

St. John's Vestry  
April 7, 2020  
Virtual Meeting

Present: Rev. Rob Stevens, Rev. Anne Williamson, Rev. Nathan Bourne, John Tabor, Marian Ellis, Gerry Simpkins, Randy Philbrick, Karen Barsanti, Maggie Skafidas, Jeff Croteau, Kelly Boston, John Bolduc, Bob Nalewajk, Barry Heckler, Ellie Sanderson, Veronique Doherty, Rebecca Hennessey, Ally Dudas

**Motion** to approve March Minutes - Barry; 2nd Maggie

Treasurer's Report - Kelly

## **February 2020**

**Executive Summary:** First two months continued to be off to a good start. As of today, we know this will/has changed given the current Covid-19 situation. Our budget assumes \$520K annually in pledges. As of April, we are at \$490K (250 Families) committed pledges. Expenses essentially within budgeted expectations with a few exceptions due to timing. We will be watching out expenses closely in the coming months given that pledges/plate may decrease, and parking will definitely decrease. March pledge/plate estimates is \$35K. Today (4/7/2020), Michelle applied for a \$79K Grant from the Payroll Protection Program (PPP) today.

**Endowment Draws 2020 / COVID-19 :** Planned \$64,939 for this year. Due to the situation with COVID-19, we have used \$12K for cash flow purposes as of 07 April.

Kelly has devised a "**Capital Spending Plan**" - as of Feb

- Tracking project based on cash balance in the account
  - Shows both actuals and projections
- Will update and include in packet each month

## **Questions/Concerns/Comments:**

- Maggie asked who the grant was from? Federal govt.
- John T - Why did Optima not renew? (Unsure - there is a waiting list)
- John B - PPP requires us to not cut any hours.
- Rob is working with Michelle on this - Eastern Bank; 2.5 months of payroll is forgivable if we do not reduce hours of any employee
- A letter will be going out (via email) about options for pledging

- Gerry & John have met with Cambridge Trust - negotiating lot usage and cost

**Motion to Approve Treasurer's Report - Barry; 2nd John B**

**Junior Warden - Gerry**

- Updating contracts

**Building Report - Barry**

- Roof material approved by HDC
- Will owe \$45,782 x 3 installments (1.start of work,2.stripped& water tight, 3.satisfactory completion of work and staging removed)
- Should be able to complete job in time, if not sooner
  - April 13-20
- Materials may be delayed because of COVID-19 situation
- Kelly suggested before pictures (Barry ask Reggie)
  
- Thaxter Phase 1 is next (main floor, stage, kitchen)t - \$142,530 (with a \$10,000 contingency)
  
- Comments/Questions:
  - Ellie curious about:
    - Will the acoustics in Thaxter be a challenge with additional hard surfaces?
      - Michael Campbell confident that the dropped ceiling tile will buffer that
    - Is there a possibility for a first floor bathroom?
      - Looking at the existing bathrooms and making them all accessible.
    - Have we applied to the Thaxter Foundation?
      - We did get a grant through them.
    - Are we still considering solar?
      - Yes
  - Randy wondering:
    - if there are more detailed drawings that could be circulated?
      - Barry will check and send to Rebecca if yes
  - Engineers on retainer to be checking out area to see what's needed for connector

**Clergy Report:**

Rob - Welcome Back

- Thank you for staff and vestry for their leadership during sabbatical
- Good to be home
- Please make sure you're communicating needs you have or hear about (don't assume that Clergy knows needs)
- Staff has been helpful with technology, especially
- Available for questions/chat

Nathan

- Collecting Alleluias for Sunday
- Daily services
  - Maundy Thursday liturgy being send home to do over supper
- Trying to find opportunities to be together at this time

Anne

- Please send her with whom you were able to connect and who still needs a contact

Closing Prayer - For guidance - p.832 (prayer 58)

Meeting adjourned - 8:29pm

Respectfully Submitted,

Marian Ellis  
Clerk