

**March 25, 2021 – 5:00 PM**  
**Holy Faith Vestry**

***DUE TO HEALTH PROTOCOLS DURING THE COVID-19 PANDEMIC, THE VESTRY MEETING  
WAS HELD VIA ZOOM***

MEMBERS PRESENT: Father Robin Dodge, Van Swift, Dan Green, Vann Bynum, Steven Berkshire, Chris Frenk, Charles Chambers, Leslea McCabe, Walter Sterling, Charles Rountree

- **Call to Order**  
The meeting was called to order at 5:04 p.m. by Father Robin who led the Vestry in an opening prayer.
- **Acceptance of the Agenda**  
Steven moved, and Charles C. seconded acceptance of the agenda. *Carried unanimously.*
- **Disposition of the February 25<sup>th</sup>, 2021 Vestry Minutes**  
Walter moved, and Van seconded the acceptance of the Minutes for February 25<sup>th</sup> Vestry meeting. *Carried unanimously.*
- **Ratification of Electronic Votes**  
On March 3rd, a certificate of support for Penni Chambers was circulated to the Vestry. Penni is a candidate for Holy Orders from this Parish. Canonically, part of her application must include a letter of support from her Parish signed and dated by at least two-thirds of the Vestry and the Member of the Clergy exercising oversight. The certificate was signed by members of the Vestry, the signatures attested by the Vestry Clerk, and forwarded to the Commission on Ministry for All The Baptized. Chris moved, and Van seconded, ratification of the electronic certification. *Carried with the Abstention of Charles C.*

The Junior Warden emailed the Vestry seeking approval to authorize work in the Columbarium Garden. The ground underneath the wall on the west side of the garden had become soggy due to poor drainage. Remediation was necessary to prevent further settling of and damage to the nave wall. By electronic vote, the Vestry approved the necessary work. Charles C. moved and Leslea seconded ratification of the vote. *Carried unanimously.*

- **Bible Study**  
Father Robin led the Vestry in Bible study on Mark 11: 1-11
- **Treasurer's Report – Steven Berkshire**  
Steven presented the February financial statements as approved by the Finance Committee. Contributions and other income totaled \$94,703 and expenses totaled \$78,362 leaving an operating surplus of \$16,341. Netted with other income and other expenses, there is a surplus of \$25,655 for the month. Income received in February 2021 was 14% less than in February 2020, however Steven noted that February 2020 was the last 'pre-COVID' month. Steven also pointed out that expenses in February 2021 were well below February 2020 for the same reason. The ending surplus includes a voided check from 2020 for \$5,475: the check was issued but not released for electrical work that remains uncompleted. The check was voided and payment will be made when the work is finished.

The reconciled cash balance for Century Bank at the at the end of February was just under \$388K. The cash balances of both accounts, as reported by the bank on March 24<sup>th</sup>, was \$642K.

The application for the second round of PPP funding is with Century Bank and is currently under review. The loan amount requested is \$135K.

The 4<sup>th</sup> Quarter Balance Sheet reconciliation work continues. Balance Sheet entries have been entered and reconciled but final adjusting entries to the equity accounts have not been reviewed and entered. Steven anticipates the project, headed by Guy Gronquist and Penni Chambers, will be completed by next month.

Steven reported that the Finance Committee approved a 90-day cap on outstanding checks. Checks that remain outstanding after 90 days will be invalid. A statement is to be placed on check stock as well. *The Vestry approved the Finance Committee recommendation unanimously.*

Steven then spoke to the Vestry about the Charles Cole bequest. It is the responsibility and duty of the Vestry to accept and direct bequests as designated. Since Charles was not a member of the Legacy Society and there are no restrictions on the bequest, the Vestry can determine how the funds will be directed. The Finance Committee approved placing the funds with Northern Trust until the Vestry can better determine the best use of the bequest. *The Vestry approved the Finance Committee recommendation unanimously. [Subsequent to the meeting, it was learned that there was no vehicle at Northern Trust to hold the funds outside of the current endowments, so the Vestry directed that the Cole Bequest be allocated to the Article VII Operations Endowment Fund.]*

Lastly, it was mentioned that the Parish will receive a bequest from another Parishioner who was a member of the Legacy Society with the intention that the funds to be directed to the Article VI Endowment.

*The Vestry accepted the February Financial Statements as approved by the Finance Committee unanimously.*

- **Junior Warden's Report – Dan Green**

Dan reported on the work undertaken in the Columbarium Garden. Essentially, a layer of concrete was poured many years ago alongside the west nave wall. The concrete, plus poor drainage, made the ground underneath waterlogged causing the wall to settle. The concrete and a great deal of soil was removed and replaced with gravel to remediate the problem. Final repairs to the interior wall where cracking occurred will be undertaken at a later date once it is determined that the wall has been stabilized. Dan then reported two issues that required immediate attention: the hot water heater needed replacement and a leak in the Palen Hall kitchen ceiling needed repair. Van moved, and Chris seconded approval to expend funds towards the boiler and ceiling repair. *Carried unanimously.*

The Vestry extended their heartfelt thanks to Dan for his vigilance in swiftly addressing the unexpected maintenance issues.

- **Senior Warden's Report – Van Swift**

Van reported that the Guild had approved a disbursement of \$35K in funds to several different non-profit organizations in Santa Fe. Funds are from both the Scheffler Endowment and from proceeds of the St Nicholas Bazaar. *The Vestry approved the Guild recommendations unanimously.*

Van also reported that in-person planning for Women's Spirituality will begin after Easter. It will be necessary to coordinated scheduling with the Santa Fe Desert Chorale which uses Palen Hall for rehearsals.

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

Fr. Robin reported that he had worked with the Executive Committee to develop responses to the Diocese as part of Phase III health protocols. In discussion, the Vestry reviewed and supported the responses with the realization as Santa Fe County moves to a higher level of safety, the protocols will need revision. Changes that will take place include reopening the Library, having support staff return to regular hours, and allowing on-site small meetings under the condition that masks are worn and social distancing is practiced. In addition, in-person worship, following health protocols as established last Fall, is recommended to start the Sunday before Palm Sunday. The Vestry supported expanding opportunities for in-person worship understanding that flexibility will be necessary in order to respond quickly to evolving safety concerns. Steven moved, and Van seconded, Vestry support of the Phase III responses with additions. *Carried Unanimously.*

Fr. Robin also noted that the Parish website requires an upgrade to be compatible with improvements in various internet platforms. He remarked it's been seven years since the last upgrade and the cost is estimated to be approximately \$5K. Charles C. moved, and Van seconded approval to use up to \$5K in capital expenditure funds for the upgrade. *Carried Unanimously.*

There being no further business, Dan moved, and Van seconded adjournment. *Carried unanimously.* Fr. Robin the closed the meeting with prayer at 6:35 PM.

*Respectfully submitted,*

*Charles Rountree*