

**VESTRY MEETING
VIA ZOOM**

November 23, 2020

Attendees

Vicki Zust
Tim Pazda
Paul Mikulski
Jeanette Neal
Leann McConchie
Beth Ulatowski
Michael Matthews
Bill Weisbeck
Linda Ryan
Peter Symons
Deanna Russell

Agenda

Call to Order & Opening Prayer

Approval of October Minutes

December Events /Schedule

- Pastor Vicki will need to return to Ohio November 29, 2020 to December 5, 2020 and will quarantine until at least December 9 (and will probably have to go back in both January and February)
- Transitioning the Holiday Tea to a drive through/drop off event – tent.
December 15
- Moving Book group from December 7 to December 14 to give people more time to read the book
- Youth group & St. Paul's kids staying at December 13 & 20 respectively but moving to Zoom (Christmas trivia)
 - Christmas Card Exchange
- Digital Christmas Worship will be posted at 4 pm on Christmas Eve for people to access anytime after that
- We now have a FM transmitter (pastor Vicki found one for less than \$40). Do we want to have drive in Christmas Carols, where people stay in their car, the music comes through the radio but we can sing? Christmas Eve or Christmas Day? Time?

Brainstorming for Leadership Positions

Finance Chair: Marc Zeigler, Dave Crowther, Darlene Pazda, others?

Stewardship Chair: Darlene Pazda, Pat Macy, others?

Warden: Mike Matthews, Tim George others?

Vestry: Mike Matthews, Beth Ulatowski, Megan Haven, Kate Buchbinder, Mike Elkan, Carol Selin, Ken Wohlberg, Simone Fancher, others?

Finance Reports
2021 Draft Budget
Convention Report
Vestry Meeting 12/21 or 12/28?
Rector's Report
Deacon's Report
Warden's Reports
Counsel for the Good of St. Paul's
Closing Prayer

Meeting Called to Order 7:02 p.m.

- **Opening Prayer**
- **Approval of October Minutes**
 - Jeannette moves to approve
 - Bill seconds
 - All approve
- **December Events**
 - Bishop is making the call on Wednesday but it is anticipated that there will be no in person worship through the end of the year and maybe beyond
 - Vicki will go back to Ohio on the 30th- not sure how long she will be there maybe 2 days maybe 4. Then she will have to quarantine until she gets the negative test. Good thing is she can lead worship service wherever she is
 - Will have to return to Ohio in January and February also
 - Holiday Tea will change to drive through/drop off on the 15th of December (in place of the senior lunch)
 - Invites will go out through the mail
 - Book club will move from December 7, 2020 until December 14, 2020 to give more time to read the book
 - Youth Group and Kids club will stay the 13th and 20th. Christmas trivia and will be via zoom.
 - post card for Thanks and Christmas card exchange are at 25 families
 - Every individual/family will be paired to another individual/family but all names and addresses will be provided so you can send more if you wanted to.
 - Digital Christmas worship service – Erin and Theresa are working on some recordings
 - Service will be posted on December 24th @ 4:00 p.m.
 - We have an FM transmitter that was \$40.00 doesn't have a lot of range but it will cover the area between the Church and Rectory

- Maybe drive in Christmas Carols?- after discussing options maybe Sunday afternoon and if only 4 cars show up that's ok- if it is a blizzard and no one comes that's ok.
 - Book collection will happen- we will arrange to get the books to the kids- we have about 100 books. Books are usually distributed on epiphany but it may take longer because they will be delivered with the lunches.
 - Hats and mittens will also be distributed one load is going over tomorrow and one after the first of the year
 - Harris Hill will do the mitten tree again and the M&T people who are coordinating with Paul are getting hats and mittens together
 - Any special outreach to the shut-ins? They are being included in everything as we go forward, no need to call the list again seems a lot to ask at this time of the year
- **Leadership**
 - Bonnie Sunday has inquired about the finance chair and she has connected with Pete
 - Marc Zeigler emailed and offered to run for Vestry if necessary, Warden or regular.
 - If no current member runs for warden – we need three; if a current member runs we would need two new members
 - Paul talked with Mike Elkin- he will contact Vicki if and when he decides
 - Only difference between Warden and Vestry is that the Wardens would take over leadership in the absence of the Priest.
 - Tim will ask Carol (his neighbor)
 - Paul will call Megan Haven
 - Bill will check with Simone
 - Paul is not shutting the door on the Warden position
 - Vicki will talk with Beth
 - If everyone makes contact with their people and gets back to Vicki by December 15 that would be great
 - Stewardship Chair
 - Sitting member could do it
 - Position is two fold- work with Vicki on getting a committee together and brainstorming a clever theme
 - Maybe Darlene would be willing (as per Tim: she respectfully declines)
 - As pledges that come in put them in a spreadsheet and keep track of the pledge cards for the thank you notes
 - Pat Macy might also agree to do it. If no one on the Vestry is willing, Vicki will ask Pat.
 - Stewardship committee is separate from Vestry but Vestry members are appointed to the committee

- **Financial Reports**
 - **Treasurers Report**
 - Revenue
 - this month not as good
 - pledge revenue is below budget
 - everything else is down for the month about 5K (mostly keeping the income from savings out of the discussions for now because we don't want to take if we don't have to)
 - YTD \$14,000 below where we thought we would be
 - Expenses
 - 3 pay periods this month- salaries look high for the budget
 - correspondence cost is high
 - others are below
 - **Balance Sheet**
 - General fund operating balance is down to \$25,000 still a good sum but less than we had
 - No more employee retention credit – only if the Governor/government shut us down, technically the Bishop is shutting us down
 - We have about 4 households that pay in December – about \$10,000 in total
 - **Overall**
 - This month spent over \$7000 more than brought in
 - YTD spent \$16,000 more than we brought in
 - **Motion to Approve**
 - Tim moves
 - Paul seconds
 - All approved
- **Draft 2021 Budget**
 - First year where we had more funerals than Baptisms
 - Pledges - We lost some through death and moving away
 - September - November we bring in new families- we do have more families watching but its not the same
 - With the pledge cards returned, we are up about \$12,000
 - With the remaining households, if they give like they did last year we think that pledge income may come back at \$208,000 as what we can expect
 - Remarkable considering our losses this year

- May get an \$8,000 increase in giving but put in \$5,000 because things happen and not all may not come in
- Budget numbers are assumed and best we can do with what we know at this point
- Maybe ½ year will be somewhat normal
- Organist is at ½ - supply organist is higher because Marilyn is not taking a salary but we pay the supply
- Youth Budget is lower because what we are doing doesn't cost as much
- Firm numbers are health insurance for Liz and Vicki which went down and the Diocesan fair share
- Other numbers are best guesses
- No raises but didn't want to present a budget that cut staff
- Looks exactly like last years budget except for lower amounts for loose change, holiday offerings etc.
- Insurance numbers look higher- Change wasn't made is about \$1,000 each
- Change- Rectors insurance to \$7,500, secretary pension and insurance to \$10,500
- Change - Income from savings will go to \$20,000 instead of \$22,000
- Non profit building income
 - recovery groups
 - they have been paying even if they cant meet
- For Profit
 - Music Studios
 - Main tenant will send in the payments full amount even though she is virtual
 - Will look for a new daycare/preschool
- Choir Director
 - we paid her through the pandemic there is no contract- she has been working by singing in person and recording when necessary
 - We will have to have a conversation about when we start up again, what will the choir look like. She is cheap for what we get-she has added the kids and has kept the music program going
 - Could choose to have no choir at all
 - We did pay her quite a bit for not being here. When we were getting the employee retention it was better but now we may need to scale back
 - Through technology may be able to explore other music options. There are some things Vicki does not think we would be happy with it. Not sure it would save us money in the long run.

- Flat rate right now – maybe going forward into the new year maybe we could ask her if she would do it per performance
 - Income from savings- \$20,256 current \$19,408 –approximately \$2,000 a month. Full year 2020 : \$23,802. Do we think this is high? Interest and dividend income is fairly fixed. If the companies are cutting dividends it could go down. A lot of the money is also in preferred stock so that money comes in pretty consistently. May not have a great beginning of the year –we may want to plan.
 - Pete will prepare a summary for the Vestry of its investment accounts. We have a well balanced portfolio.
 - The \$20, 256 will come mostly from the general fund balance operating- the unnoted slush fund. The other two places are St. Paul Fund Investment and Cash Accounts.
 - We have quite a bit in our unrestricted fund. Obviously, we don't want to spend it we want to keep a cushion.
 - Challenges coming for us- economy is uncertain and may affect our parishioners and their ability to give. It could also go the other way- we just don't know at this point. We are trying to find balance between being conservative but not gutting our ability to ramp back up into normal operation
 - Treasurers report \$9170 was spent on property maintenance. How much was maintenance and how much was finishing up capital projects. Number is high because of hand sanitizer stands, lawn mower, leaf blower, sanitizing chemicals etc. Can we lower the \$11,000 for the budget? Vast majority is snow removal, trash removal and general expenses of having a parish, cleaning chemical etc.
 - Take it for a month think about it and we will have a final discussion in December
 - Outreach – how do we plan in the budget for the celebration we can have for when we get out of this pandemic. Would come from Parish life and can also come from Pastoral discretionary pass through accounts.
 - We try to balance so we don't draw on our reserves, maybe this year is the year we may have to draw a little bit on our reserves– advertising, postage and parish communications could also go up.
 - In addition to a chili sale maybe we could do a clam chowder sale
- **Convention – Jeanette and Linda**
 - Was very similar to the prior conventions. A lot of talk about racial justice and gender orientation and the diocese is making significant efforts into trying to get people to be more thoughtful in how they approach these issues
 - Impressed with the outreach activities – sounded like most was attended by clergy would be interested in hearing how others could get involved

- The Partnership has established a joint commission to dismantle racism and discrimination.
 - Racial justice as part of the Sunday school curriculum?
 - Maybe something for adults too. The partnership will put out resources for adults. There is an ongoing program called Sacred Grounds.
 - Convention was succinct and no travel expenses. Tough not to see friends but things got done and quickly.
- **December Vestry Meeting**
 - December 21st

RECTOR'S REPORT

- Thank you to the Vestry for its leadership and helping during this difficult time
- Thank you for the cards, notes etc. Much Appreciated. May need to call on the leadership, help and support further as things progress with my mom's estate
- It was announced that Vicki has been appointed Dean of the Eastern Erie Deanery. She is responsible for pulling together the clergy in the area to see how they can support each other. Her title while she holds this role will be the "Very Reverend"
- Betty's funeral was yesterday. Went well with a few minor technological issues.
- Vicki has reached out to those in places where they can't get visitors. All are doing well

DEACON REPORT

- LeAnn is willing to fill in when Vicki is called away so if there is an extra morning prayer or something that needs to be done let her know.

WARDEN'S REPORT

- Second time during Tim's tenure at St. Paul's that our rector has been appointed as the Dean of the Eastern Deanery so hats off to Vicki

GOOD OF ST. PAULS

- Paul contacted another steeple guy

CLOSING PRAYER

8:23 p.m.

