

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**April 13, 2021**

**Special Note:** Due to the continuing worldwide pandemic of COVID-19 coronavirus, this evening's Vestry meeting took place via Zoom, with Vestry, clergy and guests connecting to the meeting from the safety of their homes by way of computer or phone connection.

**Vestry Present:** John Adams, Lyn Ballard, Mike Casey, Kelly Eschenroeder, Rebecca Harrison, Chris Ludbrook, Pat O'Brien, Susie Reis

**Vestry Absent:** Ann VanConia

**Clergy Present:** The Rev. Todd McDowell

**Guests:** Shari Bonham, Director of Development and Ministries Coordinator; Mike Heyer, Assistant Treasurer

The meeting was called to order at 7:03.

The opening prayer was given by Kelly Eschenroeder. The opening prayer at the May Vestry meeting will be given by Rebecca Harrison.

The evening's agenda was amended to include a report on the Endowment Fund Committee, given by Mike Heyer.

Rebecca Harrison moved, and Lyn Ballard seconded, that the minutes from the March 9, 2021 Vestry meeting be approved as written. Motion passed.

**Five Marks of Mission: Ministries of Governance, Administration, Stewardship and Facility: *Financial Report:*** Mike Heyer presented the financial report for the month ending March 31, 2021. Pledge Income for the month of March was \$30,225, which was \$6,725 above budget. YTD Pledge Income was \$123,173 versus the budgeted amount of \$118,000. Total Revenues for the month were \$48,381, which was \$4,568 above budget. YTD Total Revenues were \$178,125 which was \$3,186 above budget. Total Expenses for March were \$55,665, which was \$1,307 above budget. YTD Expenses were \$155,906, which was \$2,712 below budget. Net Revenue for March was (\$7,284), which was \$3,261 below the budgeted amount of (\$10,545). YTD Net Revenue was \$22,165.00, which was \$5,898.00 above the budgeted amount of \$16,267.00. Our current cash reserves would cover an estimated 2.3 months of the 2021 budgeted expenses. Kelly Eschenroeder moved, and Lyn Ballard seconded, that the Vestry receive the financial report for the month ending March 31, 2021. Motion carried.

**Capital Campaign:** Mike reported that \$489,140.00 of capital campaign funds have been received to date.

**Endowment Fund Committee:** Mike Heyer reported on the Endowment Fund Trustee meeting that took place last week. Mike reminded the Vestry that, on October 8, 2019, the Vestry approved an amendment to the Endowment Fund Trust Agreement, stipulating an audit of the Endowment Fund by a CPA every 5 years, and an annual review in the interim years, beginning in 2020. Annual audits for the Endowment Fund are due for 2018 and 2019. The Endowment Fund Trustee committee is responsible

for arranging the audits. The Vestry is charged with arranging audits of the Legacy Fund account, which is customarily done at the same time and place as the Endowment Fund audit. Endowment Fund Trustee Committee chair Mike Gibbons is willing to make arrangements with Busken and Associates for the Legacy Fund audit to take place at the same time as the Endowment Fund audit if the Vestry approves. Lyn Ballard moved, and Rebecca Harrison seconded, that the Vestry approve having Mike Gibbons engage Busken and Associates to audit the 2018 and 2019 Legacy Fund accounts. Motion passed.

Pat O'Brien moved, and Rebecca Harrison seconded, that the Legacy Fund be audited by a CPA every five years, at the same time and place as the Endowment Fund audit, with a financial review done in the interim years. Motion passed.

Lyn Ballard moved, and Rebecca Harrison seconded, that the Legacy Fund documents be amended to reflect the requirement of an audit by a CPA every five years, with a financial review in the interim years. Motion passed.

Proclaim the Good News: *Worship, Music:* Altar flowers are needed for April 18 and May 30. Father Todd reported that the Easter service and the Sunday, April 11 services went well. There were more families with children present, which was nice to see. The Church School Committee delivered Easter baskets to the church school children.

Respond to Human Need, Seek to Transform Unjust Structures: *Outreach Programs, Activities:* The Outreach Committee has spent most of their budget, with checks going out early in the year to the many organizations that Grace supports. There have been no volunteers to take over the Outreach Committee when the Nicosias step down as co-chairs at the end of the year.

**Junior Warden Report:** Rebecca Harrison reported that the interior of the building continues to be sanitized as necessary. Rebecca asked that parishioners not open locked doors without first checking with Father Todd or Shari to minimize the need for sanitizing areas that have been used. The font overflowed due to a clogged filter, which was easily rectified by cleaning the filter.

Live flowers that were used inside the church are being planted outside. Sherwood's Forest has planted a new maple tree and several evergreens on the church grounds. The irrigation system is working. Mowing will begin on Friday, April 16. Rebecca extended thanks to parishioners who are maintaining the garden beds. We continue to wait for the Kirkwood building inspector to sign the final inspection for the spire.

**Senior Warden Report:** Chris Ludbrook asked Vestry members to make contact with the parishioners they have been assigned. Father Todd noted the importance of making contact, and letting parishioners know that they are not forgotten.

Plans are in place to hold in-person church school in the fall.

**Report of the Rector:** Father Todd reported that the brochure for the upcoming Holy Land pilgrimage should be ready by the end of the week. Several Grace families have already expressed interest in participating.

The commissary kitchen is ready except for the installation of cameras in the kitchen and the downstairs commissary storage area. Ron Gaus will place ads on Craig's List as soon as the kitchen is ready.

The Diocese has put out new guidelines allowing meetings to take place in church buildings provided all participants are vaccinated, masked, and are able to maintain proper social distancing. Kelly Eschenroeder moved, and Chris Ludbrook seconded, that Grace Episcopal Church open the building to

parishioners who are fully vaccinated, masked and maintain proper social distancing. Motion passed. Parishioners who wish to meet in the building must contact Shari Bonham in writing so they can be assigned a meeting place that can safely accommodate the participants.

Bishop Deon Johnson will visit Grace on May 16.

Shari Bonham has received two bids for 4 security cameras and a new computer (with software and licenses) needed for the existing and proposed cameras. The computer currently used for the security system no longer works properly. A third bid could not be secured. Bids from Associated Engineering Services Inc. and Technique Services LLC each priced the security cameras at \$2,400.00 and the computer at just under \$2,000.00. The work of Technique Services is a known quantity, as they have serviced the phone system at Grace. Rebecca Harrison moved, and Pat O'Brien seconded, that the Vestry approve purchasing four new security cameras and a new computer, at a cost of approximately \$4,400.00, with the Finance Committee deciding which accounts the money will come from. Motion passed.

The evenings meeting concluded with a reading of Compline.

Rebecca Harrison moved and Susie Reis seconded that the meeting adjourn. Motion passed. The meeting adjourned at 8:38.

Respectfully submitted

Sue Nixon  
Secretary of the Vestry

### **Motions from the April 13, 2021 Vestry meeting**

Rebecca Harrison moved, and Lyn Ballard seconded, that the minutes from the March 9, 2021 Vestry meeting be approved as written. Motion passed.

Kelly Eschenroeder moved, and Lyn Ballard seconded, that the Vestry receive the financial report for the month ending March 31, 2021. Motion carried.

Lyn Ballard moved, and Rebecca Harrison seconded, that the Vestry approve having Mike Gibbons engage Busken and Associates to audit the 2018 and 2019 Legacy Fund accounts. Motion passed.

Pat O'Brien moved, and Rebecca Harrison seconded, that the Legacy Fund be audited by a CPA every five years, at the same time and place as the Endowment Fund audit, with a financial review done in the interim years. Motion passed.

Lyn Ballard moved, and Rebecca Harrison seconded, that the Legacy Fund documents be amended to reflect the requirement of an audit by a CPA every five years, with a financial review in the interim years. Motion passed.

Kelly Eschenroeder moved, and Chris Ludbrook seconded, that Grace Episcopal Church open the building to parishioners who are fully vaccinated, masked and maintain proper social distancing. Motion passed.

Rebecca Harrison moved, and Pat O'Brien seconded, that the Vestry approve purchasing four new security camera and a new computer, at a cost of approximately \$4,400.00, with the Finance Committee deciding what accounts the money will come from. Motion passed.