

**Vestry Meeting Minutes
St. Paul's Episcopal Church
August 15, 2020**

Present: Maureen (senior warden), Gretchen (junior warden), Bill, Donna, Terry, Rebecca (clerk)

Absent: Jacob

Guests: Lorraine, Rick, Pat

Call to order 1:10 pm
Opening Prayer - Bill

Review and approval of July meeting minutes and Committee reports

A motion to approve July 19, 2020 Vestry Meeting minutes was made by Maureen, 2nd by Bill. Motion approved.

Review and approval of Financial Report (Rick and/or Pat)

A motion to approve and file for audit the July Financial Report was made by Terry, 2nd by Donna. Motion passed.

A motion to halt payments to nursery workers effective end of July 2020, with Mother Barbara's approval was made by Terry, 2nd by Donna. Motion passed.

Consent & News Items

- Garden Report (Rebecca)
- Music Ministries/Communications Report (written and attached)
- Three baptisms coming up in next few months in the Sanctuary: Russell family, Myers family and Richardson family

A motion to accept Consent & News Items was made by Bill, 2nd by Gretchen. Motion passed.

Rector's Report: None this month—retreat at Holy Wisdom Monastery

New and Carried Over Business

- Discussion re date to return to sanctuary and organization of a “work committee” of 4 for eventual return to worship – with Zoom worship from church building/need for WIFI—
Lorraine and Mother Barbara have met to discuss and Mother Barbara delegates Lorraine to lead discussion today.

Let the minutes show return to sanctuary worship and a work committee was discussed.

- Mother Barbara’s Mac laptop is failing and she requests funding for a new one: see attached estimate

A motion to provide funding of \$1410.00 for a new laptop for Mother Barbara, with funds to come from rector/clergy/comtech accounts. If Mother Barbara should leave St. Paul’s she may return computer or purchase for a depreciated rate, was made by Gretchen, 2nd by Terry. Motion passed.

- Discussion regarding the budget and need for the Vestry take charge of planning for 2021
- Review and discuss individual goals as Vestry, Rector, Wardens for this year and especially creating or adopting an instrument---aka “Mutual Ministry Review” with which to evaluate how we are doing individually, and collectively as a parish, with job descriptions for each leadership role.
- Anything else?
A motion to donate \$150 to Tails Mutt Strutt was made by Bill, 2nd by Gretchen. Motion passed.

Pray the Lord’s Prayer together, Adjourn at 3:05 pm

Submitted by Rebecca Smith, clerk

Treasurer's Report September 19, 2020

As of September 18, our bank balance stood at \$41,678.47. We spent \$21,524 in August. In total we have spent \$165,675 in 2020, about 64% of our annual budget. We took in \$4970 in pledges in August; we have collected about 84% of our 2020 pledge income so far.

As of August 31, the Endowment Fund value stood at \$2,244,723.41. Five percent of the 12 month average is \$104,171. The Edward Jones Building Fund has \$16,435 in it.

As of the end of August, the Music Fund contained \$154, and the Discretionary Fund has \$838 in it.

We are still paying all of our workers: Mthr. Barbara, Susan, Lorraine, Hannah, Kathleen, Ellie (cleaning), but we are no longer paying the nursery workers.

I have contacted the bank concerning forgiveness for our PPP loan. They told me the loan period has been extended until December, that there was nothing we needed to do about it yet, and that they would contact me when we needed to work on it.

I have contacted a possible auditor: Joe Martin, who works for Brian Zabel and Associates, in Morris IL. I haven't heard back from him yet. He was recommended by Donna.

I have been spending a lot of time checking the details of our bank statement against the list of invoices and payments, to be sure everything matched. This has resulted in a somewhat altered budget spreadsheet. I am quite sure the overall numbers match the bank statement, but there are still a few details about account assignments that I need to work out with Sheila. I am also hoping to update the account numbering system, the order in which the accounts are listed, and the overall appearance of the spreadsheet. My current version is attached.

I want to point out that we have several thousand dollars in our Building Fund, donated by the late Joan Graham, for the purpose of new vestments or perhaps other uses by the Altar Guild.

In the past we have given \$250 to the TAILS animal shelter as a corporate sponsor of their annual Mutt Strut. Last month the vestry approved \$150 for this purpose. When contacted about this, TAILS told us that \$250 was the minimum level necessary for corporate sponsorship. On hearing this, one of our parishioners contributed the remaining \$100 so we can continue to be corporate sponsors.

Respectfully submitted,
Rick Johns, Treasurer

**Vestry Meeting, Saturday, September 19, 2020,
St. Paul's Episcopal Church, DeKalb, IL**

Music Ministries Report

The adult/youth choir had their first fall rehearsal/chat zoom session on Thursday, September 17th. The children's choir is on hold for now. For the adult/youth choir zoom meeting, half of the choir was able to attend (some were working, out of town, etc.) Several parishioners were able to attend (which was awesome) and offer their support to the choir and general parish fall return. Additionally, we were appreciative to have Mthr. Barbara's support, prayers and blessings!

This coming Sunday (9/20) will be our first outdoor Sunday worship service. Kathleen Johnson will be back playing the pipe organ. Though we are asked by our Bishop, Jeffrey Lee to abstain from humming and singing for now, with the Sanctuary doors wide open we hope to enhance the service by awakening the musical sounds of St. Paul's. And we also hope to inspire all those present, for worship and in the neighborhood, with a renewed sense of energy and hope! Hannah Buckle will also be present to play the grand piano.

Additionally, some more exciting news is that we now have Wi-Fi in the Sanctuary. Not only do we have it in the Sanctuary, we acquired additional cable (125 ft) to string out onto the front steps and side steps of the Sanctuary. This gives us the possibility and option to have and use wifi "outside" to stream zoom and other live services and events. Hannah and I will be assisting Mthr. Barbara during the service (9/20) by co-hosting a zoom live. This is new, so we may have a few things to work out with the technology. We ask for your patience and support. Please let Mthr. Barbara, Hannah and myself know how the zoom experiences are going for you so we can work on improving the technology at St. Paul's.

Relative to the music staff. Kathleen and I met (9/16) for a meeting to review music liturgy, hours, organ literature, and to catch up on how things are going in general. We also spent several hours rehearsing and recording music. In August, I drafted a performance review for Tyrique McNeal, our choirs Bass Section Leader. Hannah was able to review and contribute to the draft. We met with Tyrique for his review via zoom on Monday, August 31st, and we all engaged in a very good review process. After I complete some additional notes (comments and goals) from Tyrique this week (9/25), then Mthr. Barbara will be receive the final review for approval. Hannah and I continue to meet weekly over FaceTime/Zoom to review and work on; music liturgy, administrative and choral projects, and communications and technology projects.

I continue to meet with Mthr. Barbara to discuss and plan our worship liturgies and also to review the music administration and program areas in general.

No new or extra expenditures (\$ 0.00) for budget line item 900-129 this month.

Communications and Technology Report

For the month of August 15-September 17, I put in well over the 80 hours showed on last months report. I will work on itemizing them for the next month. There have been several technology projects and issues that took additional hours than noted previous months, such as working and negotiating with Best Buy and Comcast, Constant Contact, and Network Solutions relative to the new website. All the challenges have been or are being worked through. I will continue to apprise, review and seek direction from Mthr. Barbara.

No new or extra expenditures (\$ 0.00) for budget line item 900-262 this month. Not sure where the changes in Comcast are noted in the general budget.

Lorraine Langer, Director of Music, Saturday, September 19, 2020