

St. Gregory the Great Episcopal Church

Vestry Meeting Minutes

January 12, 2021

Present (via Zoom): Eddie Bennett, Kelly Black, Rhonda Hefner-Packer, Jane Hudson, Marge Massey, Nikki Mathis, Kathryn Musholt, Caley Ross, Beth Thornton, Lester House, and Chrissy Moffett **Absent:** Jack Armistead

Devotion: Kathryn Musholt

Kathryn shared a reading from *Jesus Today* by Sarah Young. Discussion followed and ways of dealing with worry were shared.

Call to Order and Approval of Meeting Minutes: Nikki Mathis

Nikki called the meeting to order and thanked the departing vestry members, Kathryn, Marge, Rhonda, Jack, and Beth, for all their hard work. Nikki announced that Kelly Black has agreed to remain as junior warden and that Jane Hudson had agreed to be senior warden. Kathryn will put a list together of administrative items needed for the transition between senior wardens (i.e. bank signature cards and Vanguard account).

Copies of the December 8 minutes were distributed in advance of the meeting. A motion was made and seconded to accept the minutes as written. The motion was approved by unanimous voice vote.

Financial Report: Nikki Mathis and Les House

Les House provided the December Treasurer's report in advance of the meeting and focused on the year to date numbers in his verbal report. As of December 31, the operating checking account had a balance of \$16,419. For the calendar year, expenses were under budget more than revenues which resulted in a net total of \$7,278. Les noted the transfer of \$7,500 from the Buildings and Grounds line item to a designated fund earmarked for the memorial walkway, the transfer of \$1,942.09 from publications to the Rector's discretionary account to reimburse the computer purchase, and a transfer of \$3,500 from the 2020 capital replacement budget to a newly established capital designated fund. Giving to the Rector's discretionary fund was phenomenal and allowed Nikki to provide for rent assistance, among other things. St. Gregory gave over \$18,000 to the community in 2020.

Discussion of Financial Policies Draft: Jeff Welch and Les House

Jeff Welch was asked to attend the meeting to answer questions about the financial policies. He thanked Rhonda for her work with the group. It was noted that the new reconciliation function with Richard Cooper as the reconciler had been in place for two months and was going well and

that DocuSign is being used to approve credit card receipts. Kathryn thanked Jack, Marge and Beth for their time proofreading the policies. Discussion followed. Several edits to the policies were suggested, including the insertion of language that the vestry be responsible for selecting a reconciler for a 3-year term and changing the addendum in the policies to an appendix. Discussion was held on the timeline for approving the policies. Since the vestry, not the parish, approves the policies, the parish will be informed that the financial policies will be forthcoming in the 1st quarter of 2021 and the vestry will approve the policies once the proofreading has been completed and the edits have been incorporated.

Nikki commended Jeff, Les, the finance committee, and the smaller policy committee for their work on the policies. She reminded the vestry that in a span of just over two years St. Gregory had added bylaws, a strategic plan, and financial policies. She remarked on what a real accomplishment it was. The vestry thanked Jeff for his participation and Jeff left the meeting.

Budget for 2021: Les House

A recommended budget for 2021 was provided in advance of the meeting. Les reviewed the assumptions that were used in the budget creation which included:

- Some sort of in person worship starting in May or June.
- The average pledge income from April 2020 through December 2020 of \$29,725 per month (\$356,700 per year), was used for the 2021 Pledge income figure.
- Loose Plate and Building Use were set at zero for January through June.
- Non- Pledge Trend was set at \$1,155 per month for January through June.
- Loose Plate, Non-Pledge, and Building Use were set at near normal levels for July 2020 through December 2020.
- Budgets were then restored to approximate the 2020 Budget levels. This process started with December and worked backwards until the budget was balanced.
 - January through July budgets remained at reduced levels.
 - August was partially restored.
 - All Budgets for September through December were restored to approximately equal to the 2020 level.

Discussion followed and Les asked for a motion from the vestry to put the proposed budget forth at the annual meeting. Discussion followed on the timeline for receiving budget information from committees, the annual meeting, the vestry retreat, and budget approval. Historically, the budget has been approved in March after budget information is received from committees and pledge information has been finalized. The proposed budget will be used to operate from until information is received from the committees and the funding priorities from the strategic plan are set.

Discussion followed on the outreach budget and the pledging history of the congregation, which has not been to pledge all that will eventually be given in time to approve an annual budget. This makes budgeting difficult. Additional discussion followed on giving trends. The need to get to a budget that looks like who St. Gregory is as a parish was noted.

A motion was made to present the proposed budget at the annual meeting with Nikki explaining why outreach is so low and why the budget does not reflect who we are based on how we give (front end pledging versus giving event by event). The motion was seconded and approved by unanimous vote.

The vestry thanked Les and he left the meeting.

Vestry liaisons were asked to confirm that committees received the Church Budget Request form and paid special attention to item #2 on the form, a request for funds by month.

Rector's Report: Nikki Mathis

Nikki reported on Christmas Eve services and noted that she will be teaching preaching with the Episcopal Preaching Foundation. Nikki indicated that one of the members of the new vestry slate would be a vestry appointment to replace Beth and serve her remaining year term. Nikki will reach out to the vestry slate to see who might be interested in being appointed to a one-year term. A polling feature will be used on Zoom for the annual meeting and we will be on the diocesan Zoom plan to accommodate more participants.

Nikki reminded the vestry of the dates of the annual meeting, January 24, the deadline to get reports to Kendall for the annual meeting, January 15, and the vestry retreat, February 6.

Report on Memorial Garden Walkway: Kathryn Musholt

Kathryn reported that she, Rhonda, and Jane met with Andrew of Vision Landscaping. Andrew marked off the walkway with water soluble paint. A circle will be included at the end of the walkway so that wheelchairs will be able to turn around. Depending on the weather, Andrew could start construction on the walkway next month. It was noted that Mark Hein should be included in future discussions on the walkway since he is maintaining the garden. Discussion was held on obtaining a surety bond for the project.

A motion was made to move forward with using Vision Landscaping to create a walkway for the memorial garden. The motion was seconded and approved unanimously. A surety bond will be discussed with Andrew.

The meeting was adjourned at 9:08.

Respectfully submitted by Chrissy Moffett.