$42,000 with a separate expense line and matching transfers in from designated donations.

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

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