



Vestry Meeting Minutes

March 15, 2021 6:30 pm - via Zoom

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; and Eileen Mitchell, Chief of Staff

Excused:

TOPIC	DISCUSSION	OUTCOME
Meeting	Susan Burpee, Junior Warden, opened the meeting at 6:30 pm with a prayer from the book "Women's Uncommon Prayers".	Informational
Quorum	Yes	
Old Business *	Susan reminded the Vestry members that they need to submit the signed acknowledgement from Whole and Healthy Church.	Informational
*	Opening and closings prayers for the Vestry meetings will be assigned each month to the Vestry members.	
*	"Covenant" was not officially approved Rev. Krista will e-mail a copy and if no one states otherwise she will assume it is approved by omission.	
*	Written reports each month on your Pod Ministry is encouraged.	
*	Agenda items need to be submitted the week prior to the Vestry meeting.	
TOPIC	ROUND ROBIN REPORTS	OUTCOME
Real Estate Committee	Tom Chaffee reported the clean-up and repairs to the meeting rooms, due to the fire at St. Paul's Commons, was slow. The repair of the retaining wall will begin on March 29 th .	Informational

TOPIC	Round Robin Report	Outcome
Real Estate cont.	The lawsuit was going well and it looks like it will be dismissed soon. Attorney costs so far are under \$1,000.	
	Peter Smyth has agreed to be on the Real Estate Committee, along with Lisa and himself.	
Pod Reports Overview	Lisa suggested reporting what ministries could be in your Pods and your initial goals. Also, she said some of the Pods will have a cross-over with each other.	Informational
Mission/Action and Discipleship (Outreach, Evangelism, Formation, Liturgy)	Marianne Johnson reported her committee consists of Susan Burpee, Ned Soares, and Jim Ward. They are focusing on the needs of different ministries: "Outreach", "Evangelism", "Formation", and "Liturgy". Their immediate concentration is Warm Winter Nights which is coming up soon. Other goals are to see what is needed in the other ministries and to complete the "Charter". They also discussed how the ministries support St. Paul's goals and to prioritize what to keep going and what needs less attention.	Informational
Community Life (Parish Life, Membership, Pastoral Care)	Jessica Beerbaun and Melanie Corry reported they are working on identifying the most important priorities for their Pod. They are focusing on Welcoming, Greeting, Good Sam's, and Pastoral Care. Another area of importance is the kitchen. Having a monitor for the kitchen and also working to achieve a "greener" kitchen.	Informational
Stewardship (Property, Fundraising, Finance, Real Estate)	Mary-Jane Wood reported her committee, Lisa Bell Stewart, Tom Chaffee, Melanie Corry and Jerry Williams, are identifying areas of priority some of those include, maintaining a strong relationship with our tenants, continue to upgrade around the Church property and addressing the parking lot issues. One of their main focus's is fund raising ideas for repair work to the Church parking lot. Other ideas are to have a "Help Wanted Section" for maintenance projects needed at St. Paul's that parishioner can volunteer to work on.	Informational

OPIC	Round Robin Report	Outcome
Stewardship cont.	<p>Stewardship goals include working with Property, Real Estate, Finance, Memorial and Columbarium Committees.</p> <p>Recruit more parishioners for fund raising and stewardship.</p> <p>Monitor our progress by conducting quarterly meeting to make sure we are staying on track with our ministry goals.</p>	
Pod Comments	* Should we put the Pod structure on St. Paul's website?	
Rev. Krista	* We need to talk about it more and make sure we fully understand the Pod structure better because it is a new approach, a new way.	Informational
	* There will be natural cross-overs with the Pod method.	
	* Need to focus on priorities in Pod and need a Charter. She asked that members submit a feedback on a charter in the following week. Each charter will have its own form of communication.	
	* Charters formed this year will help us define what will work in the future. Because of COVID we have more time.	
Lisa	What do we do with funds in the budget formerly known as "ministries"? How do we address them? This question will be answered in future Vestry meeting	
Rector's Report	Rev. Krista:	
	<p>1). As we are getting closer to the re-gathering, we need to prepare for where we want to be, liturgy wise. What have we learned this past year? What do we want to fasten on to? Everyone may want to return all at once, or there are those who have found that on-line worshiping for Sunday services or Morning Prayer works better for them. We need to be able to address these needs for our parishioners, especially those who have found us from other Cities and States. Our streaming service shows our audience is increasing outside of Walnut Creek.</p>	Informational

OPIC	Round Robin Report	Outcome
Rector's Report cont.	2). Neighborhood Groups - she would like to see these groups grown more. To worship together, to have frequent get-togethers for lunches, BBQ's etc.	
	3). She would like to see more services held in the chapel.	
	4). A monthly announcement from the Senior Warden during Sunday service is also on her priority list for the future.	
	5). She said the search for an associate is going well.	
	6). She asked for a motion to nominate Stephen Ingraham to the Columbarium Gifts and Memorial Committee for a three-year term.	Moved: Jessica Beerbaum Seconded: Ned Soares Motion: Approved
TOPIC	DECISIONS	OUTCOME
Financial reports (Note: See the attached financial report)	Jennifer Machado reported the second Payroll Protection Loan turned out to be for \$59,000 instead of \$59,481 and she is almost certain we will receive it. Jennifer resented the financial reports through February 2021. A motion was made to approve the reports as presented.	Moved: Susan Burpee Seconded: Jim Ward Motion: Approved
Parochial Report	Jennifer presented the Parochial Report for 2020, reminding us that the assessment is based on expenses, not income. A motion was made to approve the report as submitted.	Moved: Jerry Williams Seconded: Mary-Jane Wood Motion: Approved
Vestry Meeting Minutes	A motion was made to accept the February 16, 2021 minutes as corrected.	Moved: Marianne Johnson Seconded: Susan Burpee Motion: Approved as corrected
Guest Comments		
Closing Prayer	Rev. Krista	
Closing	The meeting was adjourned at 8:20 pm	

Respectfully Submitted,
 Ronnie Marty
 Vestry Clerk

SUMMARY OF FINANCIAL RESULTS

Through Feb 2021 – operating fund

\$ 92,035 Inflow (from normal sources)

\$ 94,342 Outflow

(2,307) net before loan forgiveness

\$ 48,200 add PPP loan forgiveness

\$ 45,893 NET

Results vs. Budget

The bottom line for February's operating activity was close to breakeven. This is very close to what we expected in the budget for the month.

Pledge payments and facilities payments were below budget. Facilities cost sharing fees were boosted by some late payments by a major parking user.

Expenses were below budget due to low property and office activity. 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.

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 3/8/21. Attendees: Susan Burpee, Pete Smyth, Pete Banwell, Richard Kemink, Ellen Geisler (bookkeeper), Jennifer Machado

Discussed:

- February 2021 financials reviewed. See summary notes.
- Applied for second PPP loan on January 25. Last week, lots of question from loan reviewer. Application advanced to next step! amount will be \$59,000 if approved. Timing unsure.
- Discussed cash planning – no big items planned yet. Awaiting an AV team and proposal. Same with parking lot
- Jerry Williams reviewed parochial report. Vestry approval request for upcoming meeting.
- Richard reported 89 pledges for total of \$320,000. Last year's total was 112 pledges for \$366,000. Richard sending list to Krista of those who pledged before but not in 2021. Vestry prompted to follow up. Electronic form brought in some pledges.
- Pete Banwell with work with FRB to get online view-only access to Jennifer and Ellen for purposes of bank account review and reconciliation for secondary account.
- Jennifer to work on audit prep. Target is after associate is onboard.
- Talked about goal of getting more people involved in financial and related work. Jennifer said that this is her last year as finance officer.
- Next Finance Committee meeting will be Monday, April 12, 2021. ZOOM

Notes submitted by Jennifer Machado