

St. Peter's Episcopal Church / Vestry Minutes, April 28, 2020

Approved via email May 4, 2020

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

Also attending: Doug Eberle, Finance Chair; Emilie Miller, Clerk

The meeting was called to order at 5:30 pm. The meeting was held via Zoom to accommodate social distancing.

Hunt began the meeting by asking everyone how they were coping. Using invitation, each responded with their concerns and gratitude in this difficult time.

Suffrages for the Season of Coronavirus (Church of England, adapted) served as the opening prayer.

Kim led a reciting of the Vestry Covenant.

Consent Agenda:

The March minutes and the March minutes addendum were approved by email.

The Rector's written report and email approved minutes were accepted unanimously.

Rector's Report

Hunt discussed the Bishop's direction for returning to live Church services. There exists a detailed plan that is based on 2 weeks of declining virus numbers and continued social distancing. St. Peter's will follow the Bishop's guidance.

Church Administration:

Financial:

Bob reported that the Month of March report shows the Church in a good position; however, income is down from the previous 2 months and the future is uncertain. He reported that the CARES Act Paycheck Protection Program (PPP) loan was approved and will cover staff costs for 2 months. This is a big help but only a stop gap measure.

Bob offered a letter from the Treasurer to be sent to the parish. After discussion it was agreed to include the letter with the quarterly giving update which will go out mid-May.

The March income included \$25,000 from Barbara Paull's estate. There was a lack of clarity about her directions for this money. It was decided to contact the estate executor to determine her wishes.

There was also a discussion about the Library Fund which is understood to be used only for books. The possibility of eBooks and online learning tools was brought up as a possible expansion of its mission. Hunt will follow up with Janet Creasman to get clarity about the estate's wishes on the use of the Library Fund.

The Finance Committee offered the following explanation and motion:

Fundraising Events Temporary Restricted Account

The St. Peter's Gala to benefit the Maintenance Reserve Fund (MRF) has received checks and has incurred some expenses. Creating a new Temporary Restricted Account (TRA) to segregate this activity from our regular operating income and expense accounts, or other TRAs, will simplify record keeping. A generic name for the account permits future usage for other potential events. Once all expenses for the event have been posted, the TRA balance (net proceeds) will be transferred to the appropriate accounts. The Finance Office and Gala committee will be tracking checks and participation in the Gala in order that appropriate donation letters may be sent after the event. Those who attend the Gala will receive a letter indicating the value received for their "donation" according to IRS requirements.

Motion: The Finance Committee recommends Vestry approval for creating a Temporary Restricted Account (TRA) titled "Fundraising Events". The purpose of the TRA is to isolate the income and expenses for any fundraising event from operating budget accounts.

The motion was approved unanimously.

Church Mission/Ministry:

Chris gave a presentation on the possibilities for live streaming services at St. Peter's. He provided detailed options for equipment purchase and placement and a good description of how the system would work. He is currently working with AT&T to get fiber optic service brought to the Church. This is a prerequisite for any live streaming as the current bandwidth is insufficient. The Lutheran church has also expressed an interest which may help to influence AT&T. The closest fiber optic service is currently at the entrance to Oak Ridge. The vestry approved the continuance of his work with AT&T and agreed if a financial decision arises there would be an interim meeting to address it.

Lyndall gave an update on the Zoom Foyer Groups. The response has been good, and she asked for solutions on structuring the groups such that everyone could participate. Hunt, Lyndall and Debbie will address the question.

Kathryn asked about the status of Family Promise. They will not be staying at the Church in May. It was pointed out that they are struggling to continue their mission under the virus and that financial support was needed. Hunt will investigate donating from St. Peter's. In addition, Hunt will explore with Jim Brawner how our congregation could be helpful financially.

Church Property:

In an email, Paul reported on three small projects that are underway or in the planning stages:

- Insulation for the suction line replacement for 6 newly installed heat pump systems...This project was earlier approved, and we will be awarding the contract this week. Cost \$1,207.82
- Phil Turek has received a bid from Sign-Dsign to finish & install 6 interior directional signs for \$417.45, and 3 exterior signs that will be on 4X4 inch posts standing 36 inches high with copper tops. Signs will be blue on white and the cost for the exterior signs is \$1,145.12 installed by the contractor. A \$572.56 deposit will be required for the contractor to begin work. Request Vestry approval to proceed on this contract.

The vestry voted to ask Kathy and Debbie to review the sign design before proceeding.

- Another project which was approved earlier was washing all 19 Sanctuary windows (interior and exterior) including the 4 circular windows. Additionally, the contractor would help replace some burned out transept lights. Because of the virus I am recommending that we just do the outside Sanctuary windows at this time, and possibly have one worker inside the church to work with Nate on replacing the light bulbs. Request approval of this modification and hopefully the contractor will agree to the new structure. Cost should be less than \$1,000.00.

The vestry voted to postpone this project until we are closer to reopening the Church.

Closing:

Hunt led the Lord's Prayer.

The meeting adjourned at 7:25.

The next Vestry meeting is May26 at 5:30pm.

Respectfully submitted,

Emilie Miller, Vestry Clerk