

**VESTRY MEETING
VIA ZOOM**

December 21, 2020

Attendees

Vicki Zust
Tim Pazda
Paul Mikulski
Jeanette Neal
Leann McConchie
Beth Ulatowski
Michael Matthews
Frank Lombardo
Bill Weisbeck
Linda Ryan
Aaron Macke
Bonnie Sunday
Steve Toth
Deanna Russell

Agenda

Call to Order & Opening Prayer
Approval of November Minutes
Annual Meeting (January 31)

- Mail
- Zoom
- Post recording?
- Pre-meeting video?
- Leadership positions:
 - Finance Chair: Bonnie Sunday
 - Stewardship Chair:
 - Warden: Paul Mikulski, others?
- Vestry: Mike Elkin, Simone Fancher, Mark Zeigler (if no one else will), others?
 - Finance Report
 - 2021 Budget
 - January 17 Chili Sale
 - January/February Calendars
 - Vicki's Vacation request
 - Rector's Report
 - Deacon's Report
 - Wardens' Report
 - Counsel for the Good of St. Paul's
 - Closing Prayer

Spring Flower Sale
Steeple & Front Doors

Parking Lot: (So we don't forget)

Meeting Called to Order 7:02 p.m.

- **Opening Prayer**
- **Approval of November Minutes**
 - Page six of the minutes under convention the official name of the joint commission is "Joint commission to dismantle racism and discrimination."
 - Motion to Approve as amended
 - Jeanette Moves
 - Bill Seconds
 - All approve
- **Annual Meeting**
 - Notes from the diocese about what we can do
 - Can be on Zoom and mail out a postcard to those who want to attend but the voting has to be by mail.
 - Entirely by mail- send out postcard with notice of meeting and the ballots and other information
 - 30 people is the limit for in person. Reports will have to be sent out. Reports should go on the website anyway so the thought is to make the reports available on the website. Will offer to mail hardcopies to those who want them.
 - Usually very little discussion at the annual meeting- this year maybe we could discuss emerging from the pandemic and what that looks like
 - Zoom meeting could also be recorded and put on the website
 - Financial information- budget and the end of year financials are provided. There is nothing in the financials Vicki is not comfortable putting out there.
 - Maybe post on FB- no value to posting on Facebook. We could put a notice on FB that the annual meeting information is on the website
 - Zoom makes the most sense- Liz and Vicki will work on postcards the 1st week of January and then will follow up with mailing out ballots
 - Last Sunday is January 31, 2021. So there is plenty of time for the notice requirements.
 - Vicki will put together a video about what St. Paul's did for the year. She will post that to FB in lieu of a written Rector's report.
 - Will advise that the reports will be available on the website the week of the 17th (Pete confirms that this is enough time)

- **Leadership**
 - New Finance Chair
 - Bonnie Sunday has inquired about the finance chair and she has connected with Pete
 - Stewardship Chair
 - Vicki will arm twist and make some phone calls
 - Warden
 - Paul agreed to run
 - Marc Ziegler offered if no one else would
 - Vicki may ask Marc if he is interested in Stewardship Chair
 - Vestry
 - Mike Elkin
 - Simone Fancher
 - Mike Matthews

- **January 17th Chili Sale**
 - postcard to ask for donations and the Bell
 - Tim will put out list of what we need
 - 17th is a Sunday
 - Need volunteers on Saturday to cook
 - Will need to brain storm on tickets and pricing
 - 30 gallons is what we have cookers for
 - 120 Quarts
 - pints or quarts
 - easier by the pint
 - 240 pints – pretty sure we charged \$5.00 a pint
 - if everything is donated it is pure profit
 - Vicki can use discretionary fund for containers
 - Vicki will ask Liz to get the containers at Restaurant Depot
 - There are still plastic bags from the chicken BBQ
 - Ad in the BEE will also put on FB and Nextdoor App and the sign on front
 - Spectrum community calendar- question is how big do we want it
 - Discussion about pre sale or pre order, maybe reserve for the parishioners
 - Vicki will be on vacation until most likely the 17th
 - Jeanette, Bill and Paul can help
 - Liz will get containers
 - Tim will put in the “what’s happening” section of the Clarence Bee
 - Purchasing App- we don’t have the widgets
 - We can take payments through PayPal on the website- have them bring the email from PayPal confirming the sale when they pick up
 - Could be practice run for the plant sale
 - Just switched to wordpress the widget shouldn’t be as expensive

- Liz will contact Bill
- People can leave items in the donation box- monetary donations can be sent to the Church/Liz

- **Financial Reports**

- Pete wanted to know if we qualify for the employee retention credit- Vicki has put it out to the Bishop who has referred it to the diocesan chancellor
- Vicki knows we do not qualify under the second proviso

- **Balance Sheet**

- As of November 30, 2020
- Checking is up about \$3400 from last month – partially inflated because we got about 5600 in prepaid pledges that why its up
- Investments are up \$40,000 from just October= Market has been good with its record highs
- Fund Balances operating balance is down \$5600 because we had a heavy month
- We are still fine- we have over \$19,000 in operating budget which will
- The \$6185 Prepaid pledge will be transferred over to Operating fund after January 1, 2021

- **Treasurers Report**

- Revenue
 - YTD pledges – we were \$16,000 short now we are only \$8000 so we are catching up
 - Non pledge- holiday offering and loose offering are both down
 - Fundraising is down
 - Building use for profit is down
 - Cub Scouts were going to give a donation – church turned down and would appreciate the packs muscle once we get back to normal
 - \$20,000 is budgeted from savings but we haven't taken any income we are short \$30,000 YTD
- Expenses
 - Christian life/parish communications is over budget
 - Vicki needs to look at it because she thinks some should have gone to Alter Guild
 - Music Supplies- is over budget but it was discovered that the supply priest expense was put through in error – will be corrected

- We are still able to pay the fair share pledge
 - Staff- Marilyn has asked not to be paid so that is under budget
 - Office Expenses – over budget because various things being needed- may be doing the web hosting out of office expenses but we may move it over to accounting systems. The main expense was Vicki’s new computer, licenses, zoom subscriptions and website redesign
 - Property maintenance is over budget because a boiler system trouble of over \$2,000, in November. Warranty is up.
 - Snow plow contract is also out of this budget. It is a 2020/2021 expense but we prepay for a discount
 - Bought the equipment for the Church, the leaf blower and lawn mower. The air filter filtration.
- **Overall**
 - Expenditures are about \$17,000 less than what we had budgeted so in the grand scheme of things even with the deficit of \$22,000 we are not in a terrible position
 - Would like to underline- operating fund balance of \$19,000 we went into this year with a significant cushion
 - We are doing all right
- **Motion to Approve**
 - Bill moves
 - Jeanette seconds
 - All approved
- **2021 Budget**
 - Updated the numbers on 12/12
 - The third column shows where we were two deposits ago does not reflect expenses paid by Abby
 - Income
 - we are planning an increase
 - looking at those that don’t pledge but they give (about \$25,000)
 - Closer to the actual number that we usually go – maybe 98%
 - we have made up for the deaths and the moving
 - 2 to 2.5% increase –kind of flat
 - 2019 actual income vs. the budget looks like a downgrade
 - Major issue is miscell, loose pledge/holiday. 85% of loose pledge comes in between September and December every year

- No loose pledge this year. Normal year we budget \$8000 and we usually get between 6 – 8
- Next year – will we be open?
- 2020 maybe an Easter bump.
- we may get a bump for Christmas next year- may have pent up demand
- hoping to be normal at September for the fall kick off
- Fundraising: Lions already cancelled Bark in the Park. Plant sale and Chili sale we can do.
- Concerned about the economy, may not be able to pay the pledge
- Bill would like to be more conservative
- pledge revenue prior year is those who make their pledge payment after the 1st of the year. It has been all over the board from \$10.00 to \$5,000. Threw a dart at the wall.
- Doesn't make sense to change the number
- Fuel and heat is income that comes in the fuel and heat envelopes
- Other income- the 2019 other income was Vicki and Liz work for other parishes and the diocese and some of that may have been a tax credit Vicki would have to look.
- 2021 other income is the employee retention tax credit we got for keeping the employees through the pandemic and we may get another \$3,000 or so for November and December if we can claim it.
- Looking at the totals we are still budgeting 5% down from what is being brought in
- The budget has loose offering and holiday offering in at 50% less for the year which is a conservative number
- Pledge revenue in for 2020 on 12/12 is 185,000 it's a significant drop with only a couple more weeks in the year to go. There are about 6 households who pay their full pledge at the end of December. Vicki expects to have between 10,000 to 12,000 in deposits by the end of the year.
- It is projected that \$202,000 will be collected
- When do we get the 2020 actual numbers to narrow in more. The actual numbers will be available by January 10, 2021. Budget has to be approved but can be revisited.
- Maybe put place holders in to reevaluate the budget in January and again in May
- Loose offering – can we ask for offerings during the Facebook service

❖ There was 204 views in the 3rd Sunday in Advent

- ❖ It is settling in at 80 devices who are watching all or almost all of the devices. About 60 percent of them she can identify as parishioners.
- ❖ Vicki will make an announcement that they can go to the website and make a donation if they would like
- ❖ Discussion about putting a link at the end of the service to direct them to the website to make a donation
- ❖ Does not want to request through Facebook, runs through the whole service and takes six months to get the money.
- ❖ Aaron will discuss Venmo account for the Church at the next Vestry meeting

- Expenses

- did not include putting aside some money for an opening celebration or for advertising
- Convention location for next year it is unknown yet. Should be in Buffalo if it goes according to the schedule
- Increased the budget for supply organist- organist salary is down. This is closer to what is likely to happen. Marilyn is probably not going to return before Spring. Last year we budgeted \$9000 to organist and \$500 for supply. This year it is \$4500 to organist and \$2000 to supply which is a \$3,000 drop which reflects the belief that we are not going to have in person worship for January and February.
- Expenses are budgeted at an increase of \$24,000 where is that coming from – well one more check for this year – we will spend on advertising, postage, salaries. We will use a little more gas and electricity next year than this year. Vicki didn't spend her continuing Ed this year, she expects to in 2021. Big differential is the last payroll.
- Pete and Aaron discussed it and are pretty comfortable about how it looks.
- Took into account that 1st quarter not in person worship and 2nd through the 4th may be in person
- This budget is an estimate and we could be having a different discussion in April
- Income and expenses are both reduced
- Only other thing we could do is to radically cut staff which would make up the \$20,000 we budget from savings. The problem is the ramp back up when we are back in person. We have good quality people that would be difficult to replace
- Vicki suggests looking at it again in February and again in May

- **Motion to Approve**
 - Jeannette moves
 - Bill seconds
 - All approved

- **Calendar – January and February**
 - Bible study will not meet on 1/20 (Inauguration Day)
 - Will pick up on the 27th
 - St. Paul’s kids will be rolled into the Youth group meeting so no separate meeting on the 24th
 - February 21/28th lent education doesn’t know what it will be yet but something similar to small plates

- **Vacation Request**
 - Vicki would like to request January 4th to the 14th off and she would like to use 2020 vacation time
 - She would like to keep her 2021 vacation time for use in the later year
 - Requesting a one time event for these 10 days not a continuing event
 - New law in effect for family and medical leave- employers are required to roll over 200 hours in time off
 - It does apply to not for profits and would only effect Vicki and Liz

- **Motion to Approve**
 - Paul moves
 - Frank seconds
 - All approved

RECTOR’S REPORT

- Vicki has been in touch with the shut ins in our parish
- Everyone is doing as well as can be expected
- Christmas drive through went well. FM Transmitter was not powerful enough to overcome competing stations. Was good to see each other
- Drive through Tea was great. Was real nice to see everyone.
- St. Paul’s did it again. All books for school 6 have been collected over 600 books
- We had extra money so Vicki ordered headphones for the virtual learners
- Peg Aldridge from Harris Hill will be bringing the gloves, hats and mittens collected by the students
- Parishioner gave Vicki a donation to help out struggling families. She was able to help a couple of families through Harris Hill who are struggling with food insecurities. Social workers delivered some grocery gift cards

DEACON REPORT

- LeAnn will be available when Vicki is away for any pastoral needs. LeAnn will be out of town from January 26 through February 4.
- LeAnn is happy to help with any Lenten quiet day – Vicki and LeAnn will plan for sometime in March

WARDEN'S REPORT

- Chili Sale- will rely upon the volunteers because the other shoulder is done on December 29, will be out of prison but probably not able to drive. Justin can help too
- Convention went pretty well, was unusual doing it by zoom. Talked about being inclusive beyond your comfort level and ways to do that. Working hard creating tools for parishes to do that.

GOOD OF ST. PAULS

- Merry Christmas

CLOSING PRAYER

8:38 p.m.