



St. David's Episcopal Church & School
April 21, 2021
Vestry Meeting Minutes (via Zoom)

Due to restrictions placed on in-person group meetings due to the COVID-19 pandemic, this Vestry meeting was held via Zoom.

Attending: Vestry members Rev. Mary Kay Brown (Rector), David Sheatsley (Sr. Warden), Jenifer Bluhm, Jenkins Cooper, Rohit Dean, Kondeh Greaves, Keith Korin and Jen Peiler; Absent: Tabatha Bragg and Anne Shively (Jr. Warden); Register Katherine Beckett-Goodwin, Treasurer John Mellish, Chaplain to the Vestry Carol Bonifant. Also attending: Liz Whitlock, Maureen Carey, Allan Steed and Marilyn Tracy.

Opening Prayer: The prayers were created and said by Carol Bonifant, Chaplain to the Vestry. Eye has not seen, nor ear heard nor entered into the mind of man what God has prepared for him. 1 Corinthians 2:9 Christ Your Love floats around us like powerful waterspouts springing to life at just the right moment. Proclaiming, protecting, and drowning human understanding so Your plan can be revealed. Humankind craves understanding of sacred moments yet oblivious to the consequences such addictions cause. Unwavering trust in Christ's Love is the only antidote yet like the bite of the apple calling God a liar produces heartache on all sides. Father Your graciousness overcomes our self-absorbed way of living reminding us over and over You are in complete control. Doubt and fear vanish helping us say with assurance "Jesus we love and trust You for all things to come. We don't need to understand, our trust in You propels us fearlessly wherever You lead." Praise You Holy Spirit for Your Holy revelations. Amen.

Call to Order – Rev. Mary Kay Brown called the Vestry Meeting to order at 7:03 pm.

Parishioner Comment Period – Parishioners

- None.

Administrative Items

Decision: Approve April 21, 2021 Vestry Meeting Agenda – Vestry

Motion: Move to approve the April 21, 2021 Agenda as presented.
Motion seconded and approved.

Decision: Approve March 17, 2021 Vestry Meeting Minutes - Vestry

Motion: Move to approve March 17, 2021 Vestry Meeting Minutes.
Motion seconded and approved.

Discussion: March 2021 GM and Trustee Reports – Allan Steed, Sr. Trustee & Liz Whitlock, GM

- The report was referenced to review. Highlights:
 - The PPP #1 loan was changed to a grant.
 - Trustees attended the internal reopening planning meeting.
 - Met with the contractor for the shades/blinds to replace the Sanctuary Plexiglas coverings.
 - Continue with extensive discussions and provision of information to contractor advising on options for HVAC system replacement and potential C-PACE program for the debt instrument.
 - Solicited quotes from 3 contractors to build the Cemetery columbarium sidewalk project, received one response so far.

- Question: Is the sidewalk project for the Cemetery moving along? Yes, met today with a contractor. It will be about \$5,500 for installing the sidewalk and about \$300 to fix the sidewalk in front of the office.
- Question: What is the design of the sidewalk? The sidewalk winds from the current sidewalk that leads to the school to the columbarium hard surface area.
- Question: Where will the funding for the sidewalk come from?
 - Can deduct money from the Church Capital Fund 1600-02, which is restricted to use for capital improvements to the property. The sidewalk could be considered a capital improvement to the property.
 - Cannot deduct the money from the Cemetery Capital Fund – it is restricted cash due to the stated purpose of the fundraising campaign. The Vestry could vote to alter the restrictions on the fund, but would need to contact all donors to notify them of the change in use of the funds.
 - Deduction from the Cemetery Perpetual Fund is a possibility. This fund’s restricted purpose is for perpetual maintenance and care of the cemetery whether SDECS exists or not. After discussion, it was agreed the sidewalk could be considered as a cemetery maintenance item due to the accessibility issue to the columbarium.
 - The Cemetery Perpetual Fund is currently under funded to maintain the Cemetery indefinitely primarily due to the low selling price of the initial plots as well as the increasing costs over time for burials. The Church Capital Fund has a much larger balance. The sidewalk could be considered either a capital improvement to the property or a cemetery maintenance item. The Vestry felt that deducting the expense from the Cemetery Perpetual Fund may have a detrimental effect on that fund’s purpose due to its significantly lower balance, so agreed to use the Church Capital Fund which has a much higher balance. Currently the Church is paying back a loan to itself from the Church Capital Fund, although that is on hold temporarily in 2021.
- Question: What is the timeframe for installing the sidewalk? Approximately 2-3 weeks.
- Making the columbarium more accessible with this sidewalk will be really good.
- The Trustees requested that the Vestry approve the funding for the sidewalk installation and office walkway repair tonight to move the projects along as soon as possible. The Vestry agreed to add this item, see below.
- (Remaining Action Item from January 2021 Vestry Meeting: A Cemetery overview (how it works, funded, etc.) will be provided to the Vestry. More information regarding the requested projects and associated costs will be provided for review and discussion at the February Vestry Meeting.)
- Thank you to the Trustees and GM for all the work they are doing maintaining our campus.

Discussion: Funding installation of a sidewalk to the columbarium.

- See above discussions/questions regarding sidewalk.

Decision: Approve funding of installation of a sidewalk leading to the columbarium and repair of the concrete walkway in front of the Church Office.

Motion: Move that St. David’s Episcopal Church & School Vestry approve funding up to \$7,000 allowing the Church to enter into a contract to construct the sidewalk leading to the columbarium and repair the concrete walkway in front of the Church Office with funds to come out of the Church Capital Fund.
Motion seconded and approved.

Discussion: March 2021 Treasurer’s Report – John Mellish, Treasurer

- Overview of the numbers located within the March 2021 Treasurer’s Report:
 - Pledge offerings for March 2021 were \$62,081, 117% of budget.
 - YTD pledge offerings are \$190,502, 125% of budget.

- YTD Income is \$373,603, 215% of budget. Note the Income line item 4500-10 reflects the conversion of the first PPP loan to a grant in the amount of \$170,200. This inflates the income number.
- Non-pledged offerings for March were \$3,528, 59% of budget.
- No loose cash for March.
- Expenses for March were \$79,622, 106% of budget.
- YTD Expenses are \$246,219, 103% of budget.
- Reminder that the Vestry approved bonuses for the staff in March and snow plowing was over budget for the year.
- Reminder that a double payment was made in March to get caught up on the monthly expense of \$1K and \$500 transfers for line items 6601-03 and 6601-05 (repayment of internal loans) did not get done in February due to computer issues.
- Net Income in March was 157,055 (-1052%) of budget. The Net Income is also affected by the conversion of the PPP loan to a grant.
- YTD Net Income is (-\$127,384), -198% of budget.
- We were blessed to have our financials in good standing so far in 2021.
- Cash is \$187,666.
- We want to continue to keep expenses down as COVID may continue longer than we expect and need to make sure the Church is ready for unforeseen circumstances, such as a decrease in pledge income.
- Question: Surprised at the change in the operating account cash from February (amount of \$211,150) to March (amount of \$187,866)? This is an estimate as cash goes up and down with payments. Also, the Accounting Administrator has not completed the bank statement reconciliations yet.
- Question: How do we determine when we need to be concerned with the expenses, what to look for? Based on the business background of looking at the market, determine there is a need to keep the expenses down.
- Question: Is there a strategic planning committee for contingency Church business continuity/resilience/crisis planning? Not at this time, although we used to put together 3-year strategic plans for guiding goals and outcomes. But not for crisis management.
 - To be discussed further, could look at resilience and crisis management plan, and how to absorb the “shocks” to the system.
 - A crisis management plan should be ongoing from a strategic standpoint. Who is interested in participating? David is. Let Rev. Mary Kay know if any others are interested in participating.
 - A business continuance plan is a playbook to be able to get over a hurdle. Worth exploring more. Will talk before the next Vestry meeting on May 19, 2021.

Decision: Approve March 2021 Treasurer’s Report - Vestry

Motion: Move to approve the March 2021 Treasurer’s Report.
Motion seconded and approved.

Discussion: Finance Committee Report – David Sheatsley, Sr. Warden

- The Finance Committee met virtually on April 12, 2021. Still working on graphic reporting structure of an overview to the Vestry each month.
- The Finance Committee Chair keeps the meetings to exactly one hour each month.
- Continue to work on getting a better understanding of PPP #1 and PPP #2. There are still more questions than answers.

- Looked at the possibility of other grants. There are more grants out there that may benefit the Preschool but need someone that can help identify the grants and can write the grants or walk us through the process. Can be two separate people of 1) finding the opportunities and 2) writing the grants. Also need a solid staffing and business plan, and also report against the grant. It takes a considerable amount of time to do these applications and subsequent reporting.
- Question: Can we do a call the Parish for grant writing experience? Yes. Jenkins will check with the Men's Fellowship.
- Question: Who is the primary liaison to the Finance Committee? It is Rohit Dean formally as the Vestry Liaison and the Wardens have been sitting in on the Finance Committee meetings.
- Question: Would like to see monthly reports, when will that start happening again? Yes, we are working on getting that together. Working on how to present in a visual way, big picture verses the detail level. For example, tracking actual income is higher than projected/budget, but actual expenses are also higher than projected/budget. The Vestry is receiving all the financial reports this year, so there is more transparency. The Vestry can also use the Treasurer's Report as a data point.

March 2021 Rector's Report – Rev. Mary Kay Brown, Rector

- Finished the Beloved Community class sessions. Plan to meet tomorrow night to set dates for next steps. Thanks to Richard Easley, Nancy Whiting, Kenyon Burke, and Betty O'Lear for leading.
- Held prayer session yesterday at 6:00pm for prayers after the verdict in the Derek Chauvin murder conviction of George Floyd.
- Finishing up with Trish, our seminarian. Held meetings with her lay committee and reviewed final reports. Her last day is May 2, 2021. Will have a new student this fall.
- Holy Week - handed out palms on Palm Sunday. Held virtual services for Maundy Thursday (294 views), and Tenebrae (290 views). These services may be reaching more people virtually.
- Holy Saturday handed out blessed communion kits. Thanks to Bobbie and Bruce Johnson for donating them.
- Easter Sunday sunrise service at 6:30am was held outdoors with 40 in attendance, and the 11:30am service was outdoors with 70 in attendance. Both outdoor services were full. Streamed the 10:00am Easter service from the Sanctuary with 806 views. There were so many people needed to make this all work. Thanks to sound team, music team, trustees, altar guild, volunteers - you rock!
- Started confirmation class for adults. Five people are participating in the class and we are halfway through. Bishop will be visiting on June 20th for confirmations in person.
- Supported the Welcome coffees.
- Rev. Mary Kay is part of the development of the Creation Care Task Force which the Diocese is creating. The task force will develop resources and plans for creation care and how to get the word out.
- VBS is June 21-25. Planned to be hybrid but we need volunteers to help to make it happen.
- The Alleluia Ministry is down to serving 28 families from numbers of families in the 80's. As soon as families are able to feed themselves, they ask to give the food to someone else who needs it.
- Maureen is doing discernment with Outreach ministry leaders for where God is leading Outreach.
- Rev. Mary Kay is out May 3-13. Melina will lead Liturgy of the Word on Sunday in her absence.
- Reopening: Diocesan guidelines are still at 25 per 100K population for indoor worship. Reopening is wonderful but also different.
- The first in-person service filled up. Capacity in the sanctuary is around 40. Thanks to the Trustees who marked pews, directed people, stood by, signed attendees in, and ushers who escorted to people to their seats. We followed the mitigation protocols.

- The plan is to continue to do one in person service, which is also streaming, for the next few weeks. After that we will discuss the possibility of an outdoor service in addition to the indoor one after Rev. Mary Kay returns in May.
- Comment: Rohit wanted to give a shout out to Dr. Lori for music, and to Communications – Liz, Theresa and Sabrina.
- Question: Has there been any feedback on the services? Yes, would like to try to integrate both the traditional with more contemporary music. Trying to integrate the two styles is a little uncomfortable for parishioners. We used to do a quarterly combined service and we are doing that every week now. We would ultimately like to have two services, one with traditional music and one with more contemporary music.
- Question: Have we considered alternating the music styles (traditional and contemporary) instead of integrating them? We would risk having people only coming to the service they like and not every week.

Prayer: The prayer was created and read by Carol Bonifant, Chaplain to the Vestry.

Father we humbly bow before You with thanksgiving for the many ways You have influenced, prepared and predicted the good financial health of St David's. Of course, if we focus on dollar amounts of the many issues St David's must attend to, we could easily go from jubilant to downcast. Your faithfulness, however, has proven that we can always count on You. In reading many different translations of the 23rd Psalm Jesus we find; "I am never in need," "I have everything I need," "I shall not want," "I don't need a thing," "I will not be in need," "I lack nothing," and "I always have more than enough." Our needs go far beyond money, yet Your promises are always kept. Holy Spirit do not let us forget how tenderly and perfectly we are cared for, especially when we don't understand. In the Name of Jesus, we pray. Amen.

New Business

Discussion: Payroll Protection Plan (PPP) Update – Mary Kay Brown, Rector/Rohit Dean, Finance Committee

- We are close to figuring out the money we offset from spending the first PPP loan (#1) in 2020.
- We are also working on recommendations for how the second PPP loan (#2) in 2021 will be allocated.
 - The PPP #2 was based on the same qualified expenses as PPP #1 from 2019, but the following are the different requirements to qualify for loan to grant conversion:
 - The qualified items (salaries, mortgage interest, mitigation supplies, etc.) for PPP #2 have expanded.
 - The allotted time limit to spend the PPP #2 loan money has also increased (#1 had 2.5 months and #2 is 26 weeks).

Discussion: Business Cards for Church Leaders and Staff – David Sheatsley, Sr. Warden

- When the Jr. Warden has been out at local grocery stores, people have inquired where all the food is going. She has explained St. David's involvement in the Alleluia Ministry to feed local families in need. She would like to have business cards to give to people with her and St. David's information on it.
- Who else would like to have business cards?
- Question/Suggestion: Given the cost of printing business cards, can we consider having cards without names and people can write their names on the back of the cards if needed to hand out. And we could include a statement on the back as an invitation. Yes, we already have these available for anyone that would like them. They are located in the Welcome Cabinet in the Narthex.
- Contact Anne Shively if you would like St. David's business cards with your name and title (for instance Sr./Jr. Warden, Vestry Member or specific ministry leader) printed, or if you would like to have blank cards.

Spiritual Discussion – Rev. Mary Kay Brown, Rector

- Subject: Resurrection.

Old Business

Discussion: HVAC/PACE Update – Liz Whitlock, GM/Rohit Dean, Vestry

- The current, old HVAC system is nearing the end of its functional life. The two types of systems being evaluated for replacement are Geothermal and Variable Refrigerant Flow (VRF). Geothermal would eliminate the need for electricity and gas, and would be a total replacement as it is a completely new and different technology.
- Currently awaiting an updated report from Energy: Target Zero and hope to have more information by the May 19th Vestry Meeting. The company needs more information as they were missing two years of gas bills as the gas company would not provide the bills. St. David's needs to provide the gas bills.
- As a reminder, St. David's current HVAC system will cost between \$1M and \$1.5M to replace it with a current, similar traditional HVAC system. St. David's will need to replace the HVAC system with something as the type of refrigerant it uses is no longer being manufactured, and thus not available for continued repair and maintenance of the system when it breaks down.
- The two other types of systems referenced above both qualify for the commercial property assessed clean energy (C-PACE or PACE) program as they are both more environmentally friendly and more energy efficient. PACE loans and payments stay with the property. [General overview on PACE programs can be found here: <https://www.energy.gov/eere/slsc/property-assessed-clean-energy-programs> .]
- First draft reviews of the Geothermal and VRF systems were included in the Vestry package.
- Question: Would the old system need to be removed, and how? Yes, the old system would be removed most likely through the roof with giant cranes, just as it was installed when the church was built. To be determined. The duct work could remain in place or improve the insulation.
- Question: Is there an estimate for the removal of the current equipment/system? No. The consultant only does the analysis and introduction to PACE loan providers.
- Action: We need to look at the bigger picture in addition to the PACE payments of what the upfront costs are including the additional energy efficient improvements required, estimated repair costs, maintenance costs and frequency, supplies costs, and what the time commitment internally is to manage everything over at least the time span of the payments.
- Question: What about expanding the campus buildings? Ability to expand the system if St. David's were to add a parish hall for example. (no answer)
- Need to consider the consequence of doing nothing. Consider what is the cost of a catastrophic failure of the current system now, without a plan or replacement planned, as opposed to having a new system in place? Need to get a new HVAC system in place before the current system fails as the consequences of catastrophic failure of an HVAC system that can no longer be repaired are a major concern for potential financial disaster. The hope is that there will not be another catastrophic failure with the current system prior to a new system being installed.
- In addition to the new energy efficient HVAC system, St. David's would also need to do a lot of the other energy efficient improvements like replacing doors and insulation.
- Keep in mind that building materials are increasing in costs due to manufacturing shortages due to the worldwide COVID pandemic. There is also a global glass shortage, both home buyers and computer manufactures are competing for glass.
- Next step: Get more information (see above) and then get final solution options to present to the Vestry to consider. Consider presenting side by side information comparisons with the next presentation as

well as monetized estimates of risks, failures, and market conditions discussed such as shortages in materials.

Discussion: Welcome – Tabatha Bragg/Kondeh Greaves

The Welcome Committee provided a report on their meeting on April 14, 2021 in the Vestry package. Present: Mary Kay Brown, Tabatha Bragg, David Sheatsley, Betty O’Lear and Karen Knox

- Mary Kay opened the meeting with prayer.
- Meeting Items discussed:
 - Two members stepped away from the Welcome Team due to a lot of other obligations. Hopefully, both will be able to return at some point.
 - One newcomer attended the virtual Welcome Coffee on Sunday and none on Monday. We will need to make sure our advertising/communication about future events is featured prominently.
 - Karen will send the names of the newcomers attending in person services to Tabatha and Betty for follow up.
 - There are some Welcome Bags left over from Easter that can be put at the check-in table. Tabatha will make up more bags as needed. Karen will check the stock of supplies.
 - It would be great to have a Welcome Team presence at the check-in table as we move forward with in person worship services. Karen doing check-in on April 18th.
 - We will still need folks to greet newcomers who comment during the livestreaming service. David will monitor the chat on April 18th, Tabatha on April 25th. Mary Kay will make up a schedule for the online greeters, rotating David, Tabatha, Kondeh and Hart.
 - Betty referenced the “They Just Don’t Come Back” podcast. Good tips on how we might want to approach our Welcome: especially using technology.
 - First pieces of information we need from newcomers should be name, email and cell phone number.
 - Sending short texts the best way to keep in touch.
 - Presenter Tyler has a list of what wording to use, how frequently to make contact, etc.
 - David and Karen said that we may be able to incorporate many of these tips and steps in our new database, Realm, and its pathways capability. (Coming soon to the parish – the Men’s Fellowship Group will be our beta testers).
- Next meeting: Wednesday, May 26th, 2021, 7 pm via Zoom.

Discussion: Stewardship & Planned Giving – Cooper/Bluhm/Shively/Whitlock

The Stewardship & Planned Giving Committee provided a report on their meeting on April 15, 2021 in the Vestry package. Attending: Jenkins Cooper, Anne Shively, Jenifer Bluhm, David Sheatsley and Liz Whitlock

The Committee met with the primary purpose of holding initial discussions about Planned Giving with input from Liz. Liz was a member of a prior committee looking into Planned Giving for St. David’s.

- Liz provided a general overview of Planned Giving, including the success of such programs at other churches she attended, and noted that there are a number of ways for people to contribute to Planned Giving programs.
- Liz noted that, in addition to the Diocese, the Episcopal Church Foundation (www.episcopalfoundation.org) has significant information and tools related to Planned Giving.
- Arrange a day and time next month for the Committee to meet with Stephanie Higgins, the Minister for Diocesan Development and Congregational Stewardship. Committee members agreed to review information on Planned Giving available from the Diocese, the Episcopal Church Foundation and other sources prior to the meeting.

- Like most new programs and initiatives, the committee stressed the importance of educating parishioners, and others, about the proposed Planned Giving program and assigning a point person to respond to questions about the program. Liz currently serves as the primary contact and agreed to continue to serve in this capacity.
- The group noted that Liz is not in a position to provide financial advice to congregants interested in making contributions to the Planned Giving program or ongoing contributions. The members discussed trying to identify a parishioner well versed in such matters. Liz also noted that the Diocese has an individual on staff who can answer detailed questions, including impact of giving on tax-related benefits.

The discussion then turned to Stewardship while still considering Planned Giving.

- Jenkins asked about next steps based on the previous meeting of the Committee. As previously discussed, the group recommended that Jenkins reach out to Sharon, Nancy and Ricky (previous Stewardship chairs), to determine interest in either again serving as stewardship leaders or as advisors to the Committee as it discusses moving forward.
- Regardless of whether talking about stewardship or Planned Giving, the group stressed the importance of making financial contributions as easy as possible.
 - Online payment methods, such as Zelle, Venmo and PayPal were discussed.
 - Question for Karen or Lisa about making cost-free direct payments into a church bank account.

Discussion: Marketing & Communications – Jen Peiler/Jenkins Cooper/David Sheatsley

- No update.
- Is there a marketing committee functioning? Not at this time.

The next monthly Vestry Meeting is Wednesday, May 19, 2021 at 7pm via Zoom.

Closing Prayer: The closing prayer was created and read by Carol Bonifant, Chaplain to the Vestry. Psalm 29:2 Be in awe before his majesty. Be in awe before such power and might! Come worship wonderful Yahweh, arrayed in all his splendor, bowing in worship as he appears in the beauty of holiness. Give him the honor due his name. Worship him wearing the glory-garments of your holy, priestly calling! Lord Jesus because of Your resurrection You walk among us every day. Grant us eyes to see You in each other, ears to hear what you have to say and compassion to serve You and Your people. Amen.

Adjournment – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:11 pm.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register

May 16, 2021

Approved Motions:

- Approved the April 21, 2021 Vestry Meeting Agenda.
- Approved March 17, 2021 Vestry Meeting Minutes.
- Approved funding up to \$7,000 allowing the Church to enter into a contract to construct the sidewalk leading to the columbarium and repair the concrete walkway in front of the Church Office with funds to come out of the Church Capital Fund.
- Approved the March 2021 Treasurer's Report.