

St. James Anglican Church
Vestry Meeting Minutes
7:00 PM June 18, 2020

ZOOM MEETING

Members Present: Rev. Brian Schulz, Rector, David Chapman, Sr. Warden, Bob Kirkland, Jr. Warden, Margie Armstrong, Clerk, Wayland Augur, Jim Dale, Don Flick, Marcia Kear, Karen Lorenz, and Marta McLaughlin members.

Vestry Members Absent: None

Others present: Terri Boykin, Finance Committee member

The Vestry Meeting was called to order at 7:02 PM by Pastor Brian.

- I. **Opening Prayer and Devotion - Pastor Brian**
 - a. Reflections on Psalm 84 –Pastor Brian read Psalm 84 to us and asked us later what we remembered. Some of the responses the Vestry Members gave are listed below.
 - b. Praise you for your peace, joy, comfort, and safety. In your presence, there isn't fear,
 - c. We thank you for who you are and what you have made us to be.
 - d. Guide us through the meeting. Give us discernment.
 - e. Put aside the busyness of our day and let us focus on the business at hand.
 - f. Thank you Lord for sending us Pastor Brian.
 - g. You have a future for St. James that it will become a community spirit that will move strongly in the community.
 - h. Let us hear your voice, and walk in obedience.
 - i. Give us wisdom to know what to do about the reopening of the church.

- II. **Approval of Vestry Minutes 06/04/20**
 - a. **Motion to approve the minutes as presented was made by Wayland Augur and seconded by Jim Dale. Motion passed.**

III. Finance Committee Report

A Financial Report (unaudited) was presented to the Vestry for the month and eleven months ending on May 31, 2020.

Summary of Financials						
	Month End 5/31/20:	May 2020 Budget:	Variance:	Year to date:	Year to date Budget:	Variance:
Income:	\$51,633	\$55,000	(\$3,367)	\$681,507	\$605,000	\$76,507
Expenses:	\$57,025	\$55,000	(\$2,025)	\$611,879	\$605,000	(\$6,879)
Net Income:	(\$5,392)	\$0	(\$5,392)	\$69,628	\$0	\$69,628

- a. The Summary of Financials chart shows the income for May 31, 2020 as \$51,633. The expenses for May 2020 were \$57,025. Budget for May was \$55,000. We were short \$5,392.
- b. Year to date our income was \$681,507 and our expenses were \$611,879. The budget income for the year was \$605,000.
- c. At the end of May 2020, we had a variance of \$69,628 to the good.

Motion to accept the unaudited May Finance Report was made by Jim Dale and Marcia Kear seconded. Motion carried.

d. July – December 2020 Budget Approval

Since the Vestry decided last month to go to a calendar year budget beginning in January 2021. (Jan.-Dec. 2021), We still have 6 months of 2020 (July-December) so we needed to construct a 6-month budget for the interim. Brian showed us a 6-month budget chart that he and the Wardens had worked on, and the Finance Committee had approved. Below are some of the details for the six-month budget.

1. There will be two appeal letters, Thanksgiving and Christmas.
2. No changes in salary, medical, pension.
3. Donor is funding coaching with David Roseberry.
4. Staff has a maximum number of hours to work each week.
5. There is no unauthorized overtime.

6. Children's ministry will not have babysitting until further notice.

7. Vestry requested that we add 2K to Vestry fund for Christmas bonuses for staff which will be done.

Motion to approve the 6-month budget from July to Dec 2020 was made by Wayland Augur and seconded by Marta McLaughlin.

Motion carried.

IV. COVID-19 Overview / Impact given by Jim Dale

- a. Statistical update-- Orange County has 9292 Covid-19 cases and 250 deaths.
- b. Hospitalizations are rising. There are 345 cases today in OC. Some hospitals ICU's are maxing out. In the past 3 days, OC has recorded the highest number of hospitalized patients since the pandemic began.
- c. Wear masks, wash hands frequently. All Californians must wear masks.
- d. Half of restaurants inspected were not following the Covid-19 guidelines.
- e. Criteria for re-opening St. James. We will look for 2 weeks of decline in hospitalizations due to Covid-19 and then try to re-open.

V. Sub-Lease Opportunity with Holy Trinity

- a. Holy Trinity is not able to hold services at Vanguard after December 2020.
- b. Holy Trinity is asking to share our space with them. They will hold Sunday afternoon or evening services and will need to use the children's classrooms.
- c. Holy Trinity will pay us \$1100 per Sunday.
- d. They would need to provide their own insurance coverage.
- e. Brian will look into the insurance coverage requirements.

VI. Outdoor Signage Proposal

- a. We will be painting our new logo signs on building.

- b. We are considering lighted signs so they could be visible at night.
- c. With lights, the signage will cost \$15,000; without lights \$7,000.
- d. We would need use the Morgan Stanley account to pay for the lights and signs.
- e. We may be able to find donors for the signs.
- f. Pray about it. Brian will send us some pictures.
- g. Are there any other bids? Get more bids. Terri Boykin has a sign guy.

VII. Website Update

- a. Vendor was not being flexible with colors and web layout.
- b. Vendor refunded our money
- c. New vendor is working on website for half the price.

VIII. Building Improvement Update given by Marta McLaughlin.

- a. Coffee bar is complete with stools,
- b. We have two more tables coming.
- c. Art work has arrived and will be hung next Saturday morning.
- d. Design around the cross is being worked upon.
- e. Suggestion to make small placards for each piece of art denoting which verses from the Bible is depicted in the scene.

IX. Preethi / Visa Update

- a. The church has paid the expedited charge of \$1400 to speed up the visa process.
- b. If Preethi does not receive her visa extension, the church will not be able to pay her salary once her current visa expires.
- c. Preethi has developed the protocols for the new website, communication strategies, and she supervises the employees.

X. Racism Symposium Update

- a. We will be having an opportunity to hear from those we know and love who are Black.
- b. Fr. Antonio Herndon, Yahna Jackson, and Jay Herndon will speak.

- c. All would like to tell their stories about what they have faced in our country.
- d. The Racism Symposium will be a 4-part zoom series with key questions for the audience to discuss and reflect upon.
- e. The Symposium will be recorded and the Diocese can put it on the Diocesan website.

XI. Change of Vestry Meetings for July

- a. Vestry meetings will be held on the second and fourth Thursdays, July 9 and 23, due to the July 4th weekend. Finance Committee will be meeting on July 22.

XII. Closing Prayer was given by Karen Lorenz.

XIII. Meeting was adjourned at 8:55 PM.

Respectfully submitted,
Margie Armstrong, Clerk

Upcoming Events

Vestry meetings: first and third Thursdays at 7:00 PM each month
Finance Committee meetings: third Wednesday at 7:00 PM each month

Next Vestry meeting: July 9, 2020 at 7:00 PM
Next Finance Committee meeting: July 22, 2020 7:00 PM
Vestry Meeting will be July 23, 2020.