

APRIL 23, 2020 – 5:00 PM

## VESTRY MINUTES

### ***DUE TO PRECAUTIONS TAKEN IN RESPONSE TO THE COVID-19 HEALTH EMERGENCY, THE VESTRY MEETING WAS HELD VIA ZOOM***

MEMBERS PRESENT: Father Robin Dodge, Guy Gronquist, Paul D'Arcy, Dan Green, Leslea McCabe, Heidi Hahn, Van Swift, Charles Chambers, Walter Sterling, Charles Rountree

NON-MEMBERS PRESENT Father Jim Gordon\*, Mother Pam Graham, Steven Berkshire (Treasurer)

*\*Fr. Jim was called away from the Vestry meeting for an online Diocesan Council meeting and did not present a report.*

- **Call to Order**  
The meeting was called to order at 5:05 p.m. by Father Robin who led the Vestry in an opening prayer.
- **Acceptance of the Agenda**  
Dan moved, and Van seconded the acceptance of the agenda. *Carried unanimously.*
- **Disposition of the March 26, 2020 Meeting Minutes**  
Charles R. moved, and Van seconded the acceptance of the Minutes. *Carried unanimously.*
- **Bible Study.**  
Father Robin led the Vestry in Bible study on Luke 24:13-35
- **Treasurer's Report – Steven Berkshire**  
**March Financials** Steven reported that the COVID-19 health emergency has had a negative financial impact on the Parish. The month ended with contributions and other income of \$38,185 and expenses of \$93,919 leaving an operating deficit of \$(55,734). Netted with other income and expenses there is a deficit of \$(121,286) for the month and a year-to-date deficit of \$(114,185). He went on to say that the Parish should anticipate deficits going into the summer. Steven pointed out that while expenses related to the choir, library, and childcare are negligible during the time the Parish has suspended services, fixed costs remain the same. Efforts continue to identify expenses that can be reduced. Steven moved, and Heidi seconded acceptance of the March Profit and Loss statement. *Carried unanimously.*  
**Investment Advisory Committee** Steven noted that the Investment Advisory Committee reported a 20% decline in value of the investment portfolio through March 31<sup>st</sup> although the market has partially rebounded as of April 23<sup>rd</sup>. The Investment Advisory Committee reviewed the investment policy and recommended that it be re-adopted for the next twelve months. The Finance Committee concurred. Guy moved, and Walter seconded, that the Vestry approve re-adoption of the investment policy. *Carried unanimously.*
- **Junior Warden's Report – Paul D'Arcy**  
Paul reported that most capital projects are either on hold or have been delayed. Progress continues on cabinetry for the sacristy renovations, new chandeliers and rewiring of existing

chandeliers for the parish hall, and delivery of audio/visual equipment. The Parish has deposits with contractors for labor and when the Parish no longer faces financial constraints due to the COVID-19 emergency, projects will go forward. All equipment and products purchased for approved capital projects that have been suspended are in the possession of the Parish. Paul remains in touch with vendors and contractors, who have all been very cooperative, to communicate our concerns and requests.

- **Senior Warden's Report – Guy Gronquist**

In the previous Vestry meeting, Guy noted that the online participants of Morning and Evening Prayer exceeded the number of those who normally attend. Since then, there have been requests to continue streaming the prayer services indefinitely.

The Parish application for federal payroll protection funds through the CARES Act remain in the queue. The first round of funds for disbursement have been depleted but the application remains current in anticipation of a second round of funds. The application is for \$118K covering seven employees. Prior to the Vestry meeting, an email was circulated to the Vestry seeking authorization for the Treasurer to apply for a Payroll Protection Program loan. The email requested that :

*“The Treasurer of the Church of the Holy Faith is hereby authorized to apply to Century Bank for a loan under the SBA 7(a) Payroll Protection Program to cover payroll and utilities for a period of eight weeks. The Rector is hereby authorized to sign the application on behalf of Holy Faith, and to execute any and all documents in relation thereto .”*

The Vestry responded with its approval. Guy moved, and Charles R. seconded formal approval of the email authorization. ***Carried unanimously***

Guy reported that the Parish cannot continue incurring the present level of expenses. The Executive Committee is taking an 18 to 24 month view of Parish financial activity and while every effort is being taken to reduce costs, the potential of salary cuts is also being explored.

- **Rector's Report – Father Robin Dodge**

Fr. Robin reported that previous technological difficulties live-streaming services have been resolved and improvements have been implemented. This can be considered the first phase of our response to the COVID-19 emergency with the Bishop emphasizing that ‘whatever we’re doing learn to do it well.’ The current ‘Faithway’ contains a reflection on remaining connected in a world that requires social distancing. The second phase of the churches response to the emergency is how and when we reopen with the understanding that the health and wellbeing of the congregation is of the utmost importance. Plans to reopen will need to be developed and reviewed by the Bishop. It may be 18 to 24 months before returning to normal and is contingent on the development of a vaccine and the availability of wide-spread testing. The challenge before us can be summarized by asking: how do we embrace new ways to be the Church while holding fast to our mission?

- **Associate Rectors Report – Mother Pam Graham**

Mtr. Pam reported that Children’s Chapel is going well and that she continues to check in with parishioners.

- There being no other business, Charles C. moved, and Van seconded, to adjourn. ***Carried unanimously.*** The meeting adjourned at 6:33 PM following a prayer lead by Father Robin.

*The Vestry and the Treasurer met in Executive Session from 6:43 PM to 7:59 PM to discuss security issues and personnel matters. Following the Executive Session, Fr. Robin reconvened the Vestry*

- **Call to Order**

The meeting was reconvened at 8:00 PM. In discussion, it was suggested that the capabilities of the existing exterior door access pads be determined and to consider replacing the pads if warranted. Leslea moved, and Guy seconded that action be taken to recode or, if found necessary, replace the exterior door security pads. ***Carried unanimously.***

Following prayer, Fr. Robin adjourned the meeting at 8:04 PM.

*Respectfully submitted,*

*Charles Rountree*