

VESTRY BUSINESS MEETING  
May 19, 2020 Minutes

Present on Zoom

Rector: Chad McCabe  
Sr. Warden: Deb Heseck  
Jr. Warden: Howie Gelles  
Treasurer: Janet Wilcox  
Clerk: Cathy Terwedow  
At-Large: Sally Kazarian, Cindee Morin, Aaron Ting

Absent

At-Large: Sean Nelson  
At-Large: Ted Flanagan

**Consent Agenda**

The April minutes were approved as is. The April financials were discussed but won't be approved until Sabina makes various updates. Janet pointed out that electric is over budget because Sunwealth hasn't paid National Grid for the power generated by our solar panels. She also discussed the need for Sabina to indicate the source of miscellaneous funds (rather than just presenting an overall total). The Finance Committee would like to receive the prior month's financial accounting no later than the 10<sup>th</sup> of the following month.

**Rector**

**National Guard.** Chad will complete his service by the end of the month. He'll be tested for Covid-19 later this week and then complete a period of quarantine.

**Nativity Reopening.** Nativity will remain closed through July 1, per the bishop's recommendations. When Nativity will reopen after that hasn't been determined. Chad will send a letter to the parish.

**Communion.** Our next delivery week is June 11. In an upcoming newsletter, Chad will explain that the sealed communion cups are consecrated prior to delivery and touched only by him prior to delivery. Chad will talk to the bishop prior to Nativity's reopening about options for continuing to deliver communion. If approved, our plans could open the way for other churches in the diocese to distribute communion as well.

**Publicity.** Chad was interviewed for the *Community Advocate* and Deb sent in pictures. Sabina will be asked to publicize our online services in the *Northborough Patch*. The cost is nominal, \$1/day/town, and we have to make a new request each month. It was suggested that copies of local promotional articles be included in Nativity's monthly newsletter as well as on Facebook.

**Adult Care & Education.** Chad will resend the phone list so that the vestry can continue to call the congregation on a regular basis. He'll also email group leaders to remind them to stay in touch with the members in their groups. We still need to source content for a "Bible 101" class that would help people learn how to read the bible.

**Treasurer**

**Average Sunday Attendance (ASA).** We discussed various ways of assessing ASA when services are online. We also wondered about the effect of online ASA on our diocesan contributions. Ultimately, it's how the bishop counts that matters.

**College Scholarship Fund.** A restricted-use fund (\$125/qtr) has been established under Teach, line-item 4010.5.

**Copy Machine.** The extra copying needed to provide service booklets and newsletters during the pandemic has sent our copy expenses over budget. Our current contract is expensive; current costs are \$995/month + \$1200/3 months in overages and we still have two years left. Is there a diocesan contract we could join? Sabina says a

company has offered to buy out our contract and charge lower overall fees. Janel will check with the diocese first, then ask Sabina to follow up with the company she found over the summer.

**Northborough Oil.** Sabina will look for a better price this summer, when it's time to renegotiate our contract.

**Memorial Donations.** We discussed which line item should be used for undesignated memorial donations.

**Pledge Donations.** A dedicated email about the multiple (and best!) ways to give will go out soon.

### **Sr. Warden**

**College Scholarship Fund.** Guidelines for qualification, scholarship amount(s), and award decisions were discussed. Deb will finalize the application form; Cathy will write a document summarizing the policy. We'll post the phrase "College scholarship available to graduating active seniors" on the church website.

**CARES Payroll Protection Act.** Nothing new to report. We are receiving funds.

**Church Reopening Task Force.** In addition to following diocesan, state, and CDC recommendations, a Nativity task force is meeting every other week to work out a site-specific list of recommendations for Nativity. Led by Deb Heseck, our Senior Warden, the group consists of Fr. Chad, Aaron Ting, Jeannie Hebert, and Cathy Terwedow. Deb will write an article for newsletter.

### **Jr. Warden**

**Hall Updates.** The trim paint is almost done and most of the walls have a second coat. The doors are half-way done. We'd like to replace the large, black ceiling speakers with smaller, more-efficient Bose speakers. Howie will ask Larry/Glen for recommendations and bring the projected costs to the vestry prior to buying anything.

**Protecting the Nave.** Last year, we found termites along the sides of the nave. Currently, there is no clearance between the ground and the siding along the west and south sides of nave. Behind the siding (much of it broken), is the wood of the original nave which might, or might not be, pressure treated. In an effort to rectify the problem, we'll need to lower the ground and establish a no-dirt drip zone.

Henry Terwedow suggests removing the mulch, building a trench 6-12 inches deep along the side of the building (extending 1-2 feet out from the building), and filling it with stone. Bushes would need to be cut back further than usual. Discussion followed. How much stone would be needed? Would we need to replace the siding there? How much would it cost? Aaron recommended leaving the siding as-is and creating the trench. Decorative bricks, a fabric liner, rubberized flex paint on the original wood, and various stone choices were discussed. We'll need to measure the space and estimate the amount of materials needed.

**First Aid Kits.** Our first-aid kits are inadequate and out of date. We agreed that the health and safety of our parishioners, visitors, and staff is of paramount importance and needs to be taken seriously, with a professional approach. For approximately \$100, Howie will restock the main kit located in the long hall and order three general-contractor kits to be mounted on the walls of the nave, the nursery, and the Sunday School. Each kit is designed for 25 people. Medications will be kept in the main kit only.

**Insurance.** The church parking lot doesn't appear to be covered by our liability policy. This news was of great concern to everyone. Sabina will be asked to check our policy and check with the diocese. If necessary, we will purchase additional insurance to cover the parking lot.

**Spring Cleanup.** Volunteers have done a lot but more is needed. A list of necessary outdoor tasks was reviewed and approved for distribution.

**Security Update.** To keep costs down, we agreed not to purchase expensive security cameras or keycard systems but to simply keep the church doors locked 24x7. A doorbell will be installed for access during the day.

**HVAC.** We continued to discuss which company should be contacted about the air conditioning in the hall, Northborough Oil or Cardinale Electric. Aaron sent Howie a quote but Howie needs to get bids. During the process

of updating the hall it was determined that we also need to do an overall duct cleaning. Could this be done at the same time as the AC, by the same HVAC person?

### **Women's Ministry**

**Retreat.** Due to Covid-19, this year's women's retreat has been cancelled. We requested, and received, a refund of our \$625 deposit. The money will be held for restricted use on a future women's retreat, hopefully in 2021.

### **Children's Ministry**

**Sunday School.** The last day of Sunday School will be June 14. Lessons are prepared through the end of May. Jenny will create two weeks' worth of material for June and Cindee will personally deliver them to the kids.

The meeting opened and closed with prayer. We adjourned at 9:09PM.

Respectfully submitted,

Cathy Terwedow, Clerk

#### *Upcoming Dates:*

- The following events can be viewed on Facebook, <https://www.facebook.com/pg/NativityNorthboro/videos/>, (Facebook account not required):
  - Every Sunday: Facebook online service, 10:00AM
  - Every Tuesday: Facebook "Tiny Desk Concert," 7:00PM
  - Every Wednesday morning: Facebook story time, 11:30AM
  - Every Wednesday: Facebook noonday prayer
- Other weekly events, contact lead person for a link
  - Every Wednesday: Rachel Manley's prayer group, 10:00AM
  - Every Sunday: Zoom coffee hour, 11:00AM
- May 31: Diocesan Pentecost Service, 10:00AM (link to follow; no Nativity service that day)
- June 2: Executive meeting
- June 14: End of Sunday School (virtual sessions)
- June 16: Vestry business meeting
- Sept. 26: Vestry retreat