



Vestry Meeting Minutes  
1/19/2021, 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 and Mary-Jane Wood. Also present were Jennifer Machado, CFO; and Ronnie Marty, Vestry Clerk.

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

Excused:

Topic	Discussion	Outcome
Meeting	Lisa Bell Stewart called the meeting to order at 6:30 pm	
	A moment of silence was held in memory for all of those who lost their lives this past year.	
Opening Prayer	Rev. Krista	Informational
Quorum	Yes	
Topic	Round Robin Reports / Summaries of 2020	Outcome
Parish Life / History Committee	Jessica Beerbaum - 1. This past year we sponsored Meadow Homes School in Concord. In November we held a drive through for school supplies, and partnering with Cornerstone Fellowship members of our Church tutored second graders. 2. The History Committee published 16 stories this past year centering on "Inspiring Service", our Church Community, Civic Community, and Country.	Informational
Christian Formation	Marianne Johnson - 1. This past year we held two main programs, A Lenten Series "Won't you be my neighbor?", featuring Father Tom Bonacci, and an Advent Series "Words of Jesus". Both were held virtually and had a good attendance.	Informational
Concert Series	Jim Ward - 1. Jim reported that he worked in the technical side of concert productions for on-line screening.	Informational
Property	Jerry Williams - 1. Completion of St. Paul's Commons and the kitchen remodel. Gearing up for 2021 parking lot work.	Informational

Topic	Round Robin Reports	Outcome
Communications	Rhea Williams - 1. The Webb Team meets monthly, updates and refreshes articles, and gives support to Eileen as needed. 2. The Epistle Team has worked to improve the bi-monthly issue's with a theme centered around each issue and personal stories from parishioners.	Informational
Worship	Mary-Jane Wood - 1. Due to COVID just oversaw programs with Rev. Krista, Tom Tcheng, and Deborah Webster.	Informational
Outreach	Julie Layne - 1. Worked with Rev. Krista and Lisa on Outreach Ministry just keeping ahead of the demands due to COVID, including working with the finance committee.	Informational
Real Estate Committee	Tom Chaffee - 1. Many changes this year with the opening of St. Paul's Commons and our partnership with Trinity Center. We said "goodbye" to Open Door and Sts. Peter and Paul. 2. The Real Estate Committee has held many discussions with Trinity Center regarding homeless people sleeping on campus. 3. We are still in discussions with Resources for Community Development regarding the common areas. Also we need to provide them with a list of our expenses for the first floor, as they need it for insurance.	
Rector's Report	Rev. Krista - 1. Bev Price, Facilities Manager decided it was a good time for her to retire due to COVID, and also because we will be using "contracts" in the future for renting/and or use of our campus buildings. 2. Because Trinity Center uses the Amory to house the homeless overnight and the Army has been called up, Trinity Center is using hotels to house people. She thought that maybe we could house them in our Parish Hall, if the Fire Marshall approved and we put locks on certain doors in the Parish Hall. And they would have to be out of the Parish Hall before Our Spanish Village school opened. 3. Rev. Krista asked that reports for the Annual Meeting include the challenges we faced during the pandemic and how we can keep moving forward with our ministries.	Informational
Topic	Decisions	Outcome
Property Rentals	Rev. Krista related as things begin to re-open and we open our campus to groups we need to protect the Church with written rental contracts. She asked for a motion to spend \$1200.00 to hire a start-up company, "Thispace", to take care of the contract rentals for the Parish Hall, and all other meeting rooms, not including the parking lot at this time.	Moved: Mary-Jane Wood Seconded: Jerry Williams Motion: Approved

Topic	Decisions	Outcome
Financial Reports (Note: Attached Financial Reports)	Jennifer presented the Financial Reports through December 2020. A motion was made to approve the financials as presented.	Moved: Tom Chaffee Seconded: Mary-Jane Wood Motion: Approved
Vestry Meeting Minutes	A motion was made to approve the December 14, 2020 minutes as presented.	Moved: Jerry Williams Seconded: Rhea Williams Motion: Approved
Comments	Vestry Retreat will be February 6, 2021 The Bishop will visit (Virtually) February 7, 2021	
Guest Comments		
Closing Prayer	Rev. Krista	
Closing	The meeting was adjourned at 8:15 p.m.	

Respectfully submitted,

Ronnie Marty  
Vestry Clerk

## Notes for Vestry January 2021

### SUMMARY OF FINANCIAL RESULTS

Total through 2020 – operating fund

\$620,357 Inflow

\$594,725 Outflow (with full assessment)

**\$ 25,632 net before assessment relief**

\$ 50,000 add assessment relief from diocese

**\$ 75,632 NET**

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

### Results vs. Budget

**We had expected a loss of \$56,113 but ended up with the \$75,632 surplus listed above.** Hooray to our generous donors and to all those who trimmed expenditures!

A line by line analysis vs the budget is confusing because the entire operating model was disrupted. However, the short story is that both income and expense were significantly below expectations, with expenses even lower. Income from pledge and plate contributors and facility users were below budget by about \$61,000 in total. Most expenses were considerably lower than budget as we went into conservation mode with the physical shutdown

- We did not hire an associate (payroll/benefit \$83,000 below budget)
- Had much less property repair and maintenance activity (property \$34,000 below budget)
- Had delayed, below-expectation, and lagging SPC costs (\$15,000 below budget)
- The overall reduction in activity led to lower-than-expected worship/music costs (\$7000 below), leadership (\$6000 below) administrative (\$6000 below), formation (\$4000 below), and fellowship (\$4000 below). About \$16,000 were expected to be offset with transfers from restricted funds, which did not happen as it was not needed.

Assessment costs were \$50,000 below budget due to the diocesan credit granted mid-year.

Kitchen remodel expenses were offset with transfers from the designated fund, so those had a zero effect on net income.

### 2020 vs 2019

**This comparison between the two years may be more helpful than thinking about the outdated budget. Bottom line operating results in the two years were remarkably similar, with surpluses of \$77,000 in 2019 and \$76,000 in 2020. But that second number includes \$50,000 in assessment relief.**

Pledge and plate donations decreased \$33,000 (7%) between 2019 and 2020. Contributions by pledgers decreased \$16,000, and a \$17,000 drop-off in non pledges created a total reduction of \$33,000 (\$450K in 2019 vs \$416K in 2020). We did have a giving surge in December 2020, but not as much as in December 2019. December pledge and plate contributions of \$53,609 exceeded any other month in 2020, but were below last December's total of \$67,124.

Facilities and house rental income was \$184,000 in 2019 compared to \$157,000 in 2020, a drop of \$27,000. Open Door (departed) and Sts. Peter and Paul amounts decreased a total of \$27,000 from 2019. Other small non- profit groups reduced by about \$13,000, and parking lot income decreased \$4,000. My Spanish Village amount was steady. Additions included Trinity Center income of \$7,082 and 1944 rent of \$11,900.

Expenses were greatly helped by the \$50,000 assessment credit in 2020. Personal costs increased \$50,000 between years, reflecting the full year of the Chief of Staff in 2020, more use of the associate rector, and some benefits increases. Property costs decreased \$46,000 between years, due to lower janitorial, maintenance, and utilities costs. Kitchen remodel costs were higher in 2020, but offset with transfers from designated funds, so that did not affect the net income. St. Paul's Commons opening boosted costs by \$7000. Most other categories of worship, music, parish life, and program costs also decreased about \$19,000 in total due to lower in-person activity.

The PPP loan did not affect income in any period, as forgiveness has not been granted yet (application is in); it will be income when forgiven. Bureaucracy is slow!

Transfers from restricted funds were mostly related to the kitchen fund. The timing of those reflects expense timing, not donation timing.

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

+++++





Vestry Meeting Minutes  
11/16/2020, 6:30 p.m. - Zoom On-Line

Present: Vestry Members: Rev. Krista Fewgoso, Lisa Bell Stewart, Jessica Beerbaum, Tom Chaffee, Ma Julie Layne, Jim Ward, Rhea Williams and Mary-Jane Wood. Also present Jennifer Machado and Vestry Clerk, Ronnie Marty.

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

Excused: Jerry Williams

Topic	Discussion	
Meeting	Lisa Bell Stewart called the meeting to order at 6:30 pm	
Opening Prayer	Rev. Krista	Information
Quorum	Yes	
Meeting Notes:	Lisa asked that the Round Robin reports be brief as the Executive Meeting will follow the Vestry Meeting.	
Topic	Round Robin Reports	
Outreach	Julie - No updates to share.	Information
Parish Life	Jessica Beerbaum - The first school drive supporting "Meadow Homes Elementary School" in Concord, will be held on Saturday November 21st during the Share-Our-Blessings-Drive-Through, held in St. Paul's parking lot. Art supplies are needed most.	Information
Christian Formation	Marianne Johnson - No updates to share.	Information
Worship / Concert Series	Jim reported on the upcoming concert presenting "Arthur Omura" featuring music for Harpsichord and Organ to be held Saturday November 28th at 7 p.m.	Information
Worship	Mary-Jane Wood - No updates to share.	Information
Communications	Rhea - No updates to share.	Information
Real Estate Committee	Tom reported the "Real Estate Committee" Eileen and himself, met with Molly Clopp; Leslie Gleason, Trinity Center Executive Director; and Rich Carlston, Trinity Center Board of Directors to discuss the issues with the parking lot, and behavior on/or near	Information

St. Paul's campus. Leslie reported that three groups are responsible for most of these issues. Trinity Center members, (they have been disciplined). Homeless people, who are not Trinity Center clients and people who are visiting people who live



Trianne Johnson,  
former CFO,

Associate Rector;

Outcome
ial
ollow the
Outcome
ial
ial
ial
ial
ial
ial
ial



Topic	Decisions	Outcome

Topic	Decisions	Outcome