

**MINUTES
OF A REGULAR MEETING OF
THE VESTRY OF
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**
a California nonprofit religious corporation

November 11, 2020

A regular meeting of the Vestry of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the “Parish”), was held via Zoom conference at 6:30 p.m. on Tuesday, November 11, 2020, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector	X		Nelson Crandall, Treasurer and Clerk of the Vestry
Annie Henry (2022)	X		Matt McCabe, Sexton
Barbara Raney (2020)	X		Lisa Freeman, ACYP Director
Bart Coddington, Senior Warden (2021)	X		
Benjamin Davis, Junior Warden (2021)	X		
Chris Rowen (2022)	X		
Francis Bayaca (2021)	X		
Karen Greenleaf (2020)	X		
Michael Hudson (2021)	X		
Nancy Shephard (2022)	X		
Patricia McGowan (2020)	X		
Sally Lewis (2020)	X		
Vacant (2022)			

The order of presentation of the items below does not necessarily reflect the order of discussion of the items at the meeting.

OPENING

Mother Tracy called the meeting to order at 6:33 p.m. For a devotional exercise, the Vestry performed a Lectio Divina on Jeremiah 1:1-10 (the Call of Jeremiah).

¹ Term ends in December in the year indicated.

NOMINATING COMMITTEE REPORT

Members of the nominating committee reported that they had obtained at least three commitments to stand for election to the Vestry and hoped for at least one more.

RECTOR HOUSING STATUS

Mother Tracy reported that her landlord has decided not to renew her residential lease and that she and her husband will need to find new housing before the end of the year.

ACYP BUDGET

Before the meeting, Aptos Community Youth Program Director Lisa Freeman circulated the draft budget attached as Exhibit A.

Contribution of the ACYP to the Parish. It was noted that the draft budget did not provide for a contribution to the Parish's expenses. In 2020, the Aptos Community Youth Program contributed 10% of its 2020 operating budget to the Parish to offset the Parish's costs associated with allowing the ACYP primary use of part of the campus. Because of COVID-19, ACYP has determined that it no longer needs to use the campus. The consensus of the Vestry was that it would be appropriate for Mother Tracy to keep a record of the time she spends on ACYP matters and that ACYP should reimburse the Parish for that time and for other Parish resources (such as bookkeeping and contributions to workers compensation insurance) used for the benefit of ACYP. Mother Tracy and ACYP Director Lisa Freeman both indicated that such an arrangement was acceptable to them.

Payroll Taxes. It was noted that ACYP needs to be responsible for the employer taxes payable with respect to staff salaries. Nelson agreed to ask the bookkeeper to provide an estimate of the taxes to Lisa.

No decision was made.

At this point, the Vestry went into executive session. All guests left the Zoom conference.

BUDGET DISCUSSION AND TREASURER'S REPORT

Treasurer Nelson Crandall led a discussion of the Parish's financial conditions and the choices the Vestry will face with respect to the 2021 budget.

Helpful Shop. Nelson observed that although annual pledges were still ahead of where they would be if paid in even month increments, the Parish would incur a deficit for 2020 because of the prolonged closure of the Helpful Shop. There was a discussion of the prognosis for business restrictions in Santa Cruz County and the importance of continuing a 65-year-old ministry.

Fundraising. Nelson observed that no one was planning a Christmas Crafts Fair, which was budgeted to provide \$4,000 of support for 2020. After discussion about the possible logistics of a virtual crafts sale, Chris Rowen undertook to organize an effort in which parishioners would contribute to make contributions to the fair, the items would be offered for order on a web site, and the parishioners would prepare the items to order.

PPP Loan. Nelson noted that the Parish had enough cash in the bank to cover the Parish's \$38,000 PPP Loan, but that Nelson was reluctant to consider the proceeds as available to fund the 2021 budget until such time as the loan had been forgiven. Nelson noted that although the loan had been scheduled to be amortized over 24 months with the first monthly payment due in November 2020, the Bank was not requiring repayment or accrual of interest at this time.

Schlegel Bequest. Nelson noted that the Parish was likely to receive a bequest from late parishioner Stu Schlegel in 2020 and under Parish policies, \$49,500 of the bequest would be available to fund operations. Nelson said that he had been informed that the bequest would be included for the purpose of calculating the Parish's Fair Share payments to the Diocese if used for operations, but not if used to endow a fund to be used for a specified purpose, such as subsidizing a specific staff salary. It was observed that any such fund should be named in a way that would honor the donor, e.g., the Schlegel Memorial XYZ Fund.

Organist. Mother Tracy observed that the Parish had an opportunity to hire an accomplished organist on a part time basis that might not be available much longer if the Parish did not act. It was also observed that some parishioners have been disappointed that the organ has not played a larger part in in-person services than was anticipated. Mother Tracy observed that the organ is not configured in a way that permits the Director of Music Ministries to play the organ and lead the choir at the same time. The consensus of the Vestry was that now is not the time to add additional staff.

Additional Music Equipment. After brief discussion, the consensus of the Vestry was that any acquisition of additional equipment to improve the music for online services should be funded by a specific ask for donations instead of out the operating budget.

Benefits for Part-Time Staff. There was a discussion of the additional cost associated with increasing the hours of part-time staff.

DENTAL INSURANCE

Mother Tracy advised the Vestry that the Parish was in an open enrollment period for dental insurance, and that she would like to be authorized to offer dental insurance to the office manager at a cost to the Parish of approximately \$108 per month. Upon motion made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that Mother Tracy is authorized, in her judgment, to offer to provide dental insurance to the Parish office manager.

REPORT OUT

The consensus of the Vestry was that the following items should be reported to the Parish on Realm:

- Consideration of the ACYP budget
- Discussion of budget priorities
- Plans for an online Christmas sale

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included too long; vigorous; thoughtful; long; productive; thorough; good discussion; honored each other; cohesive team; difficult technical issues.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

ACYP BUDGET MATERIALS

From: Lisa Freeman <community-youth@st-john-aptos.org>
Sent: Wednesday, October 28, 2020 5:20 PM
To: Vestry
Subject: [Vestry] ACYP 2021 Budget
Attachments: ACYP 2021 Budget Approved by ACYC 10_20_20.xlsx; Aptos Community Youth Program 2021 Budget Narrative 10_2020 (4) (1).docx

Dear Vestry Members,

I hope you are safe and well!

Attached you will find a copy of the ACYP 2021 budget and an accompanying budget narrative for your approval at the November Vestry meeting.

The budget was created after a budget priority discernment with the ACYP students and was voted on and approved by the Aptos Community Youth Committee at our October 20th meeting.

Please let me know if you have any questions!

With peace,
Lisa

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Lisa Freeman
Community Youth Program Director
Aptos Community Youth Program
The Episcopal Church of St. John the Baptist
831-854-7265 | community-youth@st-john-aptos.org

ENDOWMENT INCOME 2021	\$	125,000.00
PROGRAM EXPENSES		
High School Program	\$	20,800.00
Middle School Program	\$	13,000.00
Lounge Maintenance and Custodial Support	\$	500.00
Insurance	\$	1,000.00
Marketing	\$	1,000.00
Printing and Purchase of ACYP Printer	\$	500.00
Storage Unit	\$	1,800.00
Lounge Internet	\$	200.00
COVID-19 Protective Equipment	\$	100.00
Youth Incentives	\$	1,000.00
TOTAL PROGRAM EXPENSES	\$	39,900.00
SUPPORT STAFF AND VOLUNTEERS		
Background checks	\$	1,000.00
Community Youth Program Assistant	\$	13,000.00
Bookkeeping Administration	\$	2,300.00
TOTAL SUPPORT STAFF AND VOLUNTEERS	\$	16,300.00
COMMUNITY YOUTH PROGRAM DIRECTOR		
Salary	\$	49,344.00
Payment In Lieu of Medical Benefit	\$	11,436.00
Dental	\$	585.56
Life Insurance and Disability Benefits	\$	916.20
Pension	\$	5,470.20
Gas Milage	\$	1,000.00
TOTAL COMMUNITY YOUTH PROGRAM DIRECTOR	\$	68,751.96
TOTAL FUNDS USED 2021		\$124,951.96

Aptos Community Youth Program 2021 Budget Narrative

Written by Lisa Freeman, Community Youth Program Director October 2020

I. Program Expenses

- A. High School Program (\$20,800)- presently in-person/virtual program. With our new AHS school club, ACYP would have a designated amount of funding set for our high school programming each year and then the students in the high school club will decide how they want to use that whether that is for outreach projects, activism and social justice engagement, guest speakers/activity leaders, overnight retreats, costs to cover parties and other social events, etc. This gives our new ACYP youth Treasurer some experience in budget management (Lisa will be making all purchases and supervising/advising them as needed) and maximizes flexibility to meet needs of high school students during this uncertain time. Most requested activities include “cool community projects where we can help the community and learn new things,” overnight retreats including conferences and camping trips, day trips in the Bay Area, followed by interest in safe social gatherings at places like the beach (beach bonfires).
- B. Middle School Program (\$13,000)- this program will continue to remain 100% virtual until COVID-19 restrictions are changed/lifted. Funding for the middle school program will cover mostly virtual activity leaders, technology subscriptions and supplies, and postal charges for mailing items. In-person program (3x per week after school program in the AJHS Lounge focused on themes of Community, Art, and Academic Empowerment with monthly Friday after school social gatherings at AJHS) will re-start when school campuses reopen and COVID-19 restrictions are modified/lifted at some point in 2021.
- C. Lounge Maintenance and Custodial Support (\$500)- covers replacement of furniture or other needed maintenance and repairs. PVUSD so far has covered this expense and made all repairs on our behalf, but ACYP would like to have some funds to put towards this. Typically this would be higher, but ACYP doesn't anticipate using the Lounge open for programming until Summer/August 2021 if schools remain closed for our age group or the 2020-2021 school year.
- D. Insurance (\$1,000)- insurance to cover the cost of insuring the Lounge under the Parishes insurance and any other increased liability for youth programming
- E. Marketing (\$1,000)- funding to cover website domain and other marketing materials such as postcards, flyers, cards for students, banners, etc.
- F. Printing and Purchase of ACYP Printer (\$500)- covers the cost of us purchasing a printer and paying for ink and paper. This year our program relied mostly on Santa Cruz Fedex for our printing needs, and ACYP would like to reduce this cost by getting our own printer. Printing needs for our program are mostly in the form of registration forms and donor acknowledgement letters, but the students want to print flyers and other items for events and projects they organize, and we need a printer available in our Lounge for tutoring and other activities
- G. Storage Unit (\$1800)- this year ACYP used the St. John's Youth Room (270 sq ft) as a storage hub. Current fair market rental value for the Youth Room

approved by the St. John's Vestry and Finance Committee is \$400.00 per month or \$4800 per year + accompanying utility fees. We can reduce this expense by getting a 5x10 storage unit near AJHS for \$150.00 per month (\$1800 per year) and also give access back to parishioners at St. John's who have been asking to have that room back for use by St. John's groups.

- H. Lounge Internet (\$200)- purchasing a hotspot system for our AJHS Lounge that is only open/available when our program is happening to avoid students getting on our internet after hours unsupervised
- I. COVID-19 protective equipment (\$100)- fund to stock up on sanitizer, gloves, masks, and face shields for youth participants and ACYP staff engaging in in-person activities
- J. Youth Incentives (\$1000)- funds to purchase stipends (Visa gift cards) for youth participation at monthly committee meetings (youth employment in our county has been hit HARD by COVID-19 and this is one way we can provide some payment to youth for their time helping our program)

II. Support Staff and Volunteers

- A. Background Checks (\$1000)- funds to cover backgrounds checks for up to around 14 volunteers and support staff
- B. Community Youth Program Assistant (\$13,000)- funds for our Community Youth Program Assistant employee (\$20.00 per hour at 10-15 hours per week)
- C. Bookkeeping (\$2300)- funds to support Bookkeeping services

III. Community Youth Program Director

- A. Program Directors Salary (\$49,344)- funds to cover salary of Community Youth Program Director
- B. Payment in Lieu of Medical Benefit (\$11,436)- I am remaining on Covered California for 2021 waiving the Anthem EPO 80 diocesan insurance coverage (rate of \$953 for 2021)
- C. Dental (\$585.56)- covers dental insurance for the Community Youth Program Director as required by diocese
- D. Life Insurance and Disability Benefits (\$916.20)- covers Life Insurance and Disability Benefits as required by the diocese
- E. Pension (\$5,470)- covers pension fund as required by diocese
- F. Gas Mileage (\$1,000)- covers mileage expenses for Community Youth Program Director