

VESTRY BUSINESS MEETING
Apr. 20, 2021 Minutes

Present on Zoom

Sr. Warden: Deb Heseck
Jr. Warden: Howie Gelles
Treasurer: Henry Terwedow
Clerk: Cathy Terwedow
At-Large: Debbie Burke, Jeannie Hebert, Janet Wilcox

Absent

Rector: Chad McCabe
At-Large: Tom McDonald
At-Large: Aaron Ting
At-Large: Ted Flanagan

Consent Agenda: The March minutes were approved with one update. For financials, see below under "Treasurer."

Rector

Church administrator. Raul Quispe, a graphic designer (and Chad's nephew) will work in the office three days a week for the next month. Raul will focus on our website and social media platforms. He has been vetted through a CORI check. The office will remain closed except by appointment.

Church systems. Microsoft 365 Office & Ring have been converted to generic 'Admin' accounts. They are no longer connected to Sabina or to her personal email address. Ring will be attached to Larry's email; Chad will have access as well.

Tiny Desk concerts. The concerts have been a wonderful way to keep people connected throughout the pandemic. The musicians put in a lot of work to make them happen but, now that we're starting to come out of the pandemic, the concerts are in transition. They might continue on a periodic basis, or in a different form, in the future.

Living Nativity. Brad Nutting is stepping down from leadership of the Living Nativity. Will it be different in the future? Should we do it at all? The discussion was tabled for later in the year.

Treasurer

New bookkeeper. We're getting up to speed with our new bookkeeper, Linda Knopp. Going forward, Linda will send the monthly financials to Henry no later than the Thursday before each vestry meeting.

February and March financials. The financial reports are still a work in progress. We received the March financials but will not receive standalone documents for February. At Dick's and Henry's request, Linda sent a Q1 P&L today. As neither Henry nor the vestry has had time to review the March or Q1 reports prior to tonight's meeting, an approval vote was not held. The vestry was asked to send any line-item questions to Henry.

Are we in good shape financially? At this point, yes. YTD we have \$104K in income and \$66K in expenses (net \$38K). There are two caveats.

1. We have a number of prepaid pledges that inflates the income numbers at the beginning of the year.
2. We are missing three months of credit card bills, partly due to access issues with the Home Depot card. Jeannie suggested that additional people (eg, the bookkeeper and treasurer) be given access to the Home Depot account. Everything is close to being set up but we're not there yet. Should we get rid of the card or is it better to take advantage of the 5% discount? The Finance Committee will review all Nativity's credit cards later this year.

Audit. Nativity's annual audit will be Thursday and Friday of this week. The process looks like this:

1. Today, Janet (last year's treasurer) and Henry (this year's treasurer) held a pre-audit Zoom meeting with Linda to review the diocese's Internal Control Questionnaire (ICQ), a five-page document of approximately 200 questions.
2. This Thursday, Linda, Janet, Henry, and Cathy (as clerk and pledge treasurer) will meet with Steve Hasbrouck, the diocesan auditor, on Zoom to go over the ICQ in detail.
3. On Friday, April 23, Steve will be at the church to audit Nativity's documents in person. Steve will issue a draft report for us to review prior to him writing the final report. The vestry will vote on the final audit at a future meeting.

Avidia accounts. Henry is looking into Nativity's various Avidia accounts. He was aware of five accounts but Avidia says we have six. Unfortunately, Avidia won't share information about those accounts with anyone who isn't a current signer. Henry knows the account numbers for five of the accounts, and he can sign for most of them, but he doesn't know who all the signers are. He will talk to Stacy to find out who the other preschool signers are. The sixth account is unknown but could be the old line of credit or an account with moved/deceased members listed (eg, Len Cowan, Steve Symes, Bob Kimball). Separately, Deb took Sabina's name off the credit card right after she resigned.

Christmas gifts. Deb moved that we return to giving end-of-year monetary gifts only to clergy, not to the church administrator. After discussion, a vote was held and the motion was approved.

Q1 pledge statements. Cathy reported that she discovered a couple of errors in the February pledge records so the distribution of Q1 pledge statements is pending their resolution. (Parishioners should be aware that they can contact Cathy at any time for information or a written statement regarding their personal pledges.)

Sr. Warden

Easter egg hunt. The hunt went off without a hitch. Everyone was happy and the weather was great. It couldn't have worked out better. Feedback from the event team:

1. They liked that we advertised to the church and the preschool first.
2. They liked having smaller groups (rather than one large hunt) as it made for more intimate conversations.
3. They realized that a post-hunt reception isn't necessary.
4. The only expenses were the bunny backdrop (which was donated) and \$100 in eggs.
5. The kids received bags with crafts and information about church services.
6. They hope to reinstate the community gathering for stuffing eggs next year.

Next steps to find volunteers and leaders. There were 20 clicks on last Friday's email but we need people to commit. Chad and Deb would like to create a parish survey to find out where/how people want to focus in mission. For example: outreach vs reaching new families... maybe one would follow the other? Deb attended a course on how to use media to reach others. She will write up her notes and send them to everyone.

Leaders' meeting. Tentatively scheduled for May 13, the meeting is on hold until after the survey is complete. In discussing the survey, it was mentioned that Nativity shouldn't have to pay for Constant Contact, that it's free to non-profits.

[Clerk's note: I looked it up. Discounts are available to qualified non-profits who prepay their accounts, by either six or twelve months. Currently, we pay monthly. Tax exemptions are also allowed pending proper paperwork. In Massachusetts, we need to submit forms ST-2 and ST-5. See <https://knowledgebase.constantcontact.com/articles/KnowledgeBase/5374-non-profit-discount-and-sales-tax-exemption-information>. Someone should do this.]

Vestry delegate for virtual convention. Cathy volunteered. Howie volunteered to be her backup except that he can't... he already volunteered for a general delegate position! 😊

Outreach opportunities. We hope to start in late spring/summer when more people are vaccinated. In the meantime, is there anything we can do for WARM? Maybe a bag of birthday supplies or help with adult learning? Other ideas?

Jr. Warden

Workshop cleanup. The workshop is very cluttered and needs to be cleaned out. The electrical panels must be accessible and remain clear. The preschool should not use the workshop for storage. Howie will ask Chad whether they were given permission to store stuff there.

Kitchen vent inspections for fire suppression and operation. These are required inspections. Who did them in the past? Maybe Aaron knows. Janet will check the files for previous payments.

Cleanup day, May 15. Volunteers needed for cleaning, organizing, repairs, and gardening. Sue Roche said she would take care of the planters. Jeannie will ask Danny about stump removal and for an estimate on the work that needs to be done once she has a list from Howie. Howie wants to rototill the front where the stage used to be. He also needs contact info for the new scoutmaster.

Back 40 project. Winter did serious damage to the stage. It needs a new deck of plywood, estimated at nine sheets at ~\$60 each. We'll also need some carpeting, hardware, and minor lighting items, plus delivery. The vestry discussed how to pay for it, debating the value of seeking personal donations vs. the church investing in things that the parish sees as being important to the church. Tax-exempt certificates were also discussed, with a request that "the number" be printed on church stationery. Cathy will investigate.

AC compressor. Howie said the payment hadn't been made yet so we told him what paperwork he needs to fill out. The total was \$2680 for the compressor, \$1200 for the refrigerant, and \$960 for installation, all of which was approved last year and put in the 2021 budget

The meeting opened and closed with prayer.

Respectfully submitted,

Cathy Terwedow, Clerk

UPCOMING DATES:

- On Facebook, <https://www.facebook.com/pg/NativityNorthboro/videos/>. Facebook account not required.
 - Every Sunday: online service, 10:00AM
 - Every Tuesday: "Tiny Desk Concert," 7:00PM (ending soon)
 - Every Wednesday: noonday prayer
- In-person worship: every Sunday at 10:00AM. Registration required: <https://reopen.church/r/HeyolagM>
- April 23: Audit
- April 29: Next communion delivery
- May 23: Pentecost, with vestry covenant signing/blessing
- May vestry meetings:
 - May 4: Executive
 - May 18: Business
- Other weekly events, contact lead person for a link:
 - Wednesdays: Rachel Manley's bible study, 10:00AM
 - Sundays: Zoom coffee hour, 11:00AM, hosted by Deb Hesek