



May 9, 2020

EPISCOPAL CHURCH of the ATONEMENT - VESTRY MEETING MINUTES	
Time:	Saturday, May 9, 2020, 3:34 - 5:08pm
Location:	Home: Video Conference
Present:	Mtr. Erika Takacs (Rector); Margaret Sullivan (Sr. Warden); Greg Bradley (Jr. Warden); David Beil; Steven Britt; Victor Browne; Will Cronenwett; Marian DeBerry; Aron Dunlap; Bill Hancox Barbara Newman; Daniel Polley; Michael Trumbold (Treasurer); Jim Hawkes (Clerk)
Absent:	
Guests:	Peg Tomaszek-Witry; Jerry Mash
Next Meeting:	Sunday, June 14, 2020, 1:00 pm - Home: Video Conference

Margaret Sullivan (Sr. Warden) called meeting to order at 3:34 pm, followed with opening prayer led by Mother Erika. Margaret welcomed our guests Peg and Jerry from the Endowment Guild.

1. Check-in: Margaret introduced – A handout was provided to the Vestry in advance of the meeting; it was a presentation, entitled “Leadership during Trauma”, as presented by Rev. Ellen Ekevag - its relevancy being associated with today’s pandemic. It included five essential elements of leadership during trauma: promote safety; promote calm; promote connectedness; promote self & collective efficacy; and promote hope. Vestry members were asked which of those five points were felt most needed, both as individuals and as a congregation. Discussion ensued - all five points were import with promotion of calm and hope as key factors ahead of the rest in relieving folk’s anxiety, without which the other also key components would be difficult to accomplish. This was followed by Mother Erika leading the group in the “Lord’s Prayer”. She expressed the need for building a plan for safety for when the church reopens its doors, and summarized that all five factors need to go hand-in-hand to complete the pentagonal circle.
2. Endowment Policy: At 4:05, Margaret introduced our guests Peg and Jerry as members of the Endowment Guild, who were present for introducing their work on endowment policies for Atonement and answer any questions by the Vestry (draft sent out in advance of meeting to Vestry). Peg gave a background history of the Endowment with a list of names that have helped put the new policies together (David Dalton, Peter Benitez, Tim Fox, Jerry Mash, Mike Trumbold). One of the main objectives has been to revamp our original 10 year old policy and refresh it for Atonement’s future long term stability of the Parish. After going through several iterations and back and forth through various legal channels, including the Diocese, a final revision is getting closer for a final review by the Vestry. Jerry also mentioned the importance of getting the parishioners on board with the suggested changes. Peg requested that if there were any additional questions, suggestions, or general comments, to compile them in a single document as a whole for the Endowment Committee to address – Margaret to put together. Mtr. Erika reminded the Vestry, that the ECF (Episcopal Church Foundation) also recommends a certain amount of the fund to be used annually, as part of best business practices. The discussion lasted for about 45 minutes; Margaret thanked Peg and Jerry for their presentation, and they left the meeting, 4:43pm.
3. Review of April Vestry Meetings Minutes: Margaret called for any questions on the Minutes. **Motion** made to approve Minutes of April 25, 2020. **Seconded.** Absent of objections, **Motion passed.**
4. Reports: The following were submitted: the Rector’s Report – Mother Erika (highlights below); a draft of the Endowment Policies; Outreach - Guidelines for Requests for Assistance; and updates on the Church by-laws - all on file. Margaret asked if any questions on reports.
5. Rector’s Report: Mother Erika commented on the great first ever Evensong performance set up by Chris, Charlie, and the St. Cecilia’s Choir – it really shows how Atonement is keeping the music program going through these hard times and adapting to difficult circumstances. Also referenced was the recent webinar attended by many singers and choral musicians from around the country and the dire outcome for them as professionals in their careers as a result of the pandemic, and to keep the musicians in our prayers.



Mtr. Erika also commented on rescheduling another retreat, but with a different format using Zoom; topics will include preparing for the future with parish activities and maintaining connectivity – Margaret to schedule. The Bishop / Diocese has a small group of lay people and clergy continuing to put together guidelines for reopening churches; the Executive Committee will be looking at these in terms of the building for streaming live without guests and just a few attendants. Mtr. Erika is also still looking for suggestions from the Vestry to help in this process.

6. Action / Decision / Discussion Items:

- a. Building & Grounds: Mtr. Erika addressed - The topic of the fan falling on Palm Sunday was brought up, and concerns on other fans needing to be inspected before bringing folks back into the church (basically the continuous vibration caused a set bolt to shear off and give way). A rough estimate will be about \$5000. Another maintenance issue coming down the pike is repairing / replacing windows in the rectory – current estimate for repair of 30 windows/5 doors about \$9000 for a temporary fix lasting 5-10 years. Full replacement may be at least 3 times that amount. It was agreed that the fan replacement is a priority at this time, and window discussion will be at a later date. Mtr. Erika will retrieve final details on fan cost. Mike suggests being cautious for taking money from Endowment or general funds at this time, but also expressed the urgency for the fans, as a safety measure.
- b. Filling Positions: Mtr. Erika referred to the list of Treasurer's activities that Mike put together, and asked Vestry members to consider joining a small group who will help define the structure of the treasurer's position - Margaret to follow up. Any suggestions for someone that could take over that position next year are welcomed.
- c. Follow-ups from this meeting:
 - i. Compiling any additional questions, suggestions and comments from the Vestry on the Endowment Policies Report and sending a single email back to the Endowment Committee (Peg)
 - ii. Setting up a time / agenda for a 2-hour Zoom retreat meeting for the Vestry.
 - iii. Setting up small Vestry group to work on Treasurer's position.

7. Old Business: None.

8. Treasurer's Report: Mike Trumbold presented.

- a. PPP Application: The approval for PPP was received and money deposited (\$45,647.50) on Monday (Vestry thanked Mike for helping push this through so expediently); Atonement will have the next 8 weeks to use the funds.
 - b. April Financial Report: Mike reviewed April's statements of financial position and activity. April showed a slight upturn in the market and resulted in an increase in the Endowment Fund as well as the reserve account, but offset with a withdrawal in anticipation of needs for the coming months. As anticipated, Easter collection was significantly down from what was budgeted for 2020, as well as Gala income and parking. On the upside, Atonement had the largest VANCO (online) income ever, slightly offsetting the decrease in Sunday plate offerings. Also good news, all the monthly bills were paid. **Motion** made to receive the April 2020 Treasurer's Report (on file). **Seconded. Motion passed.**
9. Dates for Calendar: Margaret – Next month's Vestry Meeting will be back to a normal schedule on Sunday, June 14, 2020, from home video conferencing.

Closing Prayer: Mother Erika led the closing prayer; meeting adjourned 5:08pm.

Respectfully submitted,

Jim Hawkes
Clerk of the Vestry