

**VESTRY BUSINESS MEETING**  
**June 15, 2021 Minutes**

Present on Zoom

Rector: Chad McCabe  
Sr. Warden: Deb Heseck  
Jr. Warden: Howie Gelles  
Treasurer: Henry Terwedow  
Clerk: Cathy Terwedow  
At-Large: Jeannie Hebert, Tom McDonald, Aaron Ting, Janet Wilcox  
Guest: Raul Quispe

Absent

At-Large: Debbie Burke  
At-Large: Ted Flanagan

**Consent Agenda:** The May minutes were approved as written.

**Nativity Website:** Raul gave us an overview of the new Nativity website that will go live in July. We discussed where inquiries will go and how they will be monitored; the need for online baptismal forms and wedding and funeral information; the difficulty in finding applicable pictures, particularly those with young people; whether Wix could be tied to Breeze; and where events should be listed. Raul will manage the website until we hire a church administrator. He will also write a manual to teach others how to update the site. There wasn't time to review the site in detail, so we requested a preview link to provide specific feedback.

**Rector**

*Summer worship & vacation plans.* Except for occasional Sundays, all future services will be indoors. Livestream/Facebook Live services will continue forever, but we discussed posting each week's recording on Facebook until Sundays at 5pm. The goal is to get people back in the church.

*Communion packets.* Communion deliveries will be discontinued at the end of summer. Bulletins are available online and at the church. The newsletter will also be online, with hard copies available at church. LEMs will deliver communion to homebound folks, as they did before Covid. Chad will talk to Beckie.

*Covid restrictions.* We will continue to follow all state and diocesan guidelines so singing is now allowed and masks are no longer mandatory. Masks are, however, strongly encouraged for the unvaccinated.

*Other concerns.* Online attendance has been dropping. Our congregation is aging so it is critical that we get people engaged and back in church. We need leaders for kids' and young-family programming. Stewardship drives will become more challenging as people move, retire, etc.

*Chad's personal schedule.* Chad will be on vacation the first two weeks of July. His annual National Guard training will be July 31-August 14. Karen Zacher has committed to preaching several of the weeks Chad is gone and Chad will ask Fr. Michael to cover pastoral care.

*Admin hiring status.* Folks are applying but Chad hasn't found anyone yet.

*New chairs.* We have \$3K in a restricted fund for new chairs but the total for 100 chairs would be \$4795, including \$500 for shipping. Delivery time is currently two to three months. This topic turned into a general budget discussion as Henry asked that we consider both large-ticket items, ~\$1.8K additional for the chairs and \$1.7K for a new camera, at the same time.

- Line 4011.4 shows ~\$2200 budgeted for online worship equipment; the number is high because it was based on last year's online requirements. Last year's camera was covered by a diocesan technical grant.
- We discussed approving the chairs now and voting on the camera this fall when we know where the P&L stands. Could the \$2K for the chairs come from the electricity budget, which is coming in at half the budgeted amount due to our solar panels? Henry and Linda need to sit down and figure it out.
- Voting: The chairs were approved but the vestry opted to wait until fall to approve Larry's June 13 proposal for the second camera (a PTZ Optics 20x SDI instead of his cell phone).
- Separately, the funds for Chad's next semester at Duke (\$6K) will hit in August. The funds were approved as part of the 2020-2021 budget, so we don't need a separate vote.

### **Treasurer**

*May financials.* Total pledge income is \$130K, so we're right where we should be according to the budget. However, that means we've eaten up the prepaid donations. The big question is how we will hold up during the summer, when pledges typically fall behind. Fortunately, expenses remain low (\$110.6K in total expenses against \$148K total income) for a delta of \$38K.

Other discussions revolved around the preschool rent being low; AVM (with 100 people) using all Nativity's resources but donating virtually nothing while Alanon pays \$60 for ~seven people; flower donations being high compared to Breeze; and the high credit-card debt shown on the balance sheet (which turned out to be a problem with the Sabina/Linda transition). Chad will talk to Linda to make sure that is all cleared up now. Following the discussions, the vestry approved the financials with outstanding questions.

*2019 Parochial Report and 2020 Audit.* Henry has yet to talk to Steve Hasbrouck about whether the 13-month EOY statement is needed. The audit requires vestry approval.

*Avidia account signatories.* Henry will type up the list of signatories and send it to the vestry. There are five accounts. Henry, Deb, and Janet are the signatories on three of the accounts. Stacy, Deb, and Janet are on the preschool account, and Chad, Deb, and Henry are on the discretionary account. Checks over \$3K require two signatures so we have three signers on each account.

### **Senior Warden**

*Parish survey.* Chad and Deb are working on the survey. It will go out soon so that the results can be discussed at the next leaders' meeting.

*Focal ministries for at-large vestry members.* Deb shared the organizational chart with everyone and asked us to study it and pray about which areas each of us would like to oversee (not lead). The church isn't the same as it was in 2019; no church is. We need to evaluate what we're doing, and which activities should be added, ended, or changed. It's not fair that the same people grind away at every project while others just take and take and take. We say we're a church that's about something but, if we're not, we're not. We need people to step up and do things.

*Prepay Constant Contact (for a discount).* We decided to take advantage of a 40% discount by prepaying for 12 months. The discount will apply to the next twelve billing cycles if our account remains active and is not cancelled. Deb found out about the discount when she called to find out whether Nativity qualified for free service since we're a non-profit.

### **Junior Warden**

*Preschool flooding.* The preschool flooded near the furnace room three times in the last two weeks. It's all been near the same window in the basement where the cinder block is below it. Howie says we need to remove the cinder block, dig out two feet, and establish a proper window well. We could do it on our own. Howie suggests we extend the drain out into the yard or create a cement boundary inside the building in which to hold the water.

Howie's plan is to dig the hole, add a well, and line it with 1" stone (all at his expense!). He already removed the mulch, so he'll be able to determine the condition of the sill when it dries out. The entire casement window might have to be replaced if it's rotted. He'd also like to install a French drain (perforated pipe) underground twenty feet out.

*Air conditioning in the hall.* The part has been ordered. It should be here in 5-6 weeks since shipping now takes twice as long as it used to.

*Kitchen vent inspection.* AirTech was here last week, and we were approved. AirTech should be added to our list of vendors, and we should ask them to give us a quote for cleaning the hall vents. Our first quote (to clean and disinfect the vents) was \$1800 so we need two more quotes. Larry says one section needs repair but metallic duct tape might be enough.

*Dead trees.* They're gone! We should also think about the dogwood. It's beautiful but its roots are close to the building. Rich Farrell is an arborist – let's get his opinion.

The meeting opened and closed with prayer.

Respectfully submitted,

Cathy Terwedow, Clerk

#### POST-MEETING UPDATES (since we didn't meet in July)

- The vestry approved the second camera for Larry via email.
- Henry resigned as treasurer.
- Convention will be held in regional "hubs." More information: [www.conventionwma.com](http://www.conventionwma.com). The Convention Timetable and the Nominations booklet and form are on the "For Delegates" tab.

#### *Upcoming Meetings:*

- Executive meeting: 8/3/21 (tentative, via Zoom)
- Business meeting: 8/17/21 (in person)