

Calvary Episcopal Church Minutes

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
May 12, 2020

The May online Zoom meeting was called to order by Sr. Warden Amber Zentis at 6:30 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, John Ondrusek, David Taylor, Don Whitehead and Amber Zentis.

Also Present: Rev. Lecia Brannon

Vestry Members Absent: Missy Marek

Don Whitehead led the vestry in a devotional based on Being in the Wilderness.

Review of April Meeting Minutes

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

Finance Committee Report

- * April 2020 Results: Revenue: Total Revenue from pledge and plate income was down by \$34K year-to-date. Expenses are also down and the church was able to use the grant money from the Diocese for its monthly assessment.
- * Overall, Calvary's cash position remains relatively strong with three months of cash on hand at this time.
- * Refer to New Business and Old Business for Finance Committee recommendations regarding a change of banks and the Parish Hall Renovations respectively.

Senior Warden's Report

- * Outside Revenue Sources Update: Calvary has been approved for the Diocesan Assessment Relief (DAR) grant to pay the Diocesan assessment, though this does not cover the \$300.00 for insurance. Calvary was also approved for \$41,000.00 in the Payroll Protection Program (PPP) grant, which will help meet the payroll for the next 2½ months.
- * The Vestry reviewed the recommendations of the Southwestern Association of Episcopal Schools (SAES) following their accreditation review of Calvary Episcopal Preparatory, and Calvary Prep's response to those recommendations. SAES requires Vestry approval, which it did.
- * Headmaster Retirement: Malcolm has faithfully served Calvary Episcopal Church since 2001, and deserves a retirement celebration. However, in light of social distancing guidelines, vestry members are asked to reflect and share ideas for celebrating with them when the time is right. Malcolm will give the homily for the End of Year School Chapel May 22, on Facebook Live.

Locum Tenen's Report

- * The Locum Tenens has been receiving instruction from the Diocese about preparing for re-opening the church. The Diocesan plan can be found at <https://www.epicenter.org/health-resources/> Phase 1 is our current social distancing with no room occupied by more than 10 people, and no services held in the church. Phase 4 would not begin until effective vaccinations are widely available. Phase II would take effect only after 14 days of declining

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cases and after the bishop's acceptance of the parish's plan for reopening, which would need to include the parish's willingness to practice health protocols, and an emergency plan for the quarantine of all individuals coming into contact with someone who becomes sick with COVID. For a complete description of Phase II, please refer directly to the epicenter.org.

- * In keeping with preparedness for Phase II reopening, a survey will be sent to all parishioners regarding desire, willingness and concerns related to returning.

Jr. Warden's Report

- * Follow up testing has been completed for *histoplasma capsulatum* spores, with no sign of bat droppings, indicating the previous test was a false positive. The junior warden explained that testing companies cannot reliably test for these spores in air samples, so testing depends on testing for the presence of bat droppings, and that this procedure was agreed to by the parishioners who had concerns about the spores. The junior warden will draft a letter to the chancellor explaining the findings of the tests.
- * The vestry chose Foster Stained Glass to initiate the stained glass protection but initiation of the project was stalled by the Covid 19 due to supply shortages.
- * Calvary owes Ideal Impact \$76,803.00 paid by 80% of Calvary's monthly savings on utilities. March savings were \$1,406.00 and April savings were \$1,125.00. The junior warden estimates Ideal Impact will be paid off in about five years.
- * The junior warden continues to investigate the best floodlight replacements for the front of the church.

Committee Reports

- * No committee reports were submitted to the vestry this month.

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New Business

- * The Finance Committee noted that Calvary's present bank, Amegy, was unable to secure the federal Paycheck Protection Program grant/ loan for Calvary, but a smaller bank, New First Bank, performed this service for Calvary. The Finance Committee made a recommendation to explore changing Calvary's bank from Amegy to New First Bank in anticipation of better service, but further recommended this change not be done until the audit is concluded, to avoid confusion and added expense. John Ondrusek made a motion for Calvary to begin the process of evaluating the services of New First Bank in comparison to Amegy so that the transition can be expedited after the audit. Eric Cain seconded and the motion carried.

Old Business

- * Parish Hall Renovation project: As noted in the New Business section of the December 2019 vestry meeting minutes, the vestry approved receipt of the Henderson Wessendorff grant in the amount of \$188,000.00 of which \$100,000.00 was to protect the stained glass windows and \$88,000.00 was to be spent on renovations of the parish hall. A Renovation Committee consisting of Betsy Zanghi, Terry Jordan, the senior warden and the junior warden, was established. An architect and contractor were selected, and plans were drawn up and revised. A designated gift was received to cover the architect's fees. According to the plans received, the total cost of the renovations to the parish hall, solarium, vestibules and conference room, including new furniture, total \$290,000.00. The restrooms as a separate project are estimated at \$67,000.00, for a project total of \$357,000.00. At this point, the current revenues for the project total just \$245,000.00. The bathrooms are fully funded from donations from Calvary Episcopal Preparatory, but Calvary Preparatory requested that the church include this renovation as part of the parish hall project as Calvary Preparatory has a number of other construction projects to manage.

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* The Finance Committee called a special meeting via Zoom to discuss concerns related to this project. Frank Lemkowitz spoke to the Finance Committee meeting minutes from both their regular and special meeting, adding that Christian Iversen has requested attending the Vestry meeting but was not invited. Because the parish hall renovation project significantly exceeds the current revenues for the project, and in light of the ongoing pandemic, the Finance Committee made these four recommendations which were submitted to the Vestry by Finance Committee member Frank Lemkowitz and Vestry liaison John Ondrusek. The recommendations follow:

- The Finance Committee is not ready to make a recommendation to the vestry To proceed with the renovation.
- The Finance Committee recommends that Calvary “cannot in good faith take advantage of the PPP and DAR programs while proceeding with the project, or raising additional funding for the project.”
- The Finance Committee recommended that no funds from the Capital Maintenance Fund be reallocated to a major renovation project, as the Capital Maintenance Fund was established only to provide a financial cushion for unforeseen major repairs.
- The Finance Committee recommended all non-budgeted items in excess of \$500.00 require vestry approval.

* Recommendation 2 did not include, and Finance Committee liaisons did not state, any rationale for refusing PPP and DAR assistance other than the appearance of accepting assistance not needed by the church for operations. The senior warden reported that the conditions for receipt of both grants are being met and would not be jeopardized by capital projects.

* The Vestry agreed that the renovation does not qualify as capital maintenance and that designated capital maintenance funds should not be used.

* The senior warden reminded the vestry that one caveat of the HWF funding for the parish hall renovation was its completion in the summer, and that it would be more expensive overall to complete the renovation in piecemeal projects rather than the one proposed. It was also noted that there is no itemization of expenses of the project other than separating the cost of the bathrooms from all other costs and therefore the vestry cannot make recommendations on parts of the project to commence or postpone. The senior warden and junior warden noted that the bathrooms are largely funded by school grants and endowments and the school would like to see the work done over the summer.

* Tim Hillis made a motion to table further discussion on the project until the Renovation Committee provides the vestry a general itemization of the project costs and recommendations for the vestry regarding steps to initiate parts of the project. Susan Grotte amended the motion to apply only to the parts of the project not including the bathrooms, but to allow the bathroom construction to proceed, as funding exists for this construction. Angela Cooley seconded the amended motion. The motion carried.

The vestry said a closing prayer.

At 9:25 PM, the meeting was adjourned.

Submitted by / David Taylor, Clerk

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