

VESTRY BUSINESS MEETING
Sept. 15, 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: Ted Flanagan

Consent Agenda

The August minutes were approved with one correction. The August financials were approved after minor discussion of two items:

- Line 4007.1.3 (Janitorial Supplies): Expenses were high due to the purchase of Covid-19 supplies. We have plenty now so we'll ask Sabina to stop ordering them from WB Mason.
- The forecast note associated with Women's Ministry is incorrect. The funds/supplies for the baby blankets were donated by members of the Prayer Shawl Ministry. There is no impact on Women's Ministry.

Rector

- *Proposal from Northborough Extended Day Programs (NEDP), for which Cindee Morin is Co-Executive Director:* NEDP needs additional space for their after-school K-5 programs due to Covid-19 spacing restrictions. In order for the superintendent to announce and promote the program, they need an approved space so they would like to lease Nativity's hall.

Under Northborough's hybrid school model, parents will need after-school programs but how many will actually sign up for the service remains to be seen. Covid hit NEDP hard. Previously servicing 280 kids across four schools, the program now has only 80 kids. Cindee projects that at least 20 kids need to sign up for this fall's program to make the budget work so the program might be expanded to include kids through grade 8. There would be a maximum of ten kids in each pod with a 1:10 staff-to-student ratio.

Vestry discussion points:

- Diocesan approval would be required.
- NEDP has insurance.
- The hall is licensed for preschool children but would need to be licensed for school-age kids.
- If Northborough schools close because of a Covid spike, NEDP would need to break their lease.
- Floor polishing costs would be \$150, rather than \$75. Desk and chair legs would have tennis balls and would be stored in conference room.
- Although the preschool can't use the hall, Cindee should talk to Stacey in case use of the hall between 8am-3pm would impact the preschool.
- Entry/exit issues are a primary concern.

The vestry likes the program concept and tentatively agrees, pending input from the diocese and Stacey. Chad will talk to Rich Simpson since he's up to speed on the preschool and Cindee will talk to Stacey and fill out the diocesan request form. Chad will also check out Ethan's class area for an idea on desk spacing.

- *Stewardship campaign.* Tony Rea moved to Florida so Chad spoke to Jeannie Hebert. She agreed to play a major role as long as she is not the leader. Current plans are to start the campaign in mid-to-late October. The campaign will differ from other years due to Covid-19 but will include a letter and special worship messages.
- *Rebranding gifts & communications.* Pricing for a variety of possible branded items was presented, ranging from tumblers or water bottles to masks and car magnets, possibly in a special gift box. Chad was anxious to show that Nativity is still here and moving forward, even with the Covid crisis. The vestry thought it was a great idea but nixed the expenditure.
- *Virtual "Bible 101" small group.* The group would start Oct. 22 and include randomized Zoom breakout groups to encourage conversation between different people. Deb will talk to Chad about it. The idea is to learn how to read the bible for spiritual inspiration.
- *Digital membership.* Now that Nativity's services are online, our primary means of reaching people is digital. This gives us a unique opportunity to engage with people who don't historically "go through the door" of a church. This will be a focus for us going forward. Questions to consider include:
 1. How to find and connect with people even if they don't attend in person or aren't based locally.
 2. How to include and engage people beyond Sunday services.
 3. How do we invite them in (e.g., an online bible study can reach people who won't drive at night).
- *October services.* Our ability to gather inside will be confirmed (or denied) by Rich Simpson next week. If we're granted permission to hold services inside, we could do a 7:45 service inside and 10:00 outside. Since we no longer have Sunday School or adult ed between services, Deb suggested 8AM and 10AM instead, and the vestry agreed. This is an opportunity to change worship times forever. In November it will be too cold to be outside so services (8:00 or 8:30AM and 10AM) will be held inside and online only. We'll hold off on publishing pictures of the hall until we can do a 'grand reveal' when we reopen inside.
- *Children and young families.* This is a frustration point. Since the preschool can meet outside, we ought to be allowed to have Sunday School outside. What will the diocese allow us to do to engage families and children?
- *Vestry retreat.* We will not meet on Sept. 26 as originally planned. Chad will consider whether to set a new date or wait until January when the new vestry is installed.
- *Vestry book study.* We'll be reading "Canoeing the Mountains: Christian Leadership in Uncharted Territory." Start time is TBD but we should get our own books now and start reading.

Treasurer

- In response to questions raised last month about the July financials, Janet said:
 - 4001: Details about the high bank service charges were emailed to the group. In addition, EFT fees were budgeted at \$50/month but are averaging \$63.74/month for CY2020.
 - 4003.1: The Spiritual Refuge is a transmittal fund for monies that are reimbursed at the end of the year via Pax.
 - 4005.4: Sabbatical is funded \$500 every year in December.
 - 4007.1.13: Depreciation was corrected. It's under Facilities & Repairs and runs \$400/month.
- The Finance Committee met last Tuesday and reviewed the six-month forecast. Between this year's pre-paid pledges, the Covid-related PPP, and forgiveness of two months of diocesan charges, things look good for the remainder of the year. We'll really need to watch our expenses next year though since we won't have help from the diocese.
- The new oil contract is in effect. We switched to Al's Oil Service in Shrewsbury for \$1.59/gallon.
- The 2019-2020 preschool forecast was \$93K. Due to Covid-19, the 2020-2021 projected revenue is now \$98,776 vs. the original, projected revenue of \$141,744. There is still a question about Stacy's \$10K note about salary.

- **Cathy:** Since the vestry approved the “PhoneLiveStreaming” subscription service last month, the cost increased by \$120/yr (\$30/mo → \$40/mo). The setup fee also doubled, from \$50 to \$99. Chad approved the increase and the vestry agreed. We can drop service at any time. Cathy will ask Sabina to sign Nativity up.

Sr. Warden

- *Sabina’s and Larry’s computer needs.* Larry ordered a Dell 15 G5SE, a \$930 value that he got for \$714, although he may need to upgrade the RAM and memory. Sabina says she’s all set for now.
- *Keeping in touch with parishioners.* Fewer people are attending our Zoom coffee hour so it’s critical that we touch base with people on a regular basis. We’ve made calls and written letters but we need to maintain individual outreach. Ideas for how to contact people were discussed. Could we use the new printer to do a personalized mailer? How about something fun? For example, could we share a craft online, go on a socially distant hike, host a DIY show, or highlight cancelled vacations via Zoom in which each family could create a dish and a mini-presentation about their intended destination?
- *Preschool.* The 2019-2020 preschool year has gotten off to a great start. There are still a few things to be worked out, including getting a ~13’x13’ sunshade for part of the parking lot, maybe with poles in cement buckets for legs. Howie will send picture of a shade idea to Aaron.
- *Community Gathering.* Our first Community Gathering of the Covid-19 era will be October 11, via Zoom. We’ll meet immediately after church, in lieu of our regular Zoom coffee hour.

Jr. Warden

- *Status of compressor and AC.* Howie’s company contractor charged us \$240 to repair the AC in the hall. He also gave us two quotes for the new compressor. Howie will find out whether disposal is included.
 1. OEM: \$3500 + \$1600 installation = \$5100
 2. After-market: \$2600 + \$1600 installation = \$4200.


The purchase could be funded partially from the \$3200 in line 4007.1.10 (Repairs & Maintenance). Are restricted funds available to cover the remainder? We discussed postponing the expense until next year but materials and labor might be cheaper now and we would have to requote the job in 2021.

A motion to approve the after-market compressor was approved unanimously. Howie will get a contract for Chad to sign.

NOTE: Additional quotes are not needed as Aaron sent out requests for compressor bids last year and received no responses. Our procedures state that as long as we send out three requests that’s sufficient, even if we only get one quote back.

Howie’s contractor also quoted us \$4500 each (\$9K total) for purchasing and installing two, three-ton air conditioning units on the back wall of the nave. Howie will find out whether any manufacturer’s rebates are available.

- *Nave termite prevention plan.* Two workmen from Mr. Handyman installed frieze board and replaced the broken rows of vinyl siding on the southern and western sides of the nave. Fortunately, there was no evidence of termites or rot on the underlying green wood. The cost was \$3300, of which \$2000 will be paid by the church and the rest will be covered by a parishioner. Henry will be in touch with the committee on next steps.
- *Moving the stage.* Each section weighs 300-400 pounds. Chad will pull the carpet off and he and Howie will discuss the process and order of sections to be removed. Howie also voiced concerns over Chad’s preferred location for the new installation.

- Update on building readiness. The hall and the nave are essentially ready! We'll probably replace the red carpet on the stage with a solid piece of gray carpeting. After all, we've updated everything else...
 Chad will get a quote for the plastic stained-glass inserts we want to use for window covers.

Women's Ministry – will consider hosting an online craft

Children's Ministry – JAM Club is not meeting this fall. Chad and Cindee will meet via Zoom on Sept. 20 to discuss a variety of children's topics.

Eagle Scout Projects – There has been no word from Ellie on the Blessings Box. For scouts seeking an Eagle project in the future, one idea would be to upgrade and clear out the trail, continuing the work done this fall.

The meeting opened and closed with prayer. We adjourned at 9:03PM.

Respectfully submitted,

Cathy Terwedow, Clerk

UPCOMING DATES:

- Sunday services, mandatory registration at <https://reopen.church/r/HeyolagM>
 - October – Online and in-person in the parking lot @ 10:00AM
- Oct. 1: Executive meeting
- Oct. 6: Business meeting
- Oct. 20: "Life with God" virtual small group begins, 7:00PM
- Mid-to-late October: Begin Stewardship campaign
- The following weekly 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, hosted by Deb Heseck