



St. Timothy's Vestry Minutes

February 2, 2021 (virtual meeting via Zoom)

Vestry Minutes taken by Katharine Wells, Clerk of the Vestry

Present: Pastor Stephanie Kopsch (Interim Rector), Mother Lauren Grubaugh (Associate Rector), Shawn Murphy (Senior Warden), Bob Fullerton (Junior Warden), Dennis Haugh (Treasurer), Dominic Dezzutti, Tim Mills, Victoria Parker, Jessica Ross, Jennifer Saldanha, Neil Scarlett, Marie Schriefer, Katharine Wells

Absent: Ann Pontius

Spiritual Reflection

6:30 p.m. – Mother Lauren led a spiritual reflection. She began by sharing about the Feast of the Presentation, which marks the fortieth day after Jesus' birth where Mary and Joseph presented Jesus at the Temple, as was the custom. Mother Lauren read from Luke Chapter 2. She asked the group to reflect upon these questions, "What are you waiting on God for? Is there something you long to receive? What do you present before God today? Is there a gift you have to give?"

Called to Order & Agenda Review

7:10 p.m. – Shawn called the meeting to order. A quorum was present. No adjustments were made to the agenda.

Approval of Minutes

7:11 p.m. – Bob Fullerton corrected the spelling of Dick Loyd's name on the January minutes. Marie moved to approve the minutes as corrected, and Neil seconded. Approval was unanimous.

Election of Clerk & Treasurer

7:12 p.m. – Shawn noted that per our Bylaws at the first meeting following the Annual Meeting, the Vestry needs to elect a Clerk and Treasurer. Shawn moved to elect by acclamation Dennis Haugh as Treasurer and Katharine Wells as Clerk. Approval was unanimous.

Set Time and Place of Regular Vestry Meetings

7:15 p.m. – Shawn explained that per our Bylaws, we need to set the time and place of the regular Vestry Meetings. Shawn proposed the first Tuesday of each month at 6:30 p.m. via Zoom, and once safe to do so, at St. Tim's. Victoria moved to set the regular meeting time to be the first Tuesday of each month at 6:30 p.m. Jessica seconded, and approval was unanimous.

Treasurer's Report

7:17 p.m. – In advance of the meeting, Dennis shared a memo along with the monthly financial statement documents. Given the recent financial report in the Annual Report for last week's Annual Meeting, Dennis noted he will not be discussing the financial reports this meeting.

Second Paycheck Protection Program:

Dennis explained that Congress recently passed a \$9 billion bill, which included funds for a second round of Paycheck Protection Program (PPP) loans. He believes we are entitled to take out a second PPP loan of about the same amount as last year's loan of \$63,000. This is about the maximum amount we can expect to be forgiven. Dennis shared and explained the term sheet for the loan and highlighted that there would not be any personal guarantees needed for the loan. The group discussed the loan and St. Tim's eligibility for it. Dennis and Bob noted

that Finance Committee had a robust discussion about the loan, and they agreed St. Tim's is eligible based on the law.

Dennis presented a motion for the Rector, Senior Warden and Treasurer to each be authorized to execute documents with US Bank for participation by St. Timothy's Episcopal Church in the United States Small Business Administration's Paycheck Protection Program for a loan of up to \$70,000 without providing any collateral or guarantees, personal or diocesan, beyond those provided by the United States Small Business Administration, with other terms to be agreed by the Rector, Senior Warden or Treasurer. Dominic seconded the motion. Seven approved, two abstained. The motion passed.

Banking Signatory Resolution:

Dennis shared that we need to add signers for our bank accounts, as we previously had three signers but are now down to only him. According to our rules, we need at least two signers for any checks over \$1,000. Bob Fullerton had volunteered, and Dennis asked for at least one more volunteer to have three people, which would allow us to operate efficiently. Tim and Victoria also agreed.

Dennis moved to authorize Junior Warden Robert (Bob) Fullerton, Victoria Parker, and Tim Mills to be signatories on such checking accounts at US Bank and such investment accounts held by the Colorado Episcopal Foundation, as they and the Treasurer shall deem appropriate, effective February 2, 2021. Bob seconded, and approval was unanimous.

IRS Issue:

Dennis announced that he received the final bill to resolve the IRS issue from 2014. The final bill of \$2,748.22 was less than the top amount authorized by the Vestry at a recent meeting. The check will be signed tomorrow, and this issue will be fully resolved.

Clergy and Warden Reports

7:46 p.m. – Pastor Stephanie emailed a written report to the Vestry. She noted that we need to form the Profile Committee for the rector search. The group discussed potential individuals to ask to join this committee. Shawn noted that he will review the names and determine who to invite.

Pastor Stephanie shared this website from the Bishop's office about COVID-19 re-gatherings:

<https://episcopalcolorado.org/wp-content/uploads/2021/01/Handbook-for-Living-in-COVID-Seasons.pdf>

She asked the Vestry to read it to understand and be able to speak to why we are not yet meeting in person.

Pastor Stephanie explained that the first step in re-opening will be to start with hours where all the staff will work from the church offices once per week. These would not be open office hours. Next, during Lent we will open the sanctuary on Friday evenings from 5:00 to 7:00 p.m. for a party to come for Stations of the Cross. Each party would be allotted a 30-minute increment, and up to two parties could be in the sanctuary at the same time. Attendees would be masked and maintain social distancing.

7:58 p.m. – Bob shared he has been in communication with Mark Sneden about the Jr. Warden position. Mark had given him a wealth of materials and information from the past few years. Bob explained he is working on a video of the contents of the church to help with insurance coverage and any potential claims.

Bob noted that when Fr. Nick approached him about the Jr. Warden position, he asked him to serve for one year to focus on the rector search and the strategy for the church. Bob shared he will not be taking on the more traditional role of a Jr. Warden, who would handle maintenance emergencies; however, he can coordinate with the property committee and others.

8:03 p.m. – Shawn reported his last month has been focused on the Annual Report and Annual Meeting.

New Business

8:04 p.m. – *New Vestry Overview*: In advance of the meeting, Shawn shared the new Vestry Handbook. He noted that its contents include the Bylaws, Articles of Incorporation, Vestry Priorities and Goals, the end of year financial documents, the 2021 budget, and the Vestry Roster. Shawn also highlighted the Vestry Responsibilities.

8:15 p.m. – *Mother Lauren's ECF Grant Application*: In advance of the meeting, Mother Lauren provided a written report with an overview of her ECF Grant Application. She shared about her journey and work in non-violence. She explained she will be applying for a \$15,000 fellowship to use for her continuing education in non-violence. Mother Lauren shared she is hoping for support from the Vestry of the direction of her work and ministry. She noted there is no financial commitment from the Parish, as the grant would pay for her continuing education. Dominic proposed a motion of support for Lauren in her ECF Grant Application and supporting the direction of her ministry. Bob seconded, and approval was unanimous.

8:28 p.m. – *New Internet Service Provider Approval*: Dennis explained that we continue to have problems streaming our worship services, due to the limitations of the internet connection at the church. For example, Sunday services are pre-recorded and streamed from Adam's home on Sunday mornings. Last summer, Dana and our IT consultant explored options to resolve this. They contacted Century Link, Comcast, and Ting. Ting's bid was the lowest with a five-year contract for \$139 per month, and the fiber optic cable provides a better product with higher speeds in both upload and download. Ting will also provide the installation, allowing St. Tim's to avoid spending \$10,000 to \$12,000 in installation costs. In discussion with consultants, Dennis feels this is the best option. He concluded by noting, Ting could begin installation around March 22, and it would take about three to five days.

Tim moved to authorize Pastor Stephanie to sign a five-year contract with Ting to supply internet service for \$139 per month. Victoria seconded, and approval was unanimous.

8:36 p.m. – *Identify Spring Vestry Retreat Dates*: Shawn explained that we usually have a Vestry Retreat in June, which typically is a few hours on both Friday night and Saturday morning. If we are still virtual in June, the retreat would also be virtual. Next month, we can discuss date options for the retreat.

8:37 p.m. – *2019 Financial Audit*: Shawn noted we will move this topic to next month.

Vestry Retreat Group Reports

8:38 p.m. – Shawn invited the groups to share any updates.

Small Group / House Ministries: Mother Lauren reported there are two groups continuing through Lent and two groups taking a break during Lent. In addition, there will be Wednesday night meetings offered during Lent.

Parish Ministry Assessments: Dominic shared he will be emailing the group's report to the Vestry after the meeting.

In-person Worship: Marie mentioned that the group has not had any meetings since the fall, but she offered that they are still available for supporting the work to return to in-person worship.

Calendar Review

8:41 p.m. – Shawn reviewed the upcoming calendar item.

- Vestry Meeting on March 2

Next Meeting

The next meeting of the Vestry will be Tuesday, March 2, 2021 at 6:30 p.m.

Adjourn

Mother Lauren closed by sharing a song she recorded, "Go Now in Peace."

There not being any additional business, Marie moved, and Dominic seconded the motion to adjourn at 8:45 p.m.
Approval was unanimous.

Respectfully Submitted,

Katharine Wells

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Clerk of the Vestry