

VESTRY BUSINESS MEETING
July 21, 2020 Minutes

Present on Zoom

Rector: Chad McCabe
Sr. Warden: Deb Heseke
Jr. Warden: Howie Gelles
Treasurer: Janet Wilcox
Clerk: Cathy Terwedow
At-Large: Sally Kazarian, Cindee Morin, Aaron Ting
Leaving the vestry: At-Large member Sean Nelson
Guest: Sabina Terrades, Church Administrator

Absent

At-Large: Ted Flanagan

Sean Nelson joined the call to say good bye. Deb thanked Sean for his service and wished his family well as they move to Bow, NH this Wednesday. Sean, Abby, and the kids will be SO missed! We hope they stay in touch.

Church Administrator

Cost and service have become issues with our copier so Sabina researched and presented alternatives from our current contractor, Boston Document Services (BDS), and Conway, a Xerox company. Both companies are local and offer five-year (60-month) leases. The options are as follows:

1. *Continue with BDS.* We have two years left on our contract. The cost increases annually. Currently, it is \$960/month but **our bill typically runs approximately \$1200/month** due to overages. (Monthly charges were ~\$1300/month before we switched to B&W bulletins.) We've also had problems with the machine and customer service is becoming less responsive. As an example, since BDS won't provide an extra set of cartridges, we had to pay Staples for copying services when we ran out of ink two years ago over the holidays. BDS won't renegotiate our contract until it ends in 2022.
2. *Switch to Conway.* Conway is offering to buy out our current lease at no cost. Their copier offers the same features (folding, stapling, etc.) as our current machine and Conway will provide same-day customer service. Two options were presented:
 - o **\$1249/mo (\$49 more than our current fees).** New (but similar) Xerox machine. Superior quality printing. Contract price includes all the extra copies we need as Conway counts pages differently (e.g., Conway counts ledger paper, used for our service bulletins, as two pages; BDS counts them as four pages). There would be no increases or overages over the course of the contract and spare toners and parts are included. Conway will provide spare cartridges.
 - o **\$1450/month (+\$250/month).** New (higher-level machine) would support additional document types for use in marketing. Examples: glossy printing without borders, any type of format; postcards; posters and paper banners; and booklets (e.g., annual report, newsletter), with covers on hard stock and middles on regular paper. Includes a separate cutter machine that would save Sabina lots of work every week. **Could reduce price by ~\$100/month if we don't get the cutting option.**

Sabina recommends moving to a new lease, regardless of the option chosen but she emphasizes that the more marketing we do, the more we can leverage the more-expensive machine as we can do everything in house.

Consent Agenda

The June minutes were approved unanimously. The June financials were approved with a caveat that Janet report back on why Bookkeeping (line 4002.1) is so low and why Nursery Care (line 4009.3) is so high. Other line-item clarifications were as follows:

- 4000: scholarship funds should be moved to, and accrued in, a restricted fund
- 2005: undesignated funds (the chairs are in restricted fund)
- 4011.1: communion cups
- 4007.1.6: We owed National Grid \$577 from 2019 but, going forward, Sunwealth should cover National Grid's charges 100%. Our National Grid charges used to run 35-40 cents/kWh; with Sunwealth, we're down to 15 cents/kWh. Current Sunwealth bills run \$500/month but last month was \$700; we don't know why. Generally, we pay our electric bills upfront with the benefits of net metering, in which we are paid for the excess electricity we generate (eg, more in the summer), reimbursed at the end of the year. Unfortunately, our invoices don't show Nativity's generation numbers so we're unsure when/where the income from net metering will show up.

Rector

- *First in-person outdoor service, Aug. 2.* As of July 21, there has been no diocesan decision on communion, so Sabina will print both Morning Prayer and traditional bulletins. Advance registration and signups are required for contact tracing. We'll collect contact information from visitors as well. Two baptisms are likely in the next few weeks; both will be done following strict safety guidelines.
- *Building and grounds.* The new altar will be picked up from Oxbridge this Friday. Sabina is working on getting dates for floor cleaning, carpet cleaning, and dumpster rental. Chad will meet with Dean to discuss the lawnmower. Chad continues to cut down brush and trees on the Back 40.
- *Coming in September.* Rebranding tokens, presentation of Nativity's scholarships, clarification of preschool insurance, and planning for this fall's "Roadmap to Reconciliation" small groups.
- *Scheduling.* Chad and Sabina will be on vacation next week but he will hold service from the road on July 26. Chad's annual training for the National Guard runs 8/5-15. The August 9 service will be online with the cathedral in Worcester. At least some of the September services will be held outside in the parking lot. Details TBD.
- *Arbor vitae.* Trees should be space six feet apart. To give his family some privacy, Chad would like to plant five-foot trees asap (~\$100/each).

Treasurer

- The mini-parochial report is a simple, online SurveyMonkey form that Janet fills out with Sabina each month.
- 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

- *Website updates.* We've added a "count-down" clock to our next service on the homepage. A "Members-only" page for shared documents is in the works and looks good.
- *Parking lot & playground insurance.* We are covered for both.
- *Livestream services over the phone.* Cathy found a company that livestreams audio over the phone, thus enabling those who do not have internet to share Sunday services. Parishioners who sign up for the service would receive an automated phone call (with Chad's voice) whenever services begin. The vestry liked the idea and approved the \$50 sign-up fee and recurring \$30/month subscription. More info: <https://phonelivestreaming.com/>. One-minute explainer video: <https://vimeo.com/405150303>.

- *Budget issues.* To pay for live-streaming equipment, we have \$1000 in line 4011.4 (Sound & Lighting) and we could use money from the contingency line item. Deb will find out what Larry really needs in the short term. Ditto for the issue of Sabina's computer; what does she really need? The purchase of a UV sanitizer was discussed and rejected as high-touch areas will be cleaned before and after every service and science shows that three days without contact is sufficient to kill the Covid-19 virus on surfaces.
- *Renewal/Works.* If we proceed with this program, we'll need to commit \$500 by August 10. We'll also need leaders.
- *Preschool updates.* Stacy is polling the parents and working on a plan (in-person vs online). As a preschool parent, Aaron received the plan. He has questions about it and will forward a copy to Deb. We'll ask Stacy to add Nativity's Sr. Warden to her distribution list for all communications going forward.

Jr. Warden

Update on building readiness:

- Howie found more termite damage along the windows on the north side of the nave. He repaired and caulked the windows and applied a coat of paint.
- We won't do the duct cleaning until a new AC compressor is installed.
- Chad still needs to say where he wants the first-aid kits installed.
- Chad will install the lights in the hall or give them to Howie for installation.
- Sabina has two quotes to clean the carpeting (Stanley Steamer \$900, our regular guy \$1200). No one has gotten back to her about the AC or about stripping and polishing the vinyl flooring.
- Howie fixed the sink in the women's bathroom! Initially thought to be a simple job of replacing a washer, it ended up with Howie replacing the entire sink and replumbing it. Thank you, Howie!
- The vestry approved \$109 for the purchase of a brush eater.
- A parishioner offered to pay to have a professional crew clean up the landscaping in anticipation of our first in-person service outdoors. The vestry gladly accepted the offer!
- The vestry discussed, and rejected, a concern that ants in the grass would kill the grass.
- People are needed to paint the Altar Guild cabinet and to pressure-wash the memorial planters. Howie has an electric power washer that someone could use (just plug it in and attach a garden hose. Chad said he will take care of the cabinet.

Children's Ministry

Questions. Has the diocese said no to children's programs this fall? Could we have outdoor Sunday School (*e.g.*, with hula hoops to sit in)? We decided Sabina should tell Karen we won't need her for nursery care but continue to pay her so that she keeps that timeslot open for us in the future. **NOTE:** On August 4, the Executive Committee decided not to continue paying Karen as there will be no children's programs for the foreseeable future.

The meeting opened and closed with prayer. Deb thanked everyone for meeting during the summer. We adjourned around nine o'clock.

Respectfully submitted,

Cathy Terwedow, Clerk

Upcoming Dates:

- Aug. 2: In-person service in the parking lot @ 10:00AM
- Aug. 5-15: Fr. Chad will be out of the office for annual National Guard training
- Aug 6: Executive meeting
- Aug 18: Business meeting
- 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
- Sept. 26: Vestry retreat
- Week of Oct. 5: Begin "Roadmap to Reconciliation" small groups?