



## Vestry Meeting Minutes

April 19, 2021 6:30 pm - via Zoom

**Present:** Vestry Members: Reverend 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: Eileen Mitchell, Chief of Staff

Excused:

TOPIC	DISCUSSION	OUTCOME
Meeting	Susan Burpee, Junior Warden, opened the meeting at 6:30 pm.	Informational
	Jessica Beerbaum led with a prayer from The Book of Common Prayer.	
Quorum	Yes	
Old Business	Susan expressed a thank you to Lisa Bell Stewart, and all those who helped with the memorial service for Chris Leveque. COVID-wise it went very well and was a step in the healing process for many of his school friends. There were approximately fifteen parishioners from St. Paul's who attended the memorial.	
	* The signed "Covenant" is still needed from several Vestry members. Reverend Krista said she will e-mail the form to Vestry members when she returns from her vacation next week.	
TOPIC	ROUND ROBIN REPORTS	OUTCOME
Real Estate Committee	Tom Chaffee Committee report - 1. <u>Parking Lot Reorganization</u> To better utilize and establish some order to the parking lot, a daily survey of who was using the parking lot was attempted, which proved to be an impossible task.	Informational

TOPIC	ROUND ROBIN REPORTS	OUTCOME
<p>Real Estate cont.</p>	<p>Due to ongoing issues regarding the parking lot with Trinity Center, and receiving several e-mails from My Spanish Village stating that parents were complaining about unverifiable activities in the parking lot, the committee decided to reorganize the parking lot.</p> <p>Twenty parking spaces along the western fence were designated reserved for My Spanish Village, even though their lease agreement is for ten. These spaces will be for drop off and pick up.</p> <p>The row of parking lot spaces along the eastern side of the parking lot, thirty- six spaces, we designated as reserved for Trinity Center staff and members, which is considerably more than the two parking lot spaces allowed in their lease. The Committee asked Trinity Center to patrol the parking lot both in the morning and the afternoon prior to the times of My Spanish Village drop off and pick up.</p> <p>On April 9<sup>th</sup>, Lisa and Tom walked the parking lot with Pam Arend McGrath, Administrative Services Manager and Leslie Gleason, Executive Director of Trinity Center to review the new parking procedures, and we also mentioned the new parking procedures at the monthly meeting with Resources for Community Development and John Stewart Company.</p> <p>2. <u>Lennox Repairs to the My Spanish Village Retaining Walls</u></p> <p>Lennox has completed the repairs of the retaining walls and drainage in the back play area of My Spanish Village.</p> <p>3. <u>Trinity Center and Warm Winter Nights</u></p> <p>Trinity Center has agreed to allow Warm Winter Nights to use their shower and laundry facilities. This will also be the first time that a St. Paul's group will use the Trinity Center's commercial kitchen.</p>	<p>Informational</p>

TOPIC	ROUND ROBIN REPORTS	OUTCOME
Real Estate cont.	<p>4. <u>Additional Agreements with Resources for Community Development</u> (RCD)</p> <p>RCD has agreed to the proposed First Amendment to the Ground Lease to incorporate the proposed drainage agreement "Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry", Agreement number <u>OM21-002</u>, with the City of Walnut Creek. The committee is working on finalizing the proposed second amendment to the Ground Lease Agreement for Vestry approval.</p> <p>5. <u>Potential Construction Defects in Trinity Center Shower Room</u></p> <p>There are possible defects in the caulking and the HVAC in the shower rooms.</p>	Informational
Real Estate Comments *	<p>Ned Soares asked about St. Paul's Commons doing landscaping on our Church property area. Tom asked him to make a list of all the landscaping and irrigation issues and he would submit them to Resources for Community Development.</p>	
Rector's Report	<p>Reverend Krista</p> <p>1. <u>Liturgy wise</u>, Easter services went very well, especially with all the pastoral care that was occurring during that time. There was a lot of support from volunteers that helped make the Easter services go so well.</p> <p>2. <u>During her vacation time</u> off she visited a "hybrid" Church service. She felt that what was left of liturgy after all the COVID rules were met, has her thinking that before we attempt a hybrid service, we need to make sure that we are meeting all the needs of those who will be attending Church in person and those who will continue to attend virtually. She would like for us to focus on creating neighborhood backyard small, in-person</p>	Informational

	gatherings for St. Paul's parishioners. These events will provide a clergy-led	
TOPIC	ROUND ROBIN REPORTS	OUTCOME
Rector's Report cont.	<p>Eucharistic worship led by Reverend's Krista or Laurie to be followed by a potluck meal.</p> <p>3. <u>There are two outdoor services</u> planned for May. One a Baptism and the other the funeral for Chris Leveque.</p> <p>4. <u>Pastoral Care</u> team needs more boundaries, there is a delicate balance between friends, prayer partners, Uber type driver, food delivery service, and social worker. Pastoral Care needs leadership from someone who has received training. Parishioner Anne Benefield is a retired teacher of a national Clinical Pastoral Care program and she has volunteered to set up classes for St. Paul's Pastoral Care team.</p> <p>5. <u>Education</u> - "Sacred Ground" is a film-based dialog series on faith and race. It creates a great environment for different points of view on racism, it brings forth issues that are hard to look at but needed. After this series Rev. Krista said the series will be repeated for those unable to attend the first series.</p> <p>6. <u>Ministries</u> - While working on our covenants and pods it's important to pinpoint where we are as a Church and Vestry to stay on tract of the re-organization, how to best serve our Church. The charters need to view all information and to make a priority lists of what is most needed in our Church and for our Church. This is where we need to be in the next four to six months, especially for regathering, we all need to work as a team for St. Paul's. Some ministries will need many priorities and some less.</p> <p>7. <u>Possible regathering</u> might start on June 1<sup>st</sup>.</p>	Informational

TOPIC	ROUND ROBIN REPORTS	OUTCOME
<p><u>Mission/Action</u> (Outreach, Evangelism)</p> <p><u>Discipleship</u> (Formation, Liturgy)</p>	<p>Marianne Johnson -</p> <p>1. Her group has meet and formed a list of 30 active ministries in their pods. Most of these ministries already have leaders and are going well except for Honduras and Prison ministries. The committee felt some confusion as some of these ministries already have rules and guide-lines in place, so coordinating is very important. They're most challenging will be the transition to a hybrid type of service. Their goal is to complete a comprehensive list of Outreach ministries, identifying what they are and what they do. Transition to a hybrid service, focusing on sound and technical areas. Having a fundraiser for audio/visual equipment.</p> <p>Reaching out to our neighbors and community by inviting them to our services and forming more classes. And to continue to support Trinity Center and St. Paul's Commons.</p> <p>The next step is to work on charters to define and separate the various parts of ministries that overlap.</p>	<p>Informational</p>
<p><u>Community Life</u> (Parish Life, Membership, Pastoral Care)</p>	<p>Melanie Corry and Jessica Beerbaum re-reported together that their team has almost completed their charters. Their ministries overlap with other ministries that they are coordinating with, especially in the area of recruiting more volunteers.</p> <p>One of their ideas is to have a "time pledge", a list where parishioner's will pledge their time to volunteer.</p> <p>Due to COVID, still on the back-burner is The Good Sam's program, Newcomer's Welcome, and Fellowship Dinners. One of their priorities will be the "Welcome Back coffee hour.</p>	<p>Informational</p>

TOPIC	ROUND ROBIN REPORTS	OUTCOME
Stewardship (Property, Fundraising, Finance, Real Estate)	Jerry Williams and Tom Chaffee reported their committee is still working on charters and forming ideas for fundraising. They will have a more complete report for May's Vestry meeting	Informational
TOPIC	DECISIONS	OUTCOME
Senior Warden	<p>Lisa Bell-Stewart -</p> <ol style="list-style-type: none"> <li>1. The Finance Committee has asked the Vestry for a motion to approve obtaining estimates to secure funding for needed landscaping for the Church property at-large. This work in the past has been done by Church volunteers, the cost to be determined.</li> <li>2. Request funds for a year-long lease with ThisSpace, a start-up company that handles rental agreements for non-profits, basically the work that in the past was done by the Church Facilities manager, plus we will have access to an intergraded calendar system. The year contract would be \$14,200, in monthly payments or full payment now with a \$1,000 discount.</li> <li>3. Requesting a motion to convert expenses that are already in the budget for our standard 2018 QuickBooks bookkeeping system to a cloud-based QuickBooks bookkeeping system that will do payroll time-tracking for staffing vacations, personal leave, etc.</li> </ol>	<p>Moved: Lisa Bell Stewart Seconded: Tom Chaffee Motion: Approved</p> <hr/> <p>Moved: Lisa Bell Stewart Seconded: Susan Burpee Motion: Approved for full payment now \$13,200.</p> <hr/> <p>Moved: Lisa Bell Stewart Seconded: Ned Soares Motion: Approved</p>
Financial Reports (Note: See the attached financial report)	Jennifer Machado reported the second Payroll Protection loan has been received. She presented the financial reports for March 2021. A motion was made to approve the report as submitted.	Moved: Susan Burpee Seconded: Jessica Beerbaum Motion: Approved
Vestry Meeting Minutes	A motion was made to approve the March 15, 2021 as submitted.	Moved: Susan Burpee Seconded: Jerry Williams

TOPIC	DECISIONS	OUTCOME
<p>Real Estate Reorganization of Parking Lot Motion</p>	<p>A motion was made to accept the parking lot Reorganization.                      Twenty parking spaces along the western fence are designated reserved for My Spanish Village. These spaces will be for drop off and pick up.                      The row of parking lot spaces along the eastern side of the parking lot, thirty- six spaces, were designated as reserved for Trinity Center staff and members.</p>	<p>Motion: Approved                      Moved: Ned Soares                      Seconded: Marianne Johnson                      Motion: Approved</p>
<p>Drainage Agreement to the City of Walnut Creek and Resources for Community Development</p>	<p>A motion was made to accept the second amendment to the ground lease agreement "a. Section 8 shall be amended to add the following subsection:                      8.4 Stormwater Management and Maintenance. The City of Walnut Creek, a municipal corporation ("City") and St. Paul's Episcopal Church in Walnut Creek, California entered into a Stormwater Management Facilities Operational and Maintenance Agreement and Right of Entry agreement on or about February __, 2021 attached hereto as Exhibit __. ("Stormwater Agreement".)                      During the Term of this Lease, Lessee shall, at its sole cost and expense, maintain the Stormwater Facility and comply with all provisions of the Stormwater Agreement. The Lessee shall be in compliance with all Legal Requirements, including but not to performing an annual inspection of the Stormwater Facility, and providing the annual report to the City. Lessee shall also keep the Property free from any liens including, but not limited to, mechanics liens, tax liens or government liens based on the Stormwater Facility. The indemnity provisions of Section 8.3 applies to this subsection as well as the other provisions of the Lease.</p>	<p>Moved: Jessica Beerbaum                      Seconded: Ned Soares                      Motion: Approved</p>





## **SUMMARY OF FINANCIAL RESULTS**

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Through Mar 2021 – operating fund

\$ 124,578 Inflow (from normal sources)

144,116 Outflow

**(19,538) net before loan forgiveness**

\$ ~~48,200~~ add PPP loan forgiveness

**\$ 28,622 NET**

### **Results**

The bottom line for March's operating activity was not at all strong—expenses were \$17,277 greater than income. This is much worse than the almost breakeven amount in the budget for the month.

Pledge/plate payments in particular and facilities payments were below budget. For some reason, pledge and plate contributions combined were lower in March than in any month of 2020 or 2021. Facilities payments do not yet include the new users anticipated in the budget.

Fortunately, expenses were below budget due to lower personnel and property costs. We had budgeted for the facilities manager for the full year, so are seeing some savings for that. We put the costs of the associate rector in the budget starting in April, so that position is neither in the budget nor the actual results for the first three months.

There was minimum expense activity in formation, fellowship, or in most of the restricted funds. In the leadership operating expense category, we had the expense of this year's vestry retreat facilitator and the expense clean-up of excess costs from the 2020 retreat.

In March, we received our second PPP loan in the amount of \$59,000. We plan to spend this on payroll and expect forgiveness eventually. In the meantime, it is listed as a liability on our balance sheet.

### **FINANCE COMMITTEE MEETING NOTES**

The St. Paul's finance committee met by zoom on 4/12/21. Attendees: Lisa Bell Stewart, Pete Smyth, Pete Banwell, Richard Kemink, Jennifer Machado

Discussed:

- March 2021 financials reviewed. See summary notes. Discussed lower pledge and plate contributions in March. Richard will send out statements to pledgers and pledge forms to past pledgers who have not pledged for this year.
- PPP loan received, \$59,000 on 3/16/21. We expect it to be forgivable as we will spend it on salaries and benefits.
- Discussed cash planning – no big items planned yet. Awaiting an AV team and proposal.
- Discussed landscaping help for routine clean up. Possible \$500/mo, \$5000 this year. Only \$400 budget, but could be funded with grounds and gardens G&M fund or property endowment.
- Still trying to get online read-only access to secondary account at FRB. Pete will push.
- Check into getting a new credit card. Chase?
- Pete Banwell will look into water bill. Seems lower.
- Next Finance Committee meeting will be Monday, May 10, 2021. ZOOM

Notes submitted by Jennifer Machado