



Vestry Meeting Minutes - Corrected  
February 16, 2021, 6:55 p.m. - Zoom On-Line

Present: Vestry Members: Rev. Krista Fregoso, Lisa Bell Stewart, Jessica Beerbaum, Susan Burpee, Tom Chaffee, Melanie Corry, Marianne Johnson, Ned Soares, Jim Ward, Jerry Williams and Mary-Jane Wood.  
Also present were Jennifer Machado, CFO; and Ronnie Marty, Vestry Clerk.

Guests: Jim Bell; Eileen Mitchell, Chief of Staff; and Rev. Laurie Moyer, Interim Associate Rector.

Excused:

Topic	Discussion	Outcome
Meeting	Lisa Bell Stewart called the meeting to order at 6:55 p.m.	
Opening Prayer	Rev. Krista	Informational
Quorum	Yes	
Overview/Vestry Retreat	<p>Rev. Krista - Vestry Retreat</p> <ol style="list-style-type: none"> <li>1. Going into the Vestry retreat it was clear that there are a lot of things as a Church that we want to accomplish, but we need to find a new way to approach them to achieve results.</li> <li>2. "Connector" type of Vestry verses a traditional liaison. We are reorganizing our structure because we want to be a Church community that has transparent leadership with clear decision rules.</li> </ol> <p>Because of COVID we only achieved half of what we normally would in a Vestry retreat. So tonight's meeting is more of an orientation of what we covered in retreat.</p>	Informational
Senior Warden	<p>Lisa Bell Stewart -</p> <ol style="list-style-type: none"> <li>1. Meetings this year will be different. The role of the Vestry is to take care of the Church property, Church budget, Clergy and Staff.</li> <li>2. Roberts Rules of Order format will be observed in terms of decision making.</li> <li>3. Agenda items and Motions: She asked Susan Burpee, Jr. Warden, to be "keeper" of the agenda. Motions should be submitted to Susan before Vestry meeting so that they can be placed on the agenda.</li> <li>4. Calendar - Lisa reminded us that last year we passed a resolution that if a Vestry board meeting landed on a Monday holiday the meeting would be held on Tuesday instead.</li> <li>5. Chaplain, timekeeper, facilitator - Someone to do opening and closing prayer. And someone who will be a keeper of the time for discussions and to make sure that everyone who wants to speak is heard.</li> </ol>	Informational

Topic	Decisions	Outcome
<p><u>Whole &amp; Healthy Church</u></p> <p><u>Connector/Pods</u></p>	<p>6. Governance - Adopt clear persistent action to make good decisions and the ability to create a positive setting for decision making.</p> <p>Rev. Krista - In the Retreat "Policies of the Diocese" handbook, there is a page that Vestry members need to sign stating that they have read the handbook. Rev. Krista asked the Vestry members to please sign and send it her, or to the Church before the next Vestry meeting.</p> <p>Rev. Krista reviewed the Ministry Pods asking each Vestry member to make sure that they are in the appropriate pod that they feel most compassion about.</p> <p><u>Ministry Pods -</u></p> <p>1. Community Life: "Parish Life"; "Membership"; "Pastoral Care"</p> <p>2. Mission/Action &amp; Discipleship: "Outreach"; "Evangelism"; "Formation"; "Liturgy"</p> <p>3. Stewardship: "Property"; "Fundraising"; "Finance"; "Real Estate".</p> <p>Once a Vestry member has chosen a Pod they need to set a vision/goals for the year that connect with the mission of the Church. The idea is for the Vestry to not do the ministries as before but be "connectors" of these ministries through the ministry pods.</p>	<p>Informational</p>
Topic	Round Robin Reports	Outcome
<p>Real Estate Committee</p>	<p>Tom Chaffee presented a power point presentation of the real estate owned by the Church featuring:</p> <p>* <u>1924 Trinity Ave - Main Campus</u> Church, Chapel, Parish Hall, Offices Major Tenant - My Spanish Village Meeting Rooms and Parish Hall used by small non-profits. (Rent is handled by Thispace)</p> <p>* <u>1944 Trinity Ave</u> Formerly the Assistant Rector's Residence, currently rented. The lease expires in September 2021.</p> <p>* <u>St. Paul's Commons</u> Ground lease with St. Paul's Commons, LP. First Floor Sublease is from Resources for Community Development.</p> <p>* <u>St. Paul's Commons</u> Commercial Sublease with Trinity Center for a portion of the first floor.</p> <p>* <u>345 Pimlico</u> Rector's home</p> <p>* <u>Parking Lot</u> St. Paul's rents some of the parking spaces.</p>	<p>Informational</p>

Topic	Round Robin Reports	Outcome
Rectors Report	<p>Rev. Krista -</p> <p>1. She is building the Pastoral Care committee with new members, one of them is Pat Baxter.</p> <p>The committee is focusing on "where we are" and "are we giving all we can to our parishioners in need". Especially the elderly and the shut-ins, transportation for vaccines, etc.</p> <p>2. "Leaning in" - She was asked what her definition of the term "Leaning in" meant. A discussion followed and the term was defined as "working hard to be at 100%", "to lead with action" "being willing to go the extra mile to learn something new".</p>	
Topic	Decisions	Outcome
Financial Reports	<p>Jennifer Machado gave a brief presentation on how finances are approved for payment and how the finance committee operates. The Parochial Report is broken down into four categories and it tells the Diocese what our expenses are that we are assessed on; "normal operating expenses"; "capital expenses"; "simple outreach expenses, like Episcopal relief"; and "Outreach, like Contra Costa Interfaith Council, or Food Bank".</p> <p>Jennifer said that she has submitted another application for a second payroll protection loan in the amount of \$59,481.00. She asked for a motion to read "that if we get the loan we accept it", even though there is a chance it might have a one percent interest rate.</p>	<p>Moved: Jessica Beerbaum  Seconded: Tom Chaffee  Motion: Approved</p>
(Note: See the attached financial report)	Jennifer presented the Financial Reports through January 2021. A motion was made to approve the financial report as submitted.	<p>Moved: Ned Soares  Seconded: Melanie Corry  Motion: Approved</p>
Vestry Meeting Minutes	A motion was made to approve the January 12th and 19th, 2021 minutes.	<p>Moved: Ned Soares  Seconded: Melanie Corry  Motion: Approved</p>
Comments	<ul style="list-style-type: none"> <li>* It was discussed that before a vote, the wording be repeated before the actual vote to make sure it reflex the motion.</li> <li>* Lenten Series - "Sacred Ground" a three-part documentary based on race grounded in faith starts March 3rd.</li> <li>* Collective Memorial Service for all who died this past year will be held on Saturday March 6th.</li> <li>* "Plus Delta" - What went well and what could be improved regarding the meeting.</li> <li>* "Feeling Wheel" - How the meeting makes you feel.</li> </ul>	
Closing Prayer	Rev. Krista	
Closing	The meeting was adjourned at 8:50 p.m.	

Respectfully submitted,

Ronnie Marty  
Vestry Clerk

## SUMMARY OF FINANCIAL RESULTS

Through Jan 2021 – operating fund

\$49,917 Inflow (from normal sources)

\$50,028 Outflow

**\$ (111) net before loan forgiveness**

\$ 48,200 add PPP loan forgiveness

**\$ 48,089 NET**

### Results vs. Budget

The bottom line for January's operating activity was close to breakeven before the other income of \$48,200, the PPP loan forgiveness which occurred in January. This is very close to what we expected in the budget for the month.

Pledge payments and facilities payments were very close to budget.

Expenses were also very close to budget. Personnel costs were at the level expected for the first few months of the year. We put the costs of the associate rector in the budget starting in April. Property-related costs was also close to the expected level and property tax payment timing boosted costs, while low maintenance and repair balanced that out. Assessment was the amount expected and insurance was close.

There was no expense activity in formation, fellowship, leadership, or in most of the restricted funds.

### **FINANCE COMMITTEE MEETING NOTES**

The St. Paul's finance committee met by zoom on 2/8/21. Attendees: Susan Burpee, Pete Smyth, Pete Banwell, Richard Kemink, Ellen Geisler (bookkeeper), Jennifer Machado

Discussed:

- January 2021 financials reviewed. See summary notes.
- First PPP loan forgiven. Discussed \$48,200 income item now operating income as "other" unless we come to the conclusion that it is better to put it in a non-operating fund. We do disclose it on the Parochial Report, but it does not seem to affect assessable value which is based on expenses.
- Applied for second PPP loan on January 25 for \$59,481 based on payroll, benefits, and pension contributions in 2020. A key point of this round of loans is that borrowers must show at 25% or more decrease in "gross receipts" for 2019 vs 2020. The full year does not qualify (ours did not decline enough), but they allow us to use a quarter. Third quarter receipts decreased from \$200,152 in 2019 to \$143,448 in 2020, a decline of 28%. Gross receipts are "all revenue in whatever form received or accrued (in accordance with the entity's accounting method" from whatever source..."
- Discussed cash planning – no big items planned yet. Awaiting an AV team and proposal.
- Jennifer finishing Parochial Report – need a trainee/backup!
- Richard sent out pledge statements.
- Only 42 pledge cards in (vs total of 112 for 2020). Richard will send email forms to remaining people. Susan may coordinate with Vestry to call those who don't respond.
- Having Susan Burpee attend this meeting was helpful. Discussed possibility of her representing wardens/rector at this committee to allow rector and senior warden to not attend and focus on priorities.
- No feedback heard from annual meeting?

- Next Finance Committee meeting will be Monday, March 8, 2021. ZOOM

Notes submitted by Jennifer Machado