

**St. Paul's Episcopal Church
Cary, North Carolina
Vestry Minutes
August 17, 2020**

***Mission Statement:** Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and make Christ known.*

Identity Statement

St. Paul's Episcopal Church in Cary is home to an active, caring and diverse congregation of the Episcopal Diocese of North Carolina. Through corporate worship, spiritual development, fellowship and service we continue to grow together in faith. We strive to be Christ's welcoming, reconciling and transforming presence in the world through our many and varied ministries.

Call to Order

The Rev. George Adamik, Rector, called the regular monthly meeting of the vestry of St. Paul's Episcopal Church to order via Zoom at 7:00 p.m. on Monday, August 17, 2020. The following members of the vestry were present: Vicki Bradley, Kay Burgess, Tyrus Cohan, Andrea Johnson, Mary Kintz, Frank Laney, Francine Pearce, and Allan Thunes. Sara Concini, Nicole Gatchalian, and Christa Magee were absent. John Goehrke, Treasurer; and Lanny Wase, Clerk, were also present.

Formation

Lanny Wase opened the meeting with a prayer. Vicki Bradley volunteered to bring a meditation or prayer to the next meeting.

Information

Discussion

1. Stewardship: George Adamik asked if any vestry members would be willing to be part of the leadership team for stewardship this year. Frank Laney and Kay Burgess volunteered to help. Mary Kintz noted that the basic process, including the pledge form template and schedule are already in place. George also plans to work with the team. The hope is to come up with creative ideas for the current pandemic time. One thought is to get a few parishioners to talk about the significance of St. Paul's in their lives, especially during this crisis. It will also be important to highlight the active, ongoing ministry and outreach work of the parish.

2. Annual Meeting: George Adamik noted that annual meetings had been held in January until the last few years when they were moved to November. Various options for handling vestry vacancies were discussed. The diocese has provided some guidelines, which will be forwarded to vestry members. Following discussion, it was decided to postpone the annual meeting at least until January. However, it was also decided to hold a virtual parish update on November 8, at 10:15 a.m. An opportunity for questions and answers will be offered. Information about the annual meeting change will be provided to the parish.

3. ONE Wake Voter Registration: As a member of ONE Wake, St. Paul's is participating in a non-partisan countywide voter registration effort. The plan is to call every family in the parish to provide information and resources for voting this fall. ONE Wake will host a virtual gathering to celebrate these phone calls and to recognize the organization with the top number of calls, including St. Paul's. In addition to being informational, the calls are intended to be relational. St. Paul's callers will also note any pastoral concerns and pass these along.

4. Lobster Fest: George Adamik reported that the decision has been made not to hold Lobster Fest this fall. There will be an announcement sent to all former customers about this cancellation. In addition, people will be offered the opportunity to donate money – perhaps what they might have spent on lobsters

– to local organizations supporting pandemic relief. The ministries suggested by Lobster Fest leadership to receive these funds are Dorcas Ministries, Raleigh Food Bank, and Western Wake Crisis Ministry. The vestry approved of this plan.

There will be some restructuring in the outreach budgeting process for the future. Instead of being included under the Outreach Committee, outreach ministry budget requests for outreach organizations will be submitted directly to Financial Assistant Brandy Satterfield to be included in the annual budget draft. All fundraising requests will continue to be submitted directly to the Vestry Subcommittee for Fundraising.

5. Eagle Scout Projects: Mary Kintz reported that an Eagle Scout candidate has submitted a request to install light bulbs removed from the Education Building into fixtures in the Office and Sanctuary Building. A licensed electrician from the parish will work with him for safety reasons. Approximately eighty light fixtures will have the LED bulbs installed.

A second Eagle Scout candidate is submitting a request to build a new shed. St. Paul's will determine the location and handle the site prep. The foundation will either be a concrete pad or elevated wooden flooring, depending on cost and feasibility. Electricity will be routed to the shed. Volunteers from the parish will install shingles on the roof. Ron Barbee has volunteered to provide the materials for the shed.

6. Elephants: George Adamik reported that there is currently no candidate interested in the position of working with children, youth, and families. The person who was interested in the Facilities Manager position has also withdrawn his name. George is continuing to look for persons to fill these positions.

Decisions

1. Treasurer's Report:

a. Audit: Treasurer John Goehrke forwarded to all vestry members copies of the auditor's final 2019 audit and summary letter. It was an uneventful audit, with no outstanding issues to be resolved. Both John and the entire vestry expressed appreciation to Brandy Satterfield for her outstanding work on the audit and with all St. Paul's finances.

b. Greenway: John reported that the amount of \$158,700 from the Town of Cary has been deposited under Miscellaneous Income for August. This is reimbursement for the transfer of property to be used for the greenway extension.

c. Preschool: The Preschool usually pays the St. Paul's operating budget a percentage of the Director's salary. The total amount for the months of August and September would be \$4,800. However, John recommends that these payments not be charged to the preschool when tuition is not collected. At this time, it is hoped the Preschool might be able to begin sessions in October, using other parts of the facility (Kids Club, Youth Wing, Brides Room, and portions of the sanctuary) with a smaller number of children and teachers. Their payment to the operating budget can be reviewed at that time. The vestry agreed with John's recommendation.

d. Construction Update: Mary Kintz noted it continues to be important to track the reserve portion of the Capital Fund that has been set up for Facilities Maintenance. For example, the whole Education Building needs re-shingling, in addition to new shingles on the expansion. The contractor is expected to submit a final cost estimate soon. Also, the Town of Cary Planning and Zoning Commission should soon rule on the site plan. It's possible that construction might begin in about three weeks. At some point, a construction loan will be needed.

e. Financial Statements: Financial statements will go out around mid-September, showing both annual and capital giving. Kay Burgess and Frank Laney volunteered to work on the mailing.

f. July Financial Report: John then reviewed the July financial report. Total income of \$55,587 was unfavorable to budget for the month by (\$16,128) and favorable year to date by \$78,560. Total expenses of \$81,633 were favorable to budget for the month by \$15,974 and favorable year to date by \$63,610. Net

income of (\$26,047) was unfavorable to budget by \$(154) for the month and net income year to date of \$173,365 was favorable by \$142,170. Month end total cash was \$1,440,963. Of this amount, \$1,108,251 is earmarked for restricted funds. There was \$276,133 in operating cash.

Frank Laney made a motion to file the July 2020 Treasurer's Report. Mary Kintz seconded the motion, and it was passed by unanimous voice vote. The July 2020 Treasurer's Report, Balance Sheet Summary, and Profit and Loss Summary are hereby incorporated as part of these minutes.

2. Review of Minutes: Mary Kintz made a motion to approve the minutes of July 20, 2020, as written. Frank Laney seconded, and the motion was passed by unanimous voice vote.

3. Action Register Review: The July register was reviewed.

Adjournment

The meeting closed at 8:35 p.m. with the Lord's Prayer.

Respectfully submitted,

Lanny Wase
Clerk of the Vestry