

January 26, 2021



# Vestry Minutes

**Members in attendance:** Hal Evans, Debbie Giordan, Chris Goode, Ken Hubbard, Kathryn McLearn, Jim Toedtman, David Neises, Kim Ribbens, Lyndall Stanley, Adrienne Williams, Rev. Kelly Steele, Rev. Hunt Priest.

**Also in Attendance:** Doug Eberle, Finance Chair; Pete Kastner, Treasurer; Susanne Evangelista, Clerk.

-The meeting was called to order at 5:02 pm.

-Outgoing vestry reflected on their time. Debbie shared about how things have changed over her term, what she learned, and how she has been challenged. She wished the vestry had the opportunity to gather socially, but COVID prevented this.

Kim enjoyed the experience and was able to contrast it to another vestry which was more challenging. Having a hand on the pulse gave Kim a deeper appreciation and understanding of what goes on at St. Peter's. The group has been cohesive, and she will miss it.

Jim shared his gratitude for the experience and intention to continue activity with St. Peter's.

Hunt and others mentioned Bob Gilbert has been on his mind and is dearly missed.

Dave thanked Debbie for her work and efforts as Warden.

-Hunt led the Litany of Thanksgiving.

-Debbie led a reciting of the Vestry Covenant.

## Consent Agenda:

December minutes were approved via email.

## Church Administration:

### **Review: Treasurer's Report (Pete and Doug)**

2020 ended better than expected. December pledge income was lower than expected, plate offerings were on track. Spending was also good for December.

For the year, pledge income was down, but misc. income was up. Expenses were very low. \$15000 went to the maintenance reserve fund. It was an effective year because of the faithful generosity of the parishioners.

For temporary restricted account, there is quite a bit of backstop. The maintenance reserve fund needs more money, but \$44,500 went into that account this year.

Kathryn mentioned recommendations to consolidate and change the names of other funds and accounts. She asked where that effort stood. Doug said they had not gotten to that yet. Pete said he would help clean it up in the next month.

Lyndall asked about pledges moving forward and any new projections, and Doug referred to the 2021 balanced budget. Jim has the updated pledge numbers, which are about what he anticipated. 138 families pledged \$578,000 compared to 162 pledges of \$762,000 (down 22%). More people reduced pledges than raised them this year.

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Slides from the annual meeting were shown by Pete to compare the 2020/2021 budgets. A question about the vestry calls effectiveness was raised, and Ken encouraged the group that they were appreciated and well received.

Dave asked if Doug and Paul worked out the items for Building and Grounds. Doug responded favorably.

## Action: Review Annual Meeting Agenda (Hunt)

The agenda is attached to the end of these minutes.

Hunt shared the meeting agenda and summarized how it will go. Nancy Richards will put forward the Vestry Slate. Debbie asked about sharing visuals. Any questions during the meeting will be directed to the appropriate party rather than opening a forum on the Zoom. The annual report will be sent out as a PDF in Currents, and in a separate email. Printed copies will be available for those without internet.

The PPP money was discussed. Dave asked about the second round, but Doug said St. Peter's does not qualify.

The Strategic plan will be discussed during Debbie's talk. A question about the Parish Council was asked by Kathryn, and it was expounded upon.

Kathy asked about the space utilization plan, which she will call a meeting for shortly. She asked if anyone has concerns about the space and use of space to let her know. Ken does not think this can be done without an attorney. Debbie says Jim Morgan (an attorney) will be on the committee. The diocesan chancellor can be used for the broader questions Ken is asking about contracts. Adrienne mentioned a point person to let people in, remain available to them, and be the responsible party. Dave mentioned the challenges faced at the annual meeting. He suggested putting an uplift at the end of their messages. Otherwise, it is a challenge to keep the group engaged and positive.

## Endowment Committee Report (Debbie)

Debbie was at the last meeting. They have a seven-page gift policy to a 1+ page policy (the work of Phil Turek). Debbie read this policy aloud to the vestry. Pete and Phil can answer questions after the vestry looks at this policy.

The endowment committee is happy to go forward with a planned giving campaign with the help of the vestry. The vestry needs to decide if they want to do this currently. It had been discussed that this would happen when services go back to in person. Jim responded to this in saying planned giving and the key society exists. He said opportunities are being lost in this way. Kathryn mentioned someone who wants to give to St. Peter's in their will but did not know what fund. Pete is happy to talk to any of these parishioners. We may need a capital campaign for various needs such as HVAC or more pledges in 2022. We should ascertain what our needs are and then prioritize, phase and coordinate any appeals we make for money. To a degree, this follows what was decided at the Parish Council meeting. In any case, a planned giving appeal must give donors the ability to direct their bequest among uses such as Unrestricted, Buildings and Grounds and the Endowment, not automatically allocate money left to the church to the Endowment as the Key Society now does.

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## Vestry Retreat and New Member Orientation (Hunt)

More to come on the retreat on Friday, February 19<sup>th</sup> evening and Saturday, February 20<sup>th</sup>. Ken, the four new members, Pete, and Doug will have a meeting to get them an understanding of the financials.

## Church Mission/Ministry:

### Discussion: In-Person Worship (All)

Hunt encouraged the group to look at the Diocesan Guidelines. He encouraged everyone to come to the 11 am outdoor service. He asked if anyone has strong opinions about in-person worship and moving forward.

Lyndall asked about vaccinations. Most retired people at the Landings have the vaccine, and by mid-March most will have their second round.

Ken asked who is in the building for 9 am streaming. The assigned roles are the only ones in the room.

## Building and Grounds

### See attached review of January Projects (Ken)

Hunt asked if there are any action items. Ken asked who has authority to authorize payments to contractors. Is there a dollar cutoff, etc.? For maintenance, Susanne, Hunt etc. can sign. For anything extraordinary the vestry needs to approve.

The building committee is working on all Sanctuary HVAC. Money will be needed to upgrade or replace, but the amount is not known. To replace the existing unit alone would be \$50,000. It would take four months to get a replacement. Ken's goal is to give a clear picture of what is happening with HVAC in the sanctuary in time, money, and options by the end of the year.

Hal asked how long it would take to get the church cleansed. Ken said three days, depending on the bid availabilities.

## Closing

Hunt share that Hal Evans will serve as Senior Warden.

Kelly led a closing prayer.

This meeting was adjourned at 6:33 pm.

The next Vestry meeting is February 23 at 5:30 pm.

The 2020 Annual Meeting is January 31, 2020, 5 pm.

Respectfully submitted,

Susanne Evangelista

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# Vestry Minutes

*St. Peter's Episcopal Church  
Skidaway Island, Savannah, Georgia*

## Vestry Action Items – January 21, 2021 Meeting

Attendees: Regina Crofts, Doug Eberle, Hal Evans, Debbie Giordan, Pete Kastner, Steve Langston, Rev. Hunt Priest, John Sobke, Rev. Kelly Steele, Jim Toedtman

There were no motions requiring Vestry action at the Finance Committee meeting on January 21, 2021.

The Finance Committee wishes to inform the Vestry of the following items:

### ❖ Church Management Software conversion – ACS *OnDemand People* → *Realm Connect*

The data conversion of membership and pledge history was successfully completed in mid-December. There are some minor issues to address. Staff is very happy with *Realm Connect*, Rev. Hunt uses it several times each day. The next areas of focus are training for the Invite-Welcome-Connect team, populating the members of St. Peter's committees & guilds, and loading the time & talent information acquired from the 2021 Stewardship campaign. Later phases include inviting parishioners to establish their own portals (accounts) so that they may update their membership information directly and review pledge / contribution statements. *Realm Connect* will greatly enhance our ability to build and strengthen relationships among parishioners.

### ❖ Paycheck Protection Program (PPP) loan

We will start the “forgiveness” application process in the next few months since Congress has now passed a new coronavirus pandemic relief bill. The Small Business Administration (SBA) should be releasing updated guidance & procedures for “forgiveness” applications. The Diocese is recommending that parishes apply for the PPP loans authorized in the recent legislation. St. Peter's does not qualify for a second-round loan since a key criterion is experiencing a 25% reduction in gross income from 2019 to 2020 in either the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> quarters of 2020. St. Peter's had revenue increases in each of those quarters due to the strong support of our parishioners.

### ❖ 2021 Stewardship campaign

Jim Toedtman provided a recap of the results: total pledges declined from \$762K to \$568K, a \$194K decrease; pledging households declined from 162 to 138, 24 fewer; the number of households who increased their pledge was similar to the number of decreases in pledge amounts. This was a challenging year to conduct a stewardship campaign due to the pandemic and general uncertainty about the future.

### ❖ Property & Casualty Insurance review

Ken Hubbard requested that our property insurance coverage be reviewed to insure that the sanctuary HVAC system is properly insured. A small group, including Ken and Treasurer Pete Kastner, will meet with our agent in the near future to walk through the buildings and discuss coverage concerns.

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## St. Peter's Annual Meeting 2021 January 31, 2021

+Opening Prayer

+Senior Warden's Remarks

+Thank you to “retiring” Vestry Members

*Debbie Giordan, Kim Ribbens, Jim Toedtman, In memory of Bob Gilbert*

+Election of New Vestry Members

+2021 Annual Campaign

+Review of 2020 Financials

+2021 Budget

+Rector's Report

+Litany of Thanksgiving

Let us give thanks to God our Father for all his gifts so freely bestowed upon us.

For the beauty and wonder of your creation, in earth and sky and sea, **We thank you, Lord.**

For all that is gracious in the lives of men and women,  
revealing the image of Christ. **We thank you, Lord.**

For our daily food and drink, our homes and families, and our friends, **We thank you, Lord.**

For minds to think, and hearts to love, and hands to serve, **We thank you, Lord.**  
For health and strength to work, and leisure to rest and play, **We thank you, Lord.**  
For the brave and courageous, who are patient in suffering  
and faithful in adversity, **We thank you, Lord.**

For all valiant seekers after truth, liberty, and justice, **We thank you, Lord.**  
For the ministry of this congregation, for the generous offerings

of time, talent and treasure that make it possible **We thank you, Lord.**

For the communion of saints, in all times and places, **We thank you, Lord.**

Above all, we give you thanks for the great mercies and

promises given to us in Christ Jesus our Lord;

**To him be praise and glory, with you, O Father, and the Holy Spirit,  
now and for ever. Amen.**

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## Building and Grounds – Jan 2021 Meeting

Work done in January on the following issues

- Bid Church and Sanctuary cleaning to 4 bidders. Recommended 2. Project on hold pending Vestry decision on reoccupancy. If this does not happen in February a rebid of the work is likely.
- Award contract for kitchen refrigeration unit repair. \$ 415.
- Review contracts on HVAC, irrigation and landscaping
- Most likely action will be to firm up the contracts and hold the line on last year's pricing if possible.
- Firm up HVAC contract to include a breakdown of work and scope of work on each machine.
- Review on site the "walk thru the pines" and come up with two alternate designs in addition to the possibility of complete removal of all pavers. In addition, discuss foundation plantings to hide the video conduit and mud splashes on the south wall. In addition, review possible designs for a splash area along the south facade to greatly reduce mud splatter on the south wall of the Church.
- Review the estimated longevity of the Sanctuary HVAC units with two contractors plus Trane Manufacturing. 2-3 years.
- Review alternate scenarios for salvaging the existing ductwork system under the Church floor. See report from Dick Sullivan. A more detailed report will follow.
- Receive a proposal from Erickson Engineering on the cost of a new Sanctuary HVAC unit. \$ 43,000. However, no technical specs were included in the proposal so the number may change.
- Receive budget information and possible funding sources for a new Sanctuary HVAC system from Peter Kastner and Doug Eberle.
- Meet in Sanctuary and review the condition of the floor tile. Loose tiles will be siliconed in place.
- Welcome Nate Hodges, Walter Hough and Alice Wright to the Committee.