

**Vestry Agenda**  
**November 29, 2022**  
**Zoom - 7pm**

**Attendance:**

Mother Minerva  
Deacon Victoria  
Sandra Ward  
Kevin Flegal  
Maria Caballero  
Steve Kriechbaum  
Carlos Lugo

**I. Introduction**

A. Opening Prayer	Clergy
B. Rounds	Mother Minerva
C. Focus	Mother Minerva

**II. Reflection**

John 11 - Versus 20-27  
Mother Minerva

**III. Treasurer's Report**

Mother Minerva

- God's blessing that we are meeting our goals. People continue to honor pledges. We had more money than we have spent and more money coming in. August/Sept had a slump but recent months have been better, received more money than we spent.
- Sandra would like to send the money that was collected for the Fan Drive to Family Eldercare this month. Marvin is cutting the checks, so she will need to get with him.
- Jamaica is listed twice, why would it need to be in the budget twice as it seems redundant? Steve feels it needs to be in the Fundraiser section of the budget and Mother Minerva agreed, not sure why it was included in another section of the budget. A question was asked if the money should stay in the fund for the Spanish speaking service since they were the ones that took it over and they spent money to put it together. This may have been done or the reason it was listed in another part of the budget since people that attended the other service times did not participate in it, and did not want to take it away from the Spanish service people. We are more integrated and can move it to the Fundraiser section of the budget

**IV. New Business**

**A. Adopt Minutes**

- Once quorum was met Kevin moved to adopt the minutes and , Steve second the motion.

## Approved

### B. Budget Priorities

- Numbers are not where they need to be at yet. We have 54 people pledge, \$155,000.00 from pledges. Last year's amount was \$212,000.00 so we are a little bit behind. Stewardship is working to get this up to at least to \$200,000.00 for the upcoming budget year (we are \$45,000.00 behind). Families that are not participating in church any longer are no longer pledging. We are in a transition phase, how do we plan and be strategic with the budget? How do we use our budget and what are the priorities? Serve the new people so they can see how we are using the money and participate in pledging to the church.
- Austin Interfaith dues is \$2000.00 per year, Union of Black Episcopalians is \$250.00. It is important to be connected to organizations that are doing common good (for budget).
- Where do we want to look at scaling back and where do we want to enhance/continue using budget? Stewardship committee is still making phone calls and working to get pledges in.
- Pass budget in December and get together in January if we have new money/resources and review the budget again if needed. There should be some surplus money for the new year.
- Deacon Victoria would like to put a plug into Christian Formation, they have been going on with little to no money, we went from 1 to 5 classes.
- A priority is to attract people, keep people and deepen peoples discipleship.
- Austin Electric will be raising rates, so we will need to look at the utilities and how we could possibly cut back on usage. The city and diocese are looking at using renewable energy that may help us.
- Last year, we put money that we have not spent to hire a bilingual child care provider, \$5000.00 and we still have this as no one has been hired. Feel this is important especially at the 1:00 pm service since there are a lot of children, but we have 2 children at the 11:00 service as well.
- We have had 5 new folks attending other service besides the 1:00 pm service. Pay one person for childcare and pair them with a volunteer.
- Having hired a parish administrator has been a game changer, answering the phone, helps rector stay on

track/schedule. Helps keep us be more organized, encourage that this position should be a priority.

- Christian formation has not been offered in Spanish.

### C. New Vestry Member

- To keep 9 members on the vestry, we will need 5 people. One suggestion was to change the vestry membership to 7 instead of 9. Carlos, Sandy, Steve are falling off, need to replace Maria Angie and Carolyn Cline's position. Discussion as to why we would change the number, church is in transition as new people coming on, but not ready for being on vestry, or older members that do not want to take on vestry duties. Expectation of vestry members have increased in responsibilities as we have many things going on. We had vestry members by acclamation as no one wanted to run. We are asking people to do more things than just a meeting once a

month. We can try 7 people on vestry and then if it doesn't work we can evaluate and see if we need to adjust the number of people. By-laws were changed regarding how many vestry members will need. Steve made a motion to change to 7 vestry members and Kevin second the motion, all agreed and approved.

- Nominating committee is the outgoing class, which is Steve. Give any names to Steve that you would like to nominate. Vestry of the Day, need to complete through the end of January.
- Vestry of the Day needs to be added to the schedule of who is serving for that Sunday, send the schedule to Anne Faithful.

#### D. Credit Card for Church

- Need a credit card that can be used by our parish administrator. Last year there were reservations/concerns on the use of it, abuse of it, etc. We now have someone that is trusted and we should not expect this person to buy items on her dime and then be reimbursed after the fact.
- The lack of the credit card also creates an inconvenience for others, got on amazon, we had an amazon account which assumed there was a credit card and tax exempt tied to it, but not the case, and Deacon Victoria had to do it on her own account/dime. This is not only an inconvenience for the administrator but also for the ministries that conduct business for the church.
- There is a credit card for the church (not sure if old bank or new bank), online accounts that have our tax exempt information. We would need to have procedures for online purchases and a small list of folks who can use the credit card. We will need to have more than one person (than just the parish administrator). We have debit cards not credit cards. Steve made the motion to have the treasurer get a credit card and have parish administrator and then possibly senior and junior wardens only, Sandra second the motion. Discussion - so easy to keep track of purchases since when credit card is used you get a notification. Kevin feels we will need to have a 3rd treasurer for just keeping track of this, and he would like to see the procedures of how the credit card will be used. Addendum to the motion, we get a credit card, parish administrator and wardens and develop procedures for accountability and safety of the credit card. Approved

#### E. Sponsorship of Pauli Murray

- One of the awards will be given to Father Al Rodriguez. This event is from Seminary of the Southwest. The sponsorship assists students of color and helps them with financial aid/room and board, tuition and books for folks who have trouble with paying for this. This will help the church have people that reflect different congregations. If we would like to sponsor, can be as low as \$500.00. We have money in the outreach budget to cover this (total of \$4,400 in this budget). Sandra feels we should do it, it supports people of color that want to attend seminary. Father Al supported our church for many years. All in favor - Motion to donate to the Pauli Murray scholarship fund in honor of Father Al Rodriguez of \$1000.00, Steve second the motion. All in favor/approved

## V. Reports

### A. Junior Warden's Report

Mr. Kevin Flegal

- Buildings and maintenance are doing the majority of work. Little bits of vandalism. Two AED machines need to have maintenance and be inspected, which is mandated by state law.
- Looking into the use of solar power, but not sure which office he needs to access and continues to try.
- Everyone doing well on security system, hired new company to monitor it but equipment is over 10 years old. Not many false alarms anymore.

### B. Senior Warden's Report

Mr. Steve Kriechbaum

- Report not much regarding Senior Warden duties, but other committees, making stewardship calls, looking forward to Central Texas Interfaith meeting tomorrow morning regarding tax credits on business's and taking away from public schools.
- Steve is checking with the congregation on how they are feeling about the church.
- Christian Formation has been going well. Looking forward to the retreat for Sacred Ground

### C. Deacon's Report

Deacon Victoria

- Cannon's of church (episcopal level) require a ministry agreement, reflects semi-retirement, main principals - will be present on Sundays with some exceptions, racial and social justice will be her focus of her ministry. Deacon Victoria did a lot of administrative duties during time of transition. She will not be attending at 8:30 am service until she preaches, will take off a Sunday and worship with her family and two 1-month vacations per year.
- Mother Minerva thanked her for all of her work and helped her in so many ways and taught her so many things.

### D. Rector's Report

Mother Minerva

- Recognizing that people are in different seasons, and we have a group of aging people that have given much of their time and talent in the past. In 2023 looking for new people and have those that have served to model and/or mentor new folks. We need to respect that change when people say they are ready to retire from responsibilities/ministires, etc. Embrace new challenge of new people and be OK with things be done differently.
- The Get Out the Vote phone calls did well, folks that were contacted went out to vote more than those who were not contacted.
- Noreen McMahan has accepted the invitation to be our treasurer. We have had bookkeepers in the past, Noreen was asked to be a tresurer and work with our bookkeepers. Two part-time people are currently doing bookkeeping duties at this time. The way we are doing this, it is not sustainable, as it is so time consuming. This will impact our budget if we are willing to hire and outsource our bookkeeping.
- We are currently paying someone to do our payroll but this has not been saving any time. To hire a bookkeeper to do our payroll and bookkeeping, could possibly cost \$200.00 to \$300.00

per month and done professionally. We would then not have to rely on people from within the congregation that may no longer be able to do these duties.

- Treasurer will be responsible for financials and report to the vestry. Our current system is very old/antiquated and that is why it is so time consuming at this time.
- They vestry must vote Noreen in as treasurer.
- Can we price what a new system would cost, we would need to have that information by the middle of January 2023

## **VI. Old Business**

Mother Minerva

### **A. Treasurer**

- Any concerns about Noreen for treasurer, motion to appointment Noreen as treasurer - Steve made motion, Kevin second, any questions/discussion - No, motion approved
- Volunteer position (treasurer), will only outsource bookkeeping. All agreed/approved

### **B. Lower 40**

- Folks were excited about it, would like for a park/green space but also to make sure that we are legally covered regarding the land, maintenance, and that the city will build what they say they are going to build.
- Two more meetings will be held plus one on zoom.
- Green space bring in families, consider mobility issues/disabilities.
- Mother Minerva sent an email to the city to see if they are still interested in this.

## **VII. Next Steps**

A. December Vestry Meeting - Tuesday, 12/20 - adopt preliminary budget during this meeting, if possible do this meeting in person if appropriate (covid). Approved 7:00 pm at hall.

B. December Bible Study Leader - Sandra will do December's meeting.

## **VII. Closing Prayer**

Clergy