**DRAFT**

**St. Anne’s Vestry Meeting Minutes**

**6/20/21**

Historical Note: Since March 15, 2020 church services and public gatherings have been suspended or limited at St. Anne’s due to COVID-19, a global pandemic virus. This meeting of the vestry was conducted via Zoom.

PRESENT:

Rector, Reverend Ginny Wilder

Members present: Senior Warden Julie Risher (’21) , Junior Warden Debbie Walker (‘22), Darryl Hammill (’23), Erik Ekstrand (’23), Robert Campbell (’21), Grace Phillips (’23), Jason Wilkinson (’22)

Treasurer, Nancy Young

Clerk, Susan Gies-Conley

Members absent: Ray Leonard (’22), Heather Morgan (’21),

Julie opened with prayer

Check-In while we waited for everyone to log in.

Heather provided the Sharing Moment,

Information/discussion/action

1. Approval of 5/16/21 minutes

Motion and vote Moved by Debbie, seconded by Darryl. The motion was approved by consensus.

1. By-laws Review committee report: No vote required; recommendation from vestry to parish to vote to approve.

* Julie said that we were missing some pieces in our revised bylaws with something that was required by the Diocese. It seems they require a robust activity by the Vestry for us to hold virtual meetings. Despite Stan’s hard work we are not in a position time and energy-wise to work through all of the canon-required analysis. The best way to do at this point is to have our regular annual meeting and someone put forth language (that Julie will work on) that includes a strong recommendation that the Parish approve the mechanism to hold virtual annual meetings in the future. With all else going on, it’s unlikely that we would have had time as a Vestry to do this even if we were aware. The analytics will become a part of the procedures for preparing for an annual meeting in the future.
* Ginny says that we are mimicking what the Diocese did in March. They got people together to approve the essentials to let the rest take place virtually.
* Julie asked if anyone has discussion or questions. The Vestry will put forward a resolution for the approval of the congregation at the annual meeting in September. Ginny suggested that we “copy from the paper” of another parish to establish our language.

1. Financial report May

* Please see the overviews and reports provided. The Freedom School Fundraiser money went out to them while at the same time we started the typical summer giving slowdown. We are still in good shape. Carried about $43k over from last year. We will see changes in expenses soon as we come out of credits from last year’s electric bill and holding in-person services again. Stewardship wants to make a soft plea to remember that during the summer it’s still important to pay your pledges. One of the things Nancy is working on is a 6-month Treasurer’s report, which we will get even if we don’t meet in July. She started tracking over/under every month on line items just to be prepared. We are doing much better than many parishes. St. Anne’s people have come through in time, talent, and treasure.
* Darryl says that we will need to find another Stewardship Chair, as Robin’s term is nearly up.

1. Finance comm recommendation needs motion and vote to move $50,000 ($30k in Vanguard plus $10k Wesson fund and $10k from recent grant) to Common Trust

* We will get much better return on our investment if we put that money into a Common Trust Account separate from the Betty Moore Fund.
* Eric asked if we need money left in checking, Nancy said that we’ll still have $112k in checking unrestricted. The bequest and gift in question are beyond regular operating. We would be better stewards of these gifts if we hold the funds in an account that brings in much better interest. It’s a good example for other potential planned gifts. We get the interest quarterly. It’ll end up being like a reserve. Ginny added that we have access to the principal with a 30-day notice, and immediately if we need it in an emergency.
* Ginny says that she’s on the Diocesan Council. The Diocesan Treasurer is impressed by how well the Common Trust is doing.
* Nancy said that Mark had noted that the Vanguard account
* Debbie moved that we move $30,000 from the Vanguard account and $10,000 from the Wesson Fund and $10,000 from the recent grant to the Common Trust. Darryl seconded. The motion was approved by consensus.

1. Annual meeting date: Debbie moved and Darryl seconded that the annual meeting be moved to September 12, 2021 due to schedule conflicts. The motion passed by consensus.
2. Amendment to by-laws: minimum of three Parishioners to stand for vestry (discussion only

* Ginny suggests that we amend our bylaws so fewer people have to stand for Vestry. We would want at least one person to stand per vacancy. She knows that this helped with leadership succession and leadership development. Susan shared some history behind the current policy, which was a concern from the parish that they were being asked to “rubber stamp” a slate of Vestry.
* The proposed change would not apply to the current year slate because it will only be passed at the same time they are elected.

1. Payout plan for Mark Biggam’s accrued time Motion and vote

We have returned to adjusting the language for the policy to close a loophole. Julie strongly recommends that we approve the policy and disburse the money in a lump sum. If Mark wants to put some in retirement, we will have to match that amount. More details are included in previous minutes.

**Julie moves that the Vestry earmark $7689.21 to compensate the Parish Administrator for accrued and unused vacation time as of December 31. 2020.**

Discussion: Darryl asked if this would be taxable income for Mark. Julie said that it will go through payroll with those taxes and obligations. The amount above is the best number we can come up with given that there will be different tax and matching implications depending upon how Mark wants to take that money.

Eric asked if the payroll vendor is aware of the change in vacation tracking. Julie says that the Rector is responsible for signing off on pay sheets and watching vacation accrued and used. Ginny says this is not unusual to track vacation according to local policy outside of the payroll service.

**Eric seconded**

Discussion: Eric asked if we need to update handbook to let future Rector know that they need to watch this. Ginny says that it is indeed updated in the Parish manual. In preparing for this and looking at Ginny’s letter of agreement, it has the same standard of carrying only one week over per year.

**Julie called the vote, the motion was approved by consensus.**

Jason got back on the call from the road and wanted to add a change to the amendment about the number of people standing for Vestry. He suggests that the age requirement be removed and that the parishioner only be a member and confirmed. Ginny clarified that this is a diocesan rule. Jason wasn’t aware of that.

1. **Ad hoc committee reports:**
2. Audit Compliance Committee report

* It is noted that Fred “the Dog” Risher played a supportive role to the Audit Compliance Committee.
* This is a to-do list for the affected entities over the summer, so in August we can say that we did those things, enter it in the minutes, and future Audit committees can verify that they were completed.
* **Debbie moved to accept the Audit committee report, Grace seconded, the motion was approved by consensus.**

1. Nominating committee Bob has two parishioners who have agreed to stand and two others who are considering standing. The nomination form is on the website and in the announcements. There are a few people from other committees for other candidates and Bob will follow up with those.
2. Labyrinth committee – first mtg is 6/22 Heather is working with this committee. They have nothing yet to report.
3. Appointment of Audit Committee / chair FY 2020

We need a member of the Vestry to sit on this committee. Julie attests that Nancy is very organized. You review the questions in your section. The chair has more to do because they have to put together all of the materials. Members are given a section of the audit which takes a couple of hours. Grace agrees to be the Vestry liaison to the Audit Committee with Julie assisting her.

1. Contract policy approval motion and vote. This item is still with the Policy and Personnel Committee. They have been busy and not able to get it ready in time. The item is tabled until August.
2. Zoom doom date June 27, 2021

* We need to get the word out that Zoom worship is about to end. Ginny says that the Zoom experience is hanging up what we can do with ProPresenter. People are starting to come back to worship in person. There were 12 in person at 8am, 44 at 10am services. She believes that if we stop using Zoom and just use Facebook and YouTube it’ll help both our production value and encourage people to come back to worship.
* That makes our first non-Zoom Sunday July 4.
* **Ginny requested a motion to end Zoom and stream our services to Facebook and YouTube. It was moved by Eric and seconded by Debbie.**
* Discussion: Darryl asked if someone without a FB or YouTube account can still stream our account. Ginny verified that this is so. Those not logged in will not be able to comment or chat.
* Jason asked if people can dial in and listen. Ginny says they will not be able to do so, but they can access the service over a phone.
* Darryl asked if we will be streaming to our website. Ginny said we are exploring having an RSS feed on our WordPress platform.
* Debbie had a good experience with using the chat feature on a YouTube platform for a funeral the other day. You just can’t see people’s face.
* **Ginny called the question. The motion was carried with one Nay vote, the rest Yea, and no abstentions.**
* The Vestry will need to make this part of their weekly calls. People should make reservations for 10am worship if they want to attend.

1. 2021 Convention delegates. **Ginny has asked Addison Ore, Debbie, and Darryl to see if they will be our delegates. She proposes that these three represent St. Anne’s at our delegates again for this year. Julie moved, Eric seconded. The motion was approved by consensus.**
2. Technology update- Jason and the committee met last Sunday. There were 5 people at the training with William. Darryl was among those running it today. He reports that he, Susan, Martha Murphy and William from the tech company did well today. Darryl, Susan, and Martha ran through things on Saturday which allowed us to develop specific questions. He wants everyone to know that the text needs to be prepared manually and moved forward during the live broadcast. Julie suggested that Darryl and Susan could prepare a short video to express enthusiasm and recruit new people to this ministry. Ginny wants to add her thanks to all who have stepped up to this service. She thinks that it would be good for people to sit back with the tech crew to watch how it works before deciding. Ginny is happy to be freed up to lead worship. She feels the weight, stress, and fear of having to run tech while running a service with live worshipers. She’s received even more positive feedback from people in the service and at home having the words available. We know that some of us aren’t thrilled about having the screens, but it does provide a welcome to others. She has started to work with David, Lauren, and Jason Falen about having live music again. Eric says that the service on Zoom was graceful today. He hears concerns about the feeling of technology intruding into the worship space. Right now we need to get used to it, but after living with it for a while we could come back and assess reactions. Ginny wants to continually seek feedback from the congregation. Debbie mentioned that this might relieve a volunteer position monitoring Zoom. Susan added that we will still need to put links in the Facebook and YouTube chats and monitor those conversations. Susan also said that William the tech guy shared that he could think of ways to install those screens and projectors that didn’t show so many wires.
3. Committee reports - Debbie asked that we review the submitted reports below. Darryl reported for Stewardship to reiterate that we need to replace Robin as chair.
4. July vestry meeting. Ginny says that bylaws state that we meet at least 11 times in a year. July is when we traditionally take a month off. Last year we did not skip because of the pandemic. The Contract Policy can wait for a vote until August; it will be circulated beforehand**. The motion is for the Vestry not to meet in July. It is moved by Julie, seconded by Jason. The motion was approved by consensus**.
5. Resume meeting in person at August 15 meeting. Ginny thinks it sets a good example for the parish to meet in person and would like to have a conversation about this. We can’t mandate it but she feels it’s time for us to be around one table. There was general agreement. We will therefore meet at church after the 10am service. Come to the service first! Ginny has a little more information for us. Communion of both kinds will be held until possibly September. The doctors on our Covid-19 task force say that children under 12 should be up for vaccination before the fall. They want to be sure that the children can be safer before we return to the Cup. St. Anne’s will have our new silver Chalice and Paten in hand and dedicated in time for this. We may also hear in the next 1-3 weeks about singing without masks soon, which would mean the choir could more easily come back. Vaccinated people would not have to wear a mask.

Ginny closed with prayer. The meeting was adjourned at 12:55pm

Ginny commends Rev. Jim Croom’s funeral service to all for the wonderful sermon.