

St. Paul's Episcopal Church, Wilmington, NC
Called Vestry Meeting
November 9, 2020 5:30 via ZOOM
MINUTES

Present: Keith Calder, Senior Warden; Sally Pope, Junior Warden; Adam Pierce, Assistant Rector; Joe Farri, Ruth Gates, Angela Green, Steve Haughey, Joan Rosko Miller, Teresa Singer, Rhonda Stroud, Meagan Thomas, Jan Vick, and Judy Wilson, Treasurer; Merry Ann Wright, Clerk; Mona Clites, Chair, Facilities Strategic Planning Group

Excused: Rev. Raymond Hanna, Interim Rector

The meeting was called to order by the Senior Warden at 5:35 pm. The Rev. Adam Pierce offered the opening prayer.

Teresa Singer and Mona Clites provided the following report of the strategic planning group for facilities. The GNP was removed from responsibilities because the committee doesn't have designs yet, it does not know what the architectural firms' requirements will be. RFP was sent to ten architectural firms. Six of the ten toured the facilities and will submit proposals, etc. The others will be included if they tour the facility. The committee hopes to have the proposals in by March 25, 2021. Patience will be needed.

Fr. Adam Pierce provided opening remarks. He thanked the vestry for being available and presenting at Sunday formation sessions on the topic of the Strategic Plan. More than 40 were present each time. Next Monday evening is suggested for a meeting to process the discussion from the special meeting on Nov. 2. A meeting planner poll will be sent by Rev. Pierce to the group to determine best date for this meeting.

Ormond Center – Jan Vick reported on activities at the Ormond Center. The Frank Harr Foundation and Seeds of Healing have planned a week of events in observance of World AIDS Day. The specifics of the plan are set out below.

- The kickoff will happen on November 29 from 5:00 to 6:00 via Zoom.
- The common spaces in the Ormond Center are reserved from November 30 through December 5 to permit the Quilt panels to hang safely during these dates. The panels have been locally made to honor local people who have been lost to AIDS. Viewing will be from 12:00 noon to 6:00 pm from November 30 through December 4 and from 10:00 am to 5:00 pm on December 5.
- On December 1 for World AIDS Day, refreshments will be served outside in front of the Ormond Center.
- Masks are required and only six people at a time will be allowed in the Ormond Center to view the Quilt panels and refreshments are outside only.
- On two occasions, free HIV testing will be offered: December 1 from 4:00 to 7:00 and December 5 from 10:00 to 1:00.
- The church parking lot will be used by a few vehicles during the viewing times, and St. Paul's will be listed as a partner in the observance promotions.

Steve Haughey commented that the Ormond Center will need to be sanitized each day.

On **motion, second (Pope/Thomas)** the minutes of the October 12, 2020 meeting were accepted.

Christmas Services - The Senior Warden asked the Assistant Rector to report on the planning for Christmas Services. Rev. Pierce reported on the following plans: Two identical Christmas Eve services will be held at 5 and 8 pm. Forty (40) people will be allowed at each service. On Christmas Day, there will be a service at 10 am with 40 people permitted in the pews. Both will be broadcast. Flowers will be the normal ones used at Christmas. Only one sign up per service.

Vestry Nominations - The Senior Warden requested a report on Vestry Nominations. The four who are rotating off the Vestry will meet to discuss the possible persons for service on the Vestry for the next three years. Joan Miller commented on whether or not there is a profile for the people who are needed for the Vestry. There should be some idea of the experience and qualities of people who are needed for the Vestry.

Strategic Plan - Status reports were provided by the following:

STEWARDSHIP

- Rhonda Stroud reported on the status of the financial stewardship campaign. The Stewardship team is doing an amazing job. Letters have been sent; responses are coming in and the Treasurer will give that report. Thank you notes are being sent.
- Judy Wilson provided the following update on pledges:
 - 95 people have pledged \$339,160 (ten are new pledges)
 - Of these two pledges amount to \$27,000
 - 42 previous pledgers have not yet pledged as yet.
 - 2021 Stewardship Update for Vestry
 - Pledges Payments Projected in 2021 Operating Fund Budget (548,471)
 - Pledges Received (95) as of 11/9/2020 (\$339,160) 62% of Goal
 - Amount of 2020 Pledges (42) not yet made in 2021 (\$131,180) ** we hope to receive
 - Additional Pledges Needed (\$78,131)

Sally asked if there is a more detailed plan for the Stewardship and if the Vestry could see it.

HUMAN RESOURCES:

The Senior Warden, Sally Pope and Meaghan Thomas reported on the status of the planning for Human Resources, using the chart from the strategic planning process.

The spiritual gifts survey was put on hold so that the new Rector can be involved. During the discussion, the majority of the Vestry believed it should be done soon. It is a way of involving people and engaging them. A definite date for rolling out the results should be set. A conversation should be had with Fr. Hanna about the possibility of rolling it out sooner.

Staff satisfaction surveys have been completed.

Treasurer's Report – October

Judy Wilson, Treasurer, reported the following:

- Total income to date before transfers is \$408,381.46 and total expense before transfers is \$451,496.41
- The telephone system has been fully subscribed by two donors.
 - Keith presented an over view of the proposed telephone system. There was a question about buying or leasing the system.
 - It was agreed to buy the system.
- Things look good. Approximately \$75K is left to collect this year. In early December, after the Stewardship Campaign finishes, the committee will contact people asking them to complete their pledges by Dec. 31.

It was **moved, seconded (Joan/Theresa)** and adopted to approve the Treasurer's report and to file it for audit.

Unfinished Business:

The Senior Warden polled the Vestry regarding the 17th Street Note & Deed of Trust. The note is for approximately \$65,000. Payments of approximately \$22,000 have been made. Various options have been discussed over the years in order to have the payments kept current. Negotiation to recast the note so that this would be manageable for the buyer. A ten-year note would be approximately \$303 per month. This could all to the principle.

After considerable discussion, **it was moved, seconded (Pope/Miller)** and adopted to gift the property to Camisha Richardson and forgive the debt on this property. There was discussion about modifying the note and whether or not she would have to pay taxes on the gift. The Senior Warden will work out the details.

New Business:

Following discussion, **it was moved, seconded (Steve/Sally)** and adopted to request reimbursement of \$10,766.00 from the Endowment Fund for the new heat pumps.

Closing prayer was offered by the Senior Warden.

The meeting was adjourned at 7:00 pm

(The formal reports follow)



FACILITIES STRATEGIC PLAN STATUS

**Due to life threatening safety issues and ADA violations,
implement a plan to fix them or relocate**

Strategy #1 Facilities

Plan # 1	Plan Description	Person(s) Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
1	Assessment of deficiencies and assets					
1	Expand the facilities committee to 7 members	Facilities Team		9/15	G	
2	Conduct a thorough examination of safety/code and ADA violations	Facilities team/	Report of Andrew Consulting Engineers Architectural firms	12/31	Y	Team has toured the building and reviewed report of Andrew Consulting Engineers Architectural firm will conduct thorough exam as part of

						their due diligence
3	Cease use of unsafe spaces until the problems are rectified	Facilities Team	Staff	12/31	G	Due to COVID this is a non-issue at this time. Gentlemen of Noble Poverty have issued a survey to stakeholders to assess the situation and possibilities of relocation when in person activities resume.
4	Develop three core competencies that St. Paul's is known for to consider and incorporate in the renovation/rehabilitation or relocation	Facilities Team	Staff	12/31	Y	
5	Develop a list of space needs for worship, operations, music and ministries	Facilities Team	Staff	12/31	Y	
2	Cost assessment for major rehab					
1	Develop a Request for Proposal(RFP) to send to architectural firms	Mona & Steve	Facilities Team	10.22.	G	
2	Create a list of possible architectural firms with experience and expertise in Episcopal Church and parish hall renovations	Facilities Team		10.15	G	
3	Send RFPs to architectural firms	Facilities Team	Carl	10.22	G	
4	Invitation to a facilities tour made available to interested firms	Facilities Team	Carl, Keith, Mona, Ruth, Spencer & Steve	11.5	G	
5	Submittal of proposals	Architectural firms	Mona	11.23	Y	

6	Develop scoring rubric for RFP's	Facilities Team	Laura Stroud	01.21	Y	
7	Review and score RFPs	Facilities Team		02.01.21	Y	
8	Submit proposed architectural firm to vestry	Facilities Team		03.08.21	Y	
9	Develop a long-range plan for facility rehabilitation that addresses safety and ADA regulations, as well as updating our buildings to 21st century	Architectural firm		03.21	Y	
10	Develop a cost assessment for the major rehabilitation project	Architectural firm		05.21	Y	
Capital campaign for rehab or relocation						
1	Lay groundwork for capital campaign through effective communications: PowerPoint presentation to the vestry; Adult formation presentation	Facilities team		10.08 Vestry 10.18 Adult Formation	Y	
2	Plan the capital campaign with the cost assessment from long-range plan in mind	Strategic Plan Teams & Vestry		08.2021	Y	
3						
4 Cost assessment for relocation						
1	Develop a cost assessment for possible relocation	Architectural firm		03.2021	Y	
2						
3						
4						

(Sentence describing reason for plan from 1 sheet)
Implement a comprehensive plan to balance the budget by establishing programs for annual giving, planned giving for endowments, and capital funding for special projects.

Strategy # (2) Financial Stewardship



FINANCIAL STEWARDSHIP PLAN STATUS

Plan #	Plan Description	Person Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
1						

1	Increase total annual giving by 20% per year over the next three years.	Team Member	People to Recruit			Potential Resources: Pledges, Special Gifts, Grants, Memorials, Seasonal Offerings
1	Form Stewardship Committee	Spencer Weig	Spencer Weig	Completed	G	
2	Plan Stewardship Campaign	Spencer Weig	Stewardship Committee	Completed	G	Stewardship Committee designed campaign based on a mission budget
3	Implement Campaign	Spencer Weig	Stewardship Committee	Completed	G	Campaign implemented via mail and the strategic planning presentation on Zoom during Christian Formation on 10-25-2020
4	Review the Results	Spencer Weig	Stewardship Committee	11/30/20	G	



HUMAN RESOURCES STRATEGIC PLAN STATUS

Implement a management plan for paid staff and volunteers in keeping with best practice.
Strategy #3: Human Resources

Plan # 1	Plan Description	Person Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
1	Labor Analysis					
1	Create organizational chart	all		9/2020	G	
2	Job descriptions and responsibilities for all full and part-time paid staff	Joan		10/2020	Y	paid staff assessing job duties and will use new template
3	Determine percent of current budget for paid staff	Joan Meaghan		11/2020	Y	on hold until new budget is approved
4	Job descriptions and responsibilities for ministry volunteers - determine number of hours and schedule	Sally Keith		11/2020	Y	list of volunteers being compiled
5	Develop staff satisfaction survey for paid staff	all		12/2020	Y	
6	Conduct staff satisfaction surveys	Joan Meaghan		1/2021	R	
7	Determine ratio of paid staff to active membership	Sally Keith		1/2021	R	
8	Determine ratio of volunteers to active membership	Sally Keith		1/2021	R	
2	Staffing Management Plan					
1	Conduct skills & Spiritual Gifts assessments of 25% of parish			12/20	Y	Developing digital and hardcopy spiritual gifts assessment to be distributed
2	Review St. Paul's Personnel Manual and revise as needed					



TREASURER'S REPORT

2020 OPERATING FUND MONTHLY REPORT for VESTRY

	2020 BUDGET	ACTUAL TO DATE	
INCOME	APPV'D 5/2020	10/31/2020	% of Budget
Pledge Payments	415,508	317,745.10	
Non-Pledge Gifts	64,156	44,997.28	
Christmas Offering	3,000	70.00	
Easter Offering	250	250.00	
Plate Offering	5,184	2,441.66	
2019 Pledge Payments	10,081	10,721.00	
2019 Year-Reserve	3,115	3,115.32	
Agency Gifts	2,500	2,500.00	
TOTAL OFFERING	503,794	381,840.36	
General	11,850	9,035.62	
Life Insurance Proceeds	6,000	6,000.00	
Gifts/Grants	12,850	7,850.00	
Ministries	5,750	3,655.48	
1 TOTAL INCOME BEFORE TRANSFERS	540,244	408,381.46	
Transfers from:			
Endowment - Asst Rector	22,000	15,709.00	
Endowment - New Rector Search	-	-	
Endowment - Spire Repair	18,730	18,730.00	
Endowment -Men's Fellowship	6,336	6,336.57	
Reserve Fund	-	-	
SBA - PPP Loan	32,000	32,000.00	
2 TOTAL TRANSFERS	79,066	72,775.57	
3 TOTAL ALL INCOME	619,310	481,157.03	77.7%
EXPENSE			

	Salary & Benefits	390,921	317,767.04	
	Business Operations	80,402	55,263.63	
	Facilities	91,345	52,530.73	
	Programs	45,094	25,935.01	
4	TOTAL EXPENSE BEFORE TRANSFERS	607,762	451,496.41	
	Transfer to Reserve	7,048	7,048.75	
	Transfer to Capital (Irrigation)	4,500	4,224.71	
5	TOTAL TRANSFERS	11,548	11,273.46	
6	TOTAL ALL EXPENSE	619,310	462,769.87	74.7%
<hr/>				
	NET	-	18,387.16	
	Operating Fund as of 12/31/2019		7,048.75	
	Operating Fund as of 10/31/2020		25,435.91	