

Grace Episcopal Church  
Minutes of the 162nd Annual Meeting  
Sunday, January 24, 2021

**Special Note:** Due to the continuing worldwide pandemic of COVID-19 coronavirus, this year's annual meeting took place with clergy and a limited number of parishioners present, in-person, at church. Additional parishioners attended the annual meeting via Zoom, from the safety of their homes by way of computer connection.

After establishing that a quorum was present, the 162<sup>nd</sup> annual meeting was called to order at 11:11 and opened with a prayer given by Father Todd McDowell.

Father Todd appointed Sue Nixon as clerk, Shari Bonham as assisting clerk, and Steve Jianakoplos as parliamentarian.

It was moved and seconded that the minutes from the 161<sup>st</sup> annual meeting, held on January 26, 2020, be approved as written. Motion carried.

It was moved and seconded that the agenda for the 162<sup>nd</sup> annual meeting be approved as written. Motion carried.

**Report of the Nominating Committee:** Senior Warden Mike Heyer informed the parish that Mike Heyer, John Dotson and Kelly Eschenroeder are due to cycle off the Vestry. Kelly Eschenroeder is eligible to serve one more three year term. It was moved and seconded that the slate of Vestry candidates include the following three people to serve terms of three years each: John Adams, Kelly Eschenroeder and Ann Van Conia. Pat O'Brien was nominated to serve an additional three year term as Convention Delegate. At 11:17, the floor was opened to further nominations for Vestry members or Convention Delegates. The polls remain open for 30 minutes.

**By-Laws Clarification:** In light of the in-person attendance constraints resulting from the COVID-19 pandemic, Father Todd introduced wording for clarification of what the term "present" entails. Currently, Article II Section 1 of the by-laws states: "To constitute a quorum at any Parish meeting, the presence in person of qualified electors of this parish, as determined by the Canons, shall be at least 20% of our Average Sunday Attendance as reported in the most recently filed parochial report." Dick Entenmann moved, and Susie Reis seconded, that the wording of Article II Section 1 of the by-laws add the phrase "Physically or electronically", resulting in the following sentence: "To constitute a quorum at any Parish meeting, the presence in person (physically or electronically) of qualified electors of this parish, as determined by the Canons, shall be at least 20% of our Average Sunday Attendance as reported in the most recently filed parochial report." With no further discussion, the motion passed unanimously.

**Commissary Kitchen:** Father Todd informed the parish that the kitchen has been used over the past six months by Mike and Meredith (Gibbons) Shadwick and one other user as a commissary kitchen to prepare food for their small businesses. Mike and Meredith

worked to bring the kitchen up to St Louis County Department of Health codes. During this time, some of the ins and outs of renting space for commissary kitchen use have been gleaned.

Treasurer Tim Engelbrecht spoke to the parish about the impact that leasing kitchen space would have on the budget. Due to the pandemic, the number of people leasing space in 2021 would be limited, and it is estimated that about \$23,000.00 could be earned. In a non-COVID year, it is estimated that between \$40,000.00 and \$50,000.00 could be earned. Such an increase in revenue would allow Grace to greatly increase our mission.

Junior Warden Rebecca Harrison spoke to the parish about the preparations involved in having a commissary kitchen. She noted that several rooms downstairs will be cleaned out and electrical work will be done to facilitate storage space and the running of refrigerators and freezers. She noted that those who use the commissary kitchen will enter through the lower level doors and use the elevator to reach the second floor.

Contact with the Lab School and Grace staff will be minimal.

Father Todd explained that the Vestry consulted with Ron Gaus, a member of Christ Church United Church of Christ in Maplewood. Ron was instrumental in converting his church's kitchen into a commissary kitchen, as well as implementing the business practices associated with running the kitchen. He has since helped other churches do the same. He provided Grace with a template of the lease Christ Church UCC uses, and Grace has altered the lease to suit our situation. Parishioners interested in seeing the lease can contact Father Todd. Father Todd noted that there will be blocks of time set aside for the exclusive use of Grace church members. Examples include coffee hour, Trinity Hot Lunch, the annual cookie sale, Hands on Kirkwood and the Elegant Italian Dinner.

**Junior Warden's Report:** Rebecca Harrison's report can be found in the 162nd Annual Meeting packet. Highlights for 2020 included the completion of the copper work on the St. Matthews spire and the installation of a state of the art streaming system. Rebecca thanked parish members for their work as volunteer gardeners. They accomplished more than was expected, and saved the church money in the process. An unforeseen aspect of the job of Junior Warden has been keeping up with CDC guidelines on maintaining safe spaces in regards to COVID 19. Rebecca invited parishioners with questions about any changes to that end that have been made to contact her. Rebecca noted two changes coming in 2021. The first is the installation of a bi-polar ionization system for the Nave and the Lab School. The second is the Commissary Kitchen.

**Senior Warden's Report:** Mike Heyer's report can be found in the 162nd Annual Report packet. Mike noted that one of the main accomplishments of 2020 was the development and implementation of guidelines that allowed the church to re-open safely during the pandemic. Mike thanked church staff, Vestry members and other volunteers for their service to Grace.

**Rector's Comments:** Father Todd noted that his official report was the sermon given at the 10:00 service. Father Todd extended thanks to Mike Heyer, who served as Senior

Warden, and to Chris Ludbrook, who accepted Father Todd's appointment to serve as Senior Warden in 2021. Thanks were extended to outgoing Vestry member John Dotson for his work on the Vestry and in the area of pastoral care. Father Todd thanked Kelly Eschenroeder for her willingness to serve another three year term on the Vestry. Father Todd thanked John Adams and Ann Van Conia for their willingness to serve on the Vestry, and Pat O'Brien for her willingness to serve another term as Convention Delegate. Father Todd thanked outgoing Endowment Fund Trustee Bill Cadwallader for serving as chair of the committee, as well as his many hours spent taking care of the needs of the building. Outgoing Endowment Fund Trustee Janet Mika was thanked for her service. Katie Compton was thanked for serving on the Vestry, and Lyn Ballard was thanked for filling Katie's unexpired term in the fall. Ushers Bill Cadwallader and Chard Russell were thanked for their service, and Rebecca Harrison was thanked for single handedly taking on the altar guild duties during the pandemic.

Father Todd extended thanks to all who participate in the Perpetual Grace program, in which parishioners name Grace Church as a beneficiary in their will or estate plan. Todd noted that 26% of Grace's budget comes from Endowment Fund income. Father Todd thanked those who are contributing to the Our Journey Continues capital campaign. 70% of the capital campaign funds go to the Legacy Fund Building and Grounds fund, helping to ensure that the costs associated with our building and property will be met now and in the future. Father Todd noted that a substantial bequest has been made to the Grace Legacy Fund from the estate of John and Dorothy Herweg. Their thoughtful bequest will add \$5,000.00 to the budget in perpetuity. A bequest from the estate of Dr. Carl Luyties was received, the proceeds of which were deposited in the Endowment Fund account.

**Polls Close:** Hearing no further nominations from the floor, it was moved and seconded that the polls close. Motion carried. The polls were closed at 11:51.

All those in favor of electing the slate of Vestry nominees and nominee for Convention Delegate put forth by the nominating committee were asked to answer "aye", those opposed "nay". Motion passed unanimously.

It was moved and seconded that all reports for the 2021 annual meeting in print and electronic form be received by title. Motion carried unanimously .

**Treasurer's Report:** Tim Engelbrecht's financial reports can be found in the annual meeting packet. Tim highlighted the capital campaign financial update. \$462,475.09, or 78% of the total pledged to the three year campaign have been received as of December 31. Tim also drew the parish's attention to charts illustrating the percentage of the budget made up by endowed funds in 2009 (8%) versus the amount in 2021 (26%).

Tim extended thanks to the Finance Committee, which includes Father Todd McDowell, Rebecca Harrison, Brent Van Conia, Bob Roth, Mike Heyer, Shari Bonham and Dick Entenmann.

Tim extended thanks to stewardship chair Betty Bowersox, who had the unique experience of running a stewardship campaign during a pandemic.

Tim thanked Mike Fitzgerald for performing the annual review of accounts and of the endowed funds free of charge.

Tim noted that the Executive Committee normally meets 24 times a year. In 2020, due to the changes brought about by COVID, the committee met 64 times.

Tim reviewed the 2020 financials, noting that both revenues and expenses came in under budget. Grace received a Paycheck Protection Plan loan, which is not reflected in the 2020 budget statement. Loan forgiveness was granted in 2021, so the amount will be shown as revenue in 2021. 2020 ended with a deficit of (\$10,434), which was better than expected during the time of COVID. Tim thanked all parishioners for their time, talent and treasure.

Tim reviewed the 2021 budget, noting that the budget process will be challenging without knowing when things will open up with regards to COVID. Tim noted a budget surplus carryover of \$15,977, which is a result of the Paycheck Protection Plan loan.

Tim pointed out projected revenue of \$23,000.00 from Commissary and Chapel/Church Revenue, but noted that the projection is not set in stone, particularly in regard to COVID.

Father Todd asked parishioners with any questions to come forward.

Q: Do we know what other churches in the area have commissary kitchens?

A: Holy Communion in University City has upgraded their kitchen, but it is not known if it is being leased due to COVID. Christ Church UCC in Maplewood leases their commissary kitchen. Father Todd explained that Ron Gaus, who consulted with Grace regarding the commissary kitchen idea, will oversee the program at Grace. Ron will be paid a percentage of the lease income. All estimates of potential commissary kitchen income are net of fees.

Q: What impact does running a commissary kitchen have on insurance for the church?

A: Those leasing commissary kitchen space will need to adhere to the requirements put forth by our insurance carrier including signing a hold harmless agreement, providing a certificate of general liability and undergoing a background check.

Q: How do we avoid having COVID positive people using the kitchen.

A: The full potential of the commissary kitchen will not be realized until COVID is a smaller issue. The program will start with a small number of people leasing space. All current COVID protocols that are currently in place will be in force for those leasing space, including wearing of masks and maintaining a six foot distance.

Q: Do we have people leasing space now, or any potential lessees?

A: Part of Ron Gaus's job will be to connect us with potential lessees. Maximum capacity will not be met until COVID is no longer an issue.

Q: A potential income of \$50,000.00 has been mentioned. How many people would be involved to reach that goal?

A: Christ Church UCC in Maplewood has a maximum of eight groups, but COVID will dictate that we work under capacity for the time being.

Q: Can we talk about the commissary concept as it develops over the upcoming year?

A: Leases are for one year, and will not be renewed if the lessee is not working out.

Q: What will happen if there is a funeral reception?

A: Lessees are aware that there may be times that church members will need kitchen access that had not been previously scheduled.

There was a call for any new or old business. There being none, it was moved and seconded that the meeting adjourn. Motion passed. The meeting adjourned at 12:42.

Respectfully submitted,

Sue Nixon  
Secretary of the Vestry

## **Motions from the 162nd Annual Meeting**

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