



Vestry Meeting Minutes

June 21, 2021 6:30 pm - via Zoom

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

Guests: Jim Bell; Philip Webster, Eileen Mitchell, Chief of Staff and Laura Williams

Excused: Jessica Beerbaum and Jerry Williams

TOPIC	DISCUSSION	OUTCOME
Meeting	Susan Burpee Junior Warden, opened the meeting at 6:30 pm with a prayer from The Common Book of Prayers.	Informational
Quorum	Yes	
Old Business	Update on Audio/Visual Committee report - Reverend Krista reported the committee is identifying what the next steps are, and for the proper person to take the lead in the next steps. The committee will keep the Vestry informed.	Informational
TOPIC	ROUND ROBIN REPORTS	OUTCOME
Real Estate Committee / Common Area Maintenance (CAM)	Tom Chaffee reporting on the CAM charges, advised that Resources for Community Development (RCD) provided the Committee with the invoices for the CAM charges through April 2021. He related that it appears the CAM charges will average \$1,600 every two month. Our lease with Trinity Center states that Trinity Center is responsible for paying 75% of these invoices.	Informational
Real Estate Committee / Trinity Center Meeting Room Repairs	Tom reported that following our last Vestry meeting Lisa Bell Stewart, talked with Amanda Hopkins at RCD regarding St. Paul's \$10,000 deductible for the fire claim and after further review RCD decided to pay the deductible.	Informational
Trinity Center Fire Damage/ Change Order	The Real Estate Committee walked the meeting rooms and identified an area in one of the closets that was not included in Mark Scott Construction's bid, this will become a change order to the Contract.	Informational

TOPIC	ROUND ROBIN REPORTS	OUTCOME
Real Estate cont. Approve Insurance Settlement for fire damage	The Real Estate Committee is ready to turn over the fire related construction to St. Paul's Property Committee. Laura Williams, from the Property Committee has agreed to be the liaison between St. Paul's Property Committee and Mark Scott Construction. Tom asked for a motion from the Vestry to approve the Church Insurance settlement of \$67,843.	Moved: Susan Burpee Seconded: Ned Soares Motion: Approved
Approve Contract for Trinity Center fire damage	Tom asked for a motion to enter into contract with Mark Scott Construction for the repairs from the fire.	Moved: Susan Burpee Seconded: Lisa Bell Stewart Motion: Approved
	In a meeting with Trinity Center, issues were reported that people were sleeping on St. Paul's campus during the day, when Trinity Center was open. We asked who at Trinity Center should our volunteers contact to address security questions, at that time Trinity Center had no answer.	Informational
Rectors Report	<u>Regathering</u> - Reverend Krista reminded us about her request from our May Vestry meeting, "to be the eyes and ears" for any feed-back regarding communications/confusion of the regathering plans. Ned Soares said that some parishioners were not happy about dropping the 7:30 am service. Reverend Krista said there will a 7:30 am at some point during each month. The second part of the regathering report involves the rules from the Diocese, County, and State, on what is allowed and what isn't, plus, the rules keep changing hour by hour. After the June 20 <sup>th</sup> in-church service a small committee was formed with the Wardens, Real Estate Committee and Reverend Krista to look at all the regulations and put together a plan for services through July 31st .	Informational
Parish Life Re-opening Party	Melanie Corry reported on the details for the official big re-opening plans. Julie Layne has agreed to chair, it will be held September 12 <sup>th</sup> after the service. The theme "Welcome Back" will include a free BBQ, Play Station and crafts for kids, also a Bingo game, Raffle tickets will be sold for a 50/50 drawing and a sheet of paper with a time-line from the date of the conception of St. Paul's to the present date where people can add their name in the time slot when they first started attending St. Paul's.	Informational

TOPIC	ROUND ROBIN REPORTS	OUTCOME
Midyear Vestry Retreat	Susan Burpee informed us the in-person Mini Vestry Retreat, will be held on Saturday morning July 10 <sup>th</sup> . All Charters need to be completed by July 4 <sup>th</sup> . Do Charters under things that are St. Paul's rules, not pet projects. At the retreat the ministries will be divided into Pods, identifying the categories of the Pods. Once we know what is involved we will be able to clarify resources to move forward in our activities or ministries.	Informational
TOPIC	DECISIONS	OUTCOME
St. Paul's Bylaws	Tom Chaffee reported that St. Paul's Bylaws were adequate, as a Church, but now that we have St. Paul's Commons, we need to rewrite the bylaws. He suggested we form a Bylaws Committee to review the bylaws for changes. A motion was made to form a Bylaw Committee of Vestry and parish members to review the non-canon portion of the bylaws.	Moved: Susan Burpee Seconded: Melanie Corry Motion: Approved
Financial Reports	Jennifer Machado presented the financial reports for the month of May 2021. A motion was made to approve the reports as submitted	Moved: Jim Ward Seconded: Susan Burpee Motion: Approved
Vestry Meeting Minutes	A motion was made to approve the May 17, 2021 minutes as submitted and to approve the June 1, 2021 Special Vestry minutes as corrected.	Moved: Ned Soares Seconded: Marianne Johnson Motion: Approved as Corrected
Comments	Lisa reported that she had watch a presentation on YouTube, Training for Treasurers, by Michele Racusin, Chief Financial Officer of the Diocese of California. She encouraged all of us to watch it before our July Vestry meeting.	Informational
Guest Comments	None	
Closing	Susan asked for a motion to close the open Vestry Meeting so the Vestry could go into a closed Executive Vestry meeting on Personnel matters. The meeting was adjourned at 7:35 pm	Moved: Susan Burpee Seconded: Tom Chaffee Motion: Approved
Re-open Vestry Meeting	Lisa re-opened the Vestry meeting at 8:12 pm.	
1944 Trinity Property/ Associate Rector's House	Discussion followed regarding lease of the Associate Rector's house. It is leased until September 15 <sup>th</sup> . Tom Chaffee advised that the Church could offer the current tenants a free month's rent, if they vacated the house by August 15 <sup>th</sup> . That, would give us time to prepare it for our new Associate Rector to move in on September 1 <sup>st</sup> . If they don't	Informational

TOPIC	DECISIONS	OUTCOME
1944 Trinity Property/ Associate Rector's House	accept the offer we will have to pay for short-term housing for Reverend Sharp until September 15 <sup>th</sup> .	
	Reverend Krista made a motion to offer the tenants at 1944 Trinity a maximum of one month of free rent, if they vacated the house by August 15 <sup>th</sup> .	Moved: Reverend Krista Seconded: Susan Burpee Motion: Approved
Closing	The meeting was adjourned at 8:22 pm	

Respectfully Submitted,  
 Ronnie Marty  
 Vestry Clerk

## SUMMARY OF FINANCIAL RESULTS

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Through May 2021 – operating fund

\$ 260,269 Inflow (from normal sources)  
236,381 Outflow  
**23,888 net before loan forgiveness**

\$ 48,200 add PPP loan forgiveness  
**\$ 72,088 NET**

### Results

The bottom line for both May and the YTD results was very high due to several large donations in May. We are now at a surplus for the year, both with and without the income of the forgiven loan. This puts us in a good position as activity ramps up with the reopening and an associate is expected. The one note of caution is that if those contributions are accelerations of donations we would usually see later in the year, the surplus might be temporary. But, for now, YAY!

Expenses for the month were quite low, with very little discretionary expenditures. We are under budget due to personnel and property costs. We put the costs of the associate rector in the budget starting in April, but that person has not yet arrived. Property costs are more than \$21,000 below budget as we have lower-than-planned maintenance and janitorial costs. Significantly, we have not yet spent the extra money budgeted for supplemental security.

There was minimum expense activity in formation, fellowship, and in most of the restricted funds. CCIC and Homeless Support ministries had both contributions and outflows.

## FINANCE COMMITTEE MEETING NOTES

The St. Paul's finance committee met by zoom on 6/14/21. Attendees: Rev. Krista Fregoso, Susan Burpee, Pete Smyth, Pete Banwell, Richard Kemink, Jennifer Machado

Discussed:

- May 2021 financials reviewed. See summary notes. Significant pledge payment May.
- Discussed cash planning – no big items planned yet. Awaiting an AV team (Susan Burpee, Deborah Webster, Laura Williams) proposal.
- Discussed donation processing/deposit and check writing process now that regathering is beginning. Will work on cash count and deposit this weekend; target ushers to take that on. Continue other processes as usual.
- Associate rector payroll, benefit, housing allowance, pension documents to be completed by Krista. We will need to file for house as parsonage status once associate moves in.
- Audit requires significant work by many. Krista considering timing.
- Reviewed increased janitorial plan. Full scope not yet needed with limited activity on campus.
- Real estate committee working on insurance issues. Hold big check until after next vestry meeting and deposit if approved.
- Krista working with diocese on lien. Elevating issue with letter from our lawyer. Krista checking on this.
- In process of subscribing to Quickbooks online through Richard's non-profit connection. Jennifer will work on conversion with bookkeeper. Software charges to go to church credit card.
- Next meeting on July 12. Zoom

Notes submitted by Jennifer Machado