

**VESTRY BUSINESS MEETING**  
**Aug. 18, 2020 Minutes**

Present on Zoom

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

Absent

At-Large: Cindee Morin  
At-Large: Ted Flanagan

**Consent Agenda**

The July minutes were approved unanimously. The July financials were approved in general but the group asked Janet to check on three items:

- 4001: Why are the bank service charges so high?
- 4003.1: What did we spend on Spiritual Refuge?
- 4005.4: How is the sabbatical funded? Shouldn't money be set aside for it each month?

In response to other questions, Janet said:

- The charges for the preschool credit card (line 4002.2) are reimbursed on line 2014.
- The journal entries for depreciation (line 4007.1.13) are known to be wrong and will be corrected by August 31.
- The overage on the rectory alarm (line 4007.2.7) is due to annual billing; we'll catch up later this year.

**Rector**

- *September services.* We'll meet outside at 10AM every Sunday in September. If it rains, we'll be online only. A decision to try one 7:45 service was approved (but later cancelled). As before, all services will require advance registration for contact tracing. The diocese has not given the green light for indoor services yet.
- *Communion.* Several options were discussed. We agreed to continue delivering communion packets to all parishioners and to ask those who attend in person to bring their bulletins and sealed communion cups with them as a sort of "spiritual picnic."
- *Rebranding gifts.* We elected to give two branded water bottles to each parish family. If timing allows, we'll deliver them with our next set of communion packets. Sabina to look into options and costs.
- *College scholarships.* Due to Covid-19, we haven't been able to present the scholarships in person. As the boys are off to college now, the checks will be mailed to them with a congratulatory card.
- *Vestry membership.* The seat left open by Sean's move to NH will remain vacant until January.
- *Fall small groups.* We'll unite under a single topic, thus dropping our plans for "Roadmap to Reconciliation" and focusing, instead, on "Bible 101."
- *Fall cleaning.* The budget approved \$3500 for stripping and polishing the vinyl floors and cleaning the carpets and rugs (including in the preschool). Bids were received from several vendors. A second dumpster was also rented. Chad cleaned out the barn and Howie double-checked certain items before they were thrown out.
- *Doctoral plans.* Chad is heading (virtually) to Duke! After leaving a message with Duke saying he couldn't get any more loans and would be going to be Gordon-Conwell instead, Duke called back and offered him

more scholarship money! Classes are Monday through Friday and begin this month, with additional classes in January, May, and August of 2021. He'll complete his Doctor of Theology (ThD) degree in January 2022.

### **Treasurer**

- The vestry voted unanimously to approve the 2019 audit as presented. Janet said the audit went very well and thanked Henry for his assistance. All 2018 recommendations were implemented. This year's audit strongly recommends that we develop a backup system to handle our financials and avoid the problems we had this year with corrupted QuickBooks files. The auditor also wanted to see our files for the preschool and the discretionary fund which we didn't have at the time of the audit.
- Questions about the June financials were resolved. Most notable were electricity and the solar offset, including the fact that National Grid hadn't billed us for several months in 2019. National Grid put us on a \$1K monthly budget to pay it off. Those payments are now complete. We also received a \$1225 credit from one of Sunwealth's partners toward our solar expenses (PPA bills) in recognition of our 'services to the community' during the pandemic. The credit will cover our June and July invoices.
- The vestry agreed to stop paying Karen Prendergast, who provides nursery care on Sundays, during the pandemic. Chad will notify Karen and tell Sabina to stop cutting checks. Hopefully, this will be temporary.
- The Finance Committee is still trying to set a date to review Nativity's half-year status. Per Sabina, Mark updated the six-month forecast and added a 'Notes' column regarding estimated upcoming costs. Sabina will send it to the vestry tomorrow. It will be updated every month.

### **Sr. Warden**

- *Preschool insurance.* This is not an issue and insurance was not mentioned in our recent audit. The state mandates insurance and inspects all preschool playgrounds. Our parking lot and playground are also covered by insurance.
- *Website updates.* The "Members-only" page for shared documents is nearly complete and should be ready in time to be included in the September newsletter.
- *Copier.* The vestry approved the lease of a new copier from Conway. The cost will be an \$1249/mo for a 60-month contract with fixed service rates for the first three years. We selected the machine that is most similar to the one we have now from BDS. We did not approve the cutter. Conway will buy out the last two years of our current contract at no additional cost.
- *Budget issues.* The vestry recognizes the importance of professional-quality live streaming to the future of the church and reaffirmed our need for appropriate equipment. \$1200 was approved for a new camera. Deb still needs to find out Larry's and Sabina's short-term computer needs.
- *RenewalWorks.* We elected not to sign up for this program, at least not this year.
- *Preschool updates.* The preschool is full (per the reduced pandemic quota) and has a wait list. Stacey is getting more inquiries than she has time to respond to! Classes will be held primarily outdoors, with the number one goal being to provide a stress-free environment in which preschoolers can socialize and have fun with one another.

### **Jr. Warden**

Projects are getting done! Here's an update on building readiness:

- *Air conditioning.* The AC is working again! Howie's company contractor came by to take a look. He fixed it by rewiring the system to separate the heat from the air conditioning. The first compressor has to be replaced. Howie will get an estimate. He'll also get a quote for putting two air conditioning units in the nave. Likely size is 3000 tons/unit.
- *Miscellaneous repairs.* Howie worked on repairing and re-glazing the windows in the nave. He is still waiting to find out where Chad wants the first-aid kits to be mounted. Howie is almost done installing matching lightbulbs in the hall. Chad will return the wrong bulbs to the store.

- *Termite prevention.* The team is investigating a second, less-expensive option for remediation and will have more information by the next meeting.
- *The stage.* Chad needs to identify exactly where, and at what angle, the stage should be moved. He should plan for an area approximately 12'x24', with 30' to stage right for the Living Nativity musicians. We might need to expand the footprint in front as well. We'll also need twelve people to disassemble and move the stage, with at least six needed to move the lights. For power, we'll need 300' of extension cords as the existing cords won't work. Estimates are \$1.20/ft; we'll need three lines, for a total of 1000'. A generator is not recommended. The other option would be to switch to a thicker, single line with an electrical box at the back of stage; three cords would extend from there. National Grid would have to string wire overhead but it would cost money. We also might need to replace the carpeting on the stage.
- *Arbor vitae.* It's possible we could coordinate the plantings with the site prep around the nave but we need to investigate the proper spacing first.

### **Women's Ministry**

To connect with new moms, the prayer-shawl ministry decided to make baby blankets. The first four blankets went to the Tings, the Nelsons, the Nixons, and the Turons (the Reilly's daughter).

**Children's Ministry** – nothing to report.

### **Eagle Scout Projects**

- The benches for the Back 40 were completed by Jared Lin. They are moveable and look great!
- The vestry decided the Blessings Box should be placed near the street and follow one of Chad's preferred designs. Maintaining the box and stocking it with food should be the responsibility of the troop as we already have our own food basket to stock.

The meeting opened and closed with prayer. We adjourned at nine o'clock.

Respectfully submitted,

Cathy Terwedow, Clerk

### *Upcoming Dates:*

- Sept. Sundays: In-person service in the parking lot @ 10:00AM
- Sept. 1: Executive meeting
- Sept. 15: Business meeting
- Sept. 26: Vestry retreat?
- 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 Hesek