

St. Margaret's Episcopal Church

Minutes of the Vestry Meeting

April 13, 2020

Present: Fr. Tommy Dillon, Senior Warden – Julie Parrish, Junior Warden – Ronny Daley, Secretary – Diane Bondioli, Treasurer -- Jack Warner, Traci Precht, Tammy Gremillion, Mark Liggett, Jennifer Ocken.

Absent: Fay Barnett.

Meeting convened at 6:30 pm.

- I. Opening devotion led by Fr. Tommy Dillon.
- II. Check-in on vestry members' status during current health crisis.
- a. Report by Jennifer Ocken on Front Porch photography project. 500 families photographed, with \$50 gift cards to local businesses purchased by those receiving the service.
- III. Approval of March 2020 Vestry Minutes. Motion to approve minutes by Tammy Gremillion, seconded by Jack Warner. Motion passed unanimously.
- IV. Senior Warden Report. Review of progress on goals established at Vestry Retreat.
 - a. Communications – discussion of contact with congregation during inability to meet in person – calls by Invite-Welcome-Connect committee members and pastoral care team.
 - b. Vestry calls to congregation – Discussion of positive experience for vestry members and gratitude from congregation.
 - c. Distribution of prayer books and hymnals to members.
 - d. Discussion of additional on-line music programs under development by Maria Curry.
 - e. Plans under way for return to in-person services when situation allows.
 - f. Mail-out of information on Holy Week services and parish directories – donations of postage; Julie and Joyce Parrish handled mail-out.
- V. Treasurer's Report (see report for details)
 - a. Balance sheet as of March 31, 2020.
 - i. Cash in banks: \$146,227.82
 - ii. Other current assets: \$200.00
 - iii. Fixed assets net of depreciation: \$671,429.98
 - iv. Current liabilities: \$8,508.17
 - v. Long term liabilities: \$231,521.07
 - vi. Restricted Funds: \$80,168.98
 - b. Profit and Loss for March 31, 2020 and Year to Date
 - i. Revenue of \$19,178.01
 - ii. Pastoral Expenses of \$9,271.41

- iii. Personnel Expenses of \$6,202.66
 - iv. Administrative Expenses of \$5,242.75
 - v. Program Expenses of \$941.61
 - vi. General Expenses of \$3,205.94
 - vii. Month ended with a Net Deficit of \$5,686.36 against a Budgeted Deficit of \$3,700.31; Year to date Actual Income of \$21,796.10 against a Budgeted YTD Income of \$6,045.68.
 - c. Discussion of prepaid landscape maintenance; services provided by River City Landscaping.
 - d. Discussion of on-line donations to St. Margaret's.
- VI. Rector Report:
- a. Gratitude that St. Margaret's is able to maintain a presence at this difficult time, with special notice of pastoral care team and other volunteer efforts.
 - b. Discussion of Holy Week Services:
 - i. Compline on Monday, Tuesday, and Wednesday led by Maria Curry, Lester Mut, and Fr. Tommy, respectively.
 - ii. Maundy Thursday and All Night Vigil before Reserved Sacrament.
 - iii. Good Friday worship service and 3:00 pm Stations of the Cross.
 - iv. Holy Saturday liturgy and Easter Vigil.
 - v. Easter Day worship, and on-line Sunday School and Coffee Hour.
 - c. Last day for Parish Administrator will be Maundy Thursday; Austin has assisted with templates for preparing bulletins in the future.
 - d. James McCann will provide music for April 19 service. Mark Lambert has also volunteered to provide music.
 - e. Fr. Tommy is preparing two weeks of services to allow opportunity for much-needed break.
 - f. Maria Curry on-line concert will be delayed until later in the Easter season.
 - g. Clergy renewal time will be delayed until after COVID-19 crisis has resolved and church operations regain a normal footing.
 - h. Report on calls by Rector to congregation members.
 - i. Review of updates to website and new methods for donations to St. Margaret's.
- VII. Old Business:
- a. Review of Parishioner "Check in Calls" and Vestry Retreat Goals – see Senior Warden report above.
- VIII. New Business:
- a. Budget Review by Treasurer. As noted in Treasurer's Report, there is reason for optimism as revenue for March was about \$1,000 short.
 - b. Discussion of application for Small Business Administration loan/grant program to cover payroll and some other expenses during the coronavirus period. The loan is fully forgivable if at least 75% is used for payroll. Certain other expenses, including mortgage interest, can constitute no more 25% of the funds expended.
 - c. Review of budget options for Vestry to consider at this time:

1. Do nothing at this time, pending outcome of SBA application and revenue received.
 2. Make small revenue/expenses changes to mitigate initial impacts.
 3. Assemble a Budget Committee to prepare a budget for a worst-case scenario situation.
 - d. After Vestry discussion, Motion by Jack Warner to do nothing at this time, pending outcome of SBA application and continued monitoring by Treasurer. Seconded by Jennifer Ocken. Motion passed unanimously.
- IV. Closing prayer and adjournment at 7:50 p.m.