



Vestry Meeting Minutes
12/14/2020, 6:30 p.m. - Zoom On-Line

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

Excused: Mary-Jane Wood

Guests: Jen Crompton, Seminarian; Eileen Mitchell, Chief of Staff; Rev. Laurie Moyer, Interim Associate Rector, and Ned Soares.

Topic	Discussion	Outcome
Meeting	Lisa Bell Stewart called the meeting to order at 6:30 p.m.	
Opening Prayer	Rev. Krista	Informational
Quorum	Yes	
Topic	Round Robin Reports	Outcome
Outreach	Julie Layne - 1. The Annual meeting will be held January 24, 2021. 2. She asked that all Vestry members submit end of year summaries to her by January 8, 2021.	Informational
Property	Jerry Williams - 1. The ongoing problem with the costly water bill is still a mystery. 2. Lisa mentioned to Jerry that the removal of the tree in front of the building is creating more light which is nice, however, it is heating up the pipes of the organ, which is not good. She asked Jerry to advise the Property Committee of this problem.	Informational
Music / Concerts	Jessica Beerbaum reported on the "Concert Series" for Deborah Webster - There were Six Concerts this year, Two live and four on line. Netting \$2,000 to St. Paul's.	Informational
Parish Life / History Committee	1. More stories on the fascinating lives of our parishioners will be appearing in "The Stories of St. Paul's" that is e-mailed on alternating Fridays with "Good News Friday". 2. The school drive was a success, all classrooms at Meadow Homes Elementary School received much needed supplies.	Informational
Worship	Jim Ward - No updates to share.	Informational
Christian Formation	Marianne Johnson - No updates to share.	Informational
Communications	Rhea Williams - No updates to share.	Informational

Topic	Round Robin Reports	Outcome
Real Estate Committee	<p>Tom Chaffee reported that he, Rev. Krista, Eileen Mitchell, met with Trinity Center and representatives of the City of Walnut Creek including The City Manager, and the interim Police Chief to make them aware of the issues and complaints that we have been receiving from the neighbors on Trinity Avenue. The City thanked us for bringing this to their attention, however, at this time they do not have enough officers to help the homeless move along or help them to a shelter both because of COVID. The best we can do is to still report all incidents to the City and to notify Eileen of any homeless person sleeping on the campus.</p>	Informational
Resources for Community Development (RCD)	<p>Tom Chaffee -</p> <ol style="list-style-type: none"> 1. The Committee asked RCD to recalculate the percentage of the irrigation and landscaping cost that were allocated to St. Paul's. RCD's architect did so and St. Paul's percentage actually increased from 40% to 50%. Richard and Charles have confirmed that RCD continues to allocate landscaping to St. Paul's that is already on St. Paul's water meter, so the new calculation is in error. We agreed to pay "under protest" so that Trinity Center could close their books, and to have an onsite visit in January or February to discuss the landscaping common area maintenance allocations. 	Informational
Rector's Report	<p>Rev. Krista -</p> <ol style="list-style-type: none"> 1. St. Paul's "Annual Meeting" will be held January 24, 2021, on Zoom. This is a very important meeting as we will be focusing on our "Vision" for 2021. (More details below) 2. Vestry members can turn in their summary reports for this past year to Julie by January 8, 2021. 3. Rev. Krista mentioned that "Blue Christmas" will held 12/21. and The Christmas Eve In-Car Service pageant will be 12/24. 4. * Vision for 2021 * "Be a Good Neighbor" - provide space for non-profits on our campus. We are a land lord of space we could fill. "Outreach" - Be more proactive in the community, have more Concerts, programs, etc. that will include our Walnut Creek community. Find more ways for our parishioners to get involved. "Pastoral Care" "Youths groups, getting more families involved, and increase our pray and Bible study groups. <p>Julie pointed out that for success everyone needs to agree and be on the same page. Julie asked that we ask ourselves, "How do we fee?", "How can we support it?", " Have we done all we could this year to support it?".</p>	Informational

Pg. 3 - Vestry Minutes 12/14/2020 □		
Topic	Discussion	Outcome
Rector's Report cont.	After discussion it was the consensus that the Vestry Retreat will give us the insight, leadership, knowledge and tools to carry out the Vision.	
Financial Reports (Note: See the attached November Financial Report)	Jennifer presented the Financial Reports through November 2020. A motion was made to approve the financial report as submitted.	Moved: Julie Layne Seconded: Jerry Williams Motion: Approved
Budget Draft 2021	Jennifer presented the Budget Draft for 2021 - Discussion followed with many questions some of which there is no answer for, due to COVID. It was decided that we take more time to study the budget further and gather more information and present it at a special Vestry meeting in the near future.	Informational
Salaries Approval for 2021	A motion was made to approve the salaries for 2021.	Moved: Tom Chaffee Seconded: Julie Layne Motion: Approved
Vestry Meeting Minutes	A motion was made to approve the November 16, 2020 minutes as presented.	Moved: Jessica Beerbaum Seconded: Rhea Williams Motion: Approved
Closing Prayer Closing	The meeting was adjourned at 8:41 p.m.	
<p>Respectfully submitted,</p> <p>Ronnie Marty Vestry Clerk</p>		

SUMMARY OF FINANCIAL RESULTS

Total through November 2020 – operating fund

\$554,795 Inflow

\$546,432 Outflow

\$ 8,363 net before assessment relief

\$ 50,000 add assessment relief from diocese

\$ 58,363 NET

Does not include capital expenditure of \$9200 for roof repair. No forgiveness yet for \$48,200 PPP loan.

November's results were just below break-even and kept regular income and expenses quite close. In addition, in September, we booked the \$50,000 in diocesan relief as a reduction to assessment costs thus far this year.

Pledge and plate donations continue to be rather steady due to pledgers and some additional generous donations. Facilities income has dropped off from earlier in the year with the loss of Open Door and sporadic payments by Saints Peter and Paul congregation. Activity and payments by small non-profit groups and parkers also decreased.

OPERATING FUND EXPENSES

Expenses for personnel, worship, formation, fellowship, leadership, and administration 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 \$29,000 below budget with lower maintenance and repair and lower utilities (much less usage).

The kitchen remodel expense for the year was \$46,105 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 was booked in separate account.

We have not reflected any benefit of the \$48,200 PPP loan forgiveness yet. The application for forgiveness has been submitted and reviewed and is in line for final review and approval. After the application passes a final lender internal review, it will be sent to the SBA for review and forgiveness consideration. The SBA has up to 90 days to approve the application. Once CRF (our lender) receives the forgiveness amount, the loan will either be cancelled or modified depending upon the amount of forgiveness determined by the SBA.

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

