

Calvary Episcopal Church Minutes

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
August 11, 2020

The August 2020 online (Zoom) meeting was called to order by Sr. Warden Amber Zentis at 6:33 PM. The vestry said an opening prayer for the parish.

Vestry Members Present: Eric Cain, Angela Cooley, Susan Grotte, Tim Hillis, Jim Kidda, Frank Lemkowitz, Oscar Lozano, Missy Marek, John Ondrusek, David Taylor, and Amber Zentis.

Also Present: Rev. Lecia Brannon

Vestry Members Absent: Don Whitehead

Jim Kidda led the vestry in a devotional based on Fear: The Distraction from Truth.

Review of July Meeting Minutes

The minutes of the July 2020 meeting were reviewed for accuracy and approved, following a motion to approve by Angela Cooley which was seconded by Eric Cain.

Finance Committee Report

- * July 2020 Revenues and Expenses Report: Continuing shortfalls in pledge and plate offerings resulted in a shortfall below budgeted amount of \$14,484.34 this month and \$59,958.15 year to date. However, we are still waiting for some reimbursements from the school. Calvary's net operating total for this month is [negative] \$15,484.45, but year to date is still positive by \$8,727.71. The assistance received from the PPP/SBA (federal Payroll Protection Program / Small Business Administration) will remain considered a debt of \$41,418.00 until the SBA is prepared for us to file for loan forgiveness. The report was approved following a motion by Oscar Lozano which was seconded by Eric Cain.
- * Capital Maintenance Expenditures: the junior warden and locum tenens explored the cost of completing the upgrades to the sound board recommended by Audio Consultants and recommended a package that would enable broadcasting with Calvary's soundboard and camera system simultaneously to Facebook and to YouTube. John Ondrusek made a motion for the vestry to approve this and Oscar Lozano seconded. The motion carried. Calvary has been approved for a Diocesan grant of \$2,000.00 to assist with this project.
- * The air conditioning unit for that area of the building between the bathrooms and the school failed and needed to be replaced in time for school at a cost of which the church's portion is \$3,300.00 and the school pays the rest. The work has been done. John Ondrusek made a motion to move the funds to pay for this from the Capital Maintenance fund to the Capital Improvement fund. David Taylor seconded, and the motion carried.
- * As a representative of the Finance Committee, John Ondrusek was asked from which account to pay for the BEMA switch and other tech upgrades discussed at the last meeting, and his reply was to use the Office and Administration account for Computer Support and Expenses. This did not require a motion or approval as it is within budget.
- * Vestry members need to remind the ministries with which they liaise to prepare 2021 budgets based on a year of in-person activity so the finance committee can begin their budget preparations in September.

Senior Warden's Report

- * Sadly, for Calvary, this Sunday will be Rev. Lecia's last Sunday with Calvary. Until a new rector is installed, Amber has been in discussion with the Diocese to approve two interim

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rectors for Calvary: one for the church and one for the school because of the size of the workload. There is a shortage of priests in this area, so Calvary's licensed lay ministers will be asked to take increasing responsibilities.

- * Calvary Episcopal Preparatory update: New teacher orientation was held on August 10, with a small in-person service including Communion attended by about 40 faculty and staff. Faculty feels "very ready" to begin school when students arrive on Wednesday, August 19 for their first school day. About 80% of parents wanted in-person classes for their students, and online classes will be offered for the 20% of students who have opted for them.
- * Parish Hall Renovation: the wonderful news is that the \$290,000.00 cost of the renovation to the parish hall, conference room and solarium has been exceeded. A total of \$310,500.00 was gifted to the project, so the final contract has been signed and preliminary demolition work will begin after the contractors have confirmed their purchases of all material needed.
- * With Rev. Lecia leaving, there needs to be adjustments to the Discretionary Accounts. The following motion was approved: The Vestry moves, on a motion from Don Whitehead, to close the discretionary account currently in the name of Fr Paul. It further moves to remove Rev. Lecia's name from her account and Rev. Nancy's account and add Amber Zentis, Senior Warden, until such time as a new Rector is in place.
- * The senior warden read a letter of thanks from Jacob Hillis for the vestry's support of his campus ministry in San Marcos, Texas.

Locum Tenen's Report

- * While pandemic precautions preclude the standard "blessing of the backpacks" and material gifts to the students, the service this Sunday will include a blessing for the students and encouraging postcards will be sent to them and Starbucks gift cards will be mailed to the teachers.

Junior Warden's Report

- * Foster Stained Glass Windows brought back and installed all the stained glass window panels that had been removed for repair. Later this week they will return to start welding the windows shut, remove the hinges and start painting the metal frames.
- * Calvary Episcopal Preparatory needed to keep the air conditioning running so the newly installed flooring would settle, resulting in a reduced energy savings (only \$274.00) in June leaving a balance owed to Ideal Impact of \$70,811.11 (which per contract is only paid out of a percentage of energy savings).

Committee Reports

- * Outreach Committee: A successful blood drive was conducted August 2 with 25 donations saving 96 lives.
- * A drive by collection drive will be held on Saturday, August 22, from 9:00 AM to 2:00 PM for pantry items for helping Hands and kids and pet supplies needed by Friends of North Richmond for the people they serve.
- * Jane Long Elementary is in need of \$1,600.00 to \$1,800.00 for school supplies, so the e-blast will contain information on how to donate online or via check.
- * There are plans in the future for Calvary to provide a week's worth of meals for Family Promise, details to be announced later.
- * Outreach is requesting more masks for the community. Tim Hillis reports Target sells inexpensive masks.
- * The vestry is asked to be brainstorming now about whether and how Thanksgiving Feast can be conducted this year in the conditions of the pandemic.

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- * Search Committee: Despite the pandemic, the Search Committee has been actively working, including conducting Zoom interviews with potential candidates. Because absolute confidentiality is required in the process, no further information can be given at this time.

New Business

- * There was no new business.

Old Business

- * Regarding a discussion from the July meeting, John Ondrusek made a motion to form a Technology Committee for the church. Oscar seconded and the motion carried. Amber Zentis requested John to set up a meeting of interested parties but noted that the school would probably not want to participate at this time with the work of reopening the school.

The vestry said a closing prayer.

At 8:30 PM, the meeting was adjourned.

Submitted by / David Taylor, Clerk