



**Vestry Meeting Minutes**  
September 20, 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 and Mary-Jane Wood. Also present were Jennifer Machado, CFO; and Ronnie Marty, Vestry Clerk.

Guests: Jim Bell; Jen Crompton, Seminarian; Eileen Mitchell, Communication Director; and Associate Reverend Lynne Sharp.

Excused: Jerry Williams

Opening	Senior Warden Lisa Bell Stewart, opened the Meeting at 6:30 pm	
Quorum	Yes	
Prayer	Our new Associate Reverend Lynne Sharp, gave the opening prayer.	
<b>OLD BUSINESS</b>		
<b>TOPIC</b>	<b>ROUND ROBIN REPORTS</b>	<b>OUTCOME</b>
Stewardship Committee	Susan Burpee and Jessica Beerbaum reported "Celebrating Our Gifts", will be the theme for the Stewardship Committee this year. They wanted to go with a theme that is positive and grounded; acknowledging our strength we have as a Church. They are asking parishioners for short, one minute or so video's, expressing why they are inspired to give, whether it be time, talent or financial and the joy that it brings to them. These videos will be included with the Wednesday newsletters until November. On November 14 <sup>th</sup> there will be an ingathering in Church with a sermon on giving. A letter from Rev. Krista will be sent before the November 14 <sup>th</sup> sermon.	Informational
Audio/Visual Committee	Reverend Krista reported the A/V Committee was very disappointed with the three quotes received toward fixing our A/V system. The quotes were in the range of \$25,000, just for the design. The committee has decided to view the scope of work needed and break it down into stages and go from there.	Informational

TOPIC	ROUND ROBIN REPORTS	OUTCOME
Real Estate Committee	Tom Chaffee, reporting for the Real Estate Committee shared the good news that Julie Layne has joined their committee, and has agreed to be the liaison with our new tenants, Noble Learning Academy.	Informational
	<u>1. Noble Learning Academy (NLA)</u> - has been very busy preparing their space; the half bathroom behind the sanctuary has been redone and the Livingston Conference Room has been painted. All are signs of a positive start with our new tenants.	Informational
	<u>2. Parking Lot</u> - The Property Committee is working on new parking rules to present to the Vestry at October's meeting for approval. Areas of concern are parties being held in the parking lot, people hanging out, etc. Suggestion's will include possible more police patrols, hiring a security company, or we might also need to reach out to Resources for Community Development. Trinity Center has not yet responded to our request for the name of an employee that we can contact after hours when problems come up. The Real Estate Committee has reported that there are still problems with payments from Trinity Center on the Common Are Maintenance (CAM) charges. Tom went on to report that the Real Estate Committee is concerned that Trinity Center is not partnering with well with St. Paul's, the problems with the homeless are Trinity Center's responsibility. The Vestry agreed that these issues were affecting our Church and need to be enforced.	Informational
	3. Tom also reported that M.J. Construction has signed the contract confirming they will repair the flooring.	Informational
<b>NEW BUSINESS</b>		
TOPIC	DISCUSSION	OUTCOME
Rector's Report	Reverend Krista reported - * A/V is a work in progress, they will be seeking more quotes.	Informational
	* Continuing with 7:30 am Church services in the Chapel once a month and also having Joyful Noise services in a park once a month, and will continue to meet outdoors until at least November - December, weather permitting.	Informational
	* Associate Reverend Lynne is taking over Pastoral Care.	Informational

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TOPIC	DISCUSSION	OUTCOME
Rector's Report cont.	<p>* Eric Newell our new Music Director will start working with the choir, and they will return with our October 3<sup>rd</sup> Church service.</p> <p>* On October 10<sup>th</sup> we will return to our 7:30 am and 9:30 am Sunday services, with the return of "Coffee Hour" after the 9:30 am service</p>	Informational
	<p>* There are plans, if all goes well with COVID, To start Adult Education in Advent in November</p>	Informational
Overview of planned staff for 2022 Budget, including Business Manager	<p>Reverend Krista -</p> <p>1. Rev. Krista mentioned several ideas on how we can keep the Sunday worship services to two services, combining the Joyful Noise and the adult education by adopting the Godley Play concept. Godly Play is a creative, imaginative approach to Christian formation and spiritual guidance using a 'Story Teller.'</p>	Informational
	<p>2. Rev. Krista reported on the need to hire a Business/Property Manager. She said we need someone on campus to handle all the business duties. This person would work 40 hours a week with a knowledge of administrative work. She asked for a motion to finalize the job description and to start the search for candidates.</p>	<p>Moved: Tom Chaffee                      Seconded: Jim Ward                      Motion: Approved</p>
Vestry Meeting Minutes	<p>A motion was made to accept the August 16, 2021 minutes after correction's were made in the verbiage of affirming Jen Crompton as a candidate for Holy Order. Also, the spelling of Tom Chaffee's and Jen Crompton's names, and correcting Sustain to Abstain in Outcome of Vestry minutes.</p>	<p>Moved: Ned Soares                      Seconded: Susan Burpee                      Motion: Approved as corrected</p>
Financial Reports (Note: (see the attached financial report)	<p>Jennifer Machado presented the financial reports for the month of August 2021. A motion was made to approve the reports as presented.</p> <p>1. Jennifer and Lisa reminded the Vestry member's that their Budget's for Pods or Ministry's for 2022, need to be submitted by October 11, 2021.</p>	<p>Moved: Susan Burpee                      Seconded: Mary-Jane Wood                      Motion: Approved</p>
Employee Benefits (Copy attached)	<p>The Employee Benefit Policy was presented to the Vestry by the Financing Committee; the Finance Committee recommended the Vestry to</p>	

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TOPIC	DISCUSSION	OUTCOME
Employee Benefits cont.	approve the plan, which has the same benefits as 2021. A motion was made to approve the 2022 Employee Benefits.	Moved: Jessica Beerbaum Seconded: Ned Soares Motion: Approved
Housing Allowance	Lisa asked for the Vestry to approve the Housing allowance for Rev. Krista, as quoted, "Whereas the Rev. Krista Fregoso is employed as a minister of the Gospel By the Episcopal Church of St. Paul's in Walnut Creek, which does provide a residence for her, but does not provide full cost of maintaining such residence; the Vestry of St. Paul's Church resolves that the total compensation to be paid to the Rev. Krista Fregoso in 2021, \$15,000.00 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the Internal Revenue Service Code of 1986". A motion was made to approve the allowance .	Moved: Jim Ward Seconded: Jessica Beerbaum Motion: Approved
Outreach	Susan asked for a motion for St. Paul's Contra Costa Interfaith Council Steering committee, for \$2,200 dollars from funds already budgeted, to buy 'food cards' for families in-need. These cards will be distributed during the months of October, November, and December. She also reported that there will be an 'Angel Tree' in November.	Moved: Susan Burpee Seconded: Ned Soares Motion: Approved
Guest Comments	None	
Closing Prayer	Rev. Krista	
Closing	The meeting was adjourned at 8:37 pm	

Respectfully Submitted,  
 Ronnie Marty  
 Vestry Clerk

## SUMMARY OF FINANCIAL RESULTS

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Through August 2021 – operating fund

\$ 382,617 Inflow (from normal sources)  
371,633 Outflow  
**10,984 net before PPP round 1 loan forgiveness**

\$ 48,200 add PPP loan forgiveness round 1  
**\$ 59,185 NET**

### Results

Finances for the first seven months of this year are looking good, despite a significant dip in pledge and plate contributions in August. Facility fees are falling short of the budget, but costs are even lower than expected. This puts us in a good financial position at this time.

Expenses for the month remained rather low with very low discretionary expenditures. We are under budget on expenses due to personnel and property costs. We put the costs of the associate rector in the budget starting in April, but that person will start in September, the main driver for personnel costs being about \$53,000 below budget. Property costs are more than \$316,000 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 low expense activity in formation, fellowship, and in most of the restricted funds.

*Update on second PPP loan of \$59,000 (not included in numbers above): the lender (contracted by SBA) said by phone that it is forgiven, and we should receive a letter from CRF confirming that this month.*

### **FINANCE COMMITTEE MEETING NOTES**

The St. Paul's finance committee met by zoom on 9/13/2021. Attendees: Lisa Bell Stewart, Pete Banwell, Pete Smyth, Richard Kemink, Jennifer Machado

Discussed:

- August 2021 financials reviewed. See summary notes.
- AV team (Susan Burpee, Deborah Webster, Laura Williams) work continues. Bids are in. This will be a 2022 expense (per Lisa) so include in budget.
- Associate rector payroll, benefit, housing allowance, pension documents in progress. Watch to check payroll. Jennifer sent parsonage filing info to Tom and Lisa. Need help completing.
- Housing allowance resolution should be passed this month.
- Switch to QB Online is underway.
- Jennifer work with Lisa on reporting format changes after QB online transfer is complete. That is a separate project from the accounting system version change.
- Jennifer still working on identifying funds and possible uses.
- Filed for forgiveness of second round of Payroll Protection Funds. Amount is \$59,000. Verbal confirmation of forgiveness, but we are waiting for the letter.
- Discussed benefits selection. Recommend vestry keeps same selections for 2022 as for 2021.
- Began budget brainstorm. Focus on personnel and big ticket items first, expenses and sources of income. Talk to Jim Bell about property and capital items, possible for vestry review.

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- Next meeting on October 11 by zoom..... Notes submitted by Jennifer Machado

file:///C:/Users/Marty/Downloads/Benefits%202022.pdf