

**Sunday, February 13, 2022**

**Episcopal Church of the Atonement Vestry Meeting Minutes**

Time: Sunday, February 13, 2022, 1:01 p.m. to 2:43 p.m.  
Location: In-Person at Church of the Atonement and via Zoom  
Present: Mother Erika Takacs (Rector), Tim Fox (Warden, via Zoom), Liz Sarnik (Warden), Natalie Archie (via Zoom), Dave Beil, Richard Benson, Steve Britt (via Zoom), Chuck Elliott, Rufus Gonzales, Amanda Kim, Barbara Newman, Rick Velon, Mike Trumbold (Treasurer, via Zoom), Michael Waltz (Clerk, via Zoom)  
Absent: No one

Next Meeting: Sunday, March 13, 2022, 1:00 p.m. – in-person and via Zoom.

Liz Sarnik (Warden) called the meeting to order at 1:01 p.m. Mother Erika gave an opening prayer.

The meeting began with a presentation by Hope Pavich, Director of Care for Friends, and two of her associates, F. J. Phillips, soon to be Board chair and long-time volunteer, and Charles Stewart, also a long-time volunteer and a parishioner at Atonement. They explained a proposal for their organization to use space temporarily at Church of the Atonement to provide their services. Care for Friends provides a variety of services and resources for people from any part of the city who face housing and food insecurity. They offer a hot meal on three weekdays between approximately 10:30 a.m. and 12:30 p.m. during which attendees may also get access to other services to help them. They also offer monthly health screening and podiatric services, clothing and hygiene supplies, food delivery, and help for students facing housing and food insecurity. In addition to weekday meals some services are provided on Saturdays during the day. On days when services are provided volunteers typically arrive around 8:30 a.m. and leave by about 1:30 p.m.

The organization has been working from Church of Our Saviour on Fullerton Avenue but the building they occupy is slated to be demolished and a new facility built for them to occupy. That process is expected to begin in June or July and to take eight to 18 months to complete. Care for Friends is looking at a number of churches as possible temporary homes but is most interested in Atonement because of the excellent kitchen, the use of Montgomery Hall for meals and services, the ample storage space in the basement below the kitchen, and our proximity to the Red Line. They also believe there is a need for some of their services in our community. They have met with Care for Real and determined that the two organizations wouldn't be duplicating services.

If they use Atonement they would need to install additional shelving and refrigerators/freezers in the basement; this will require an assessment of our electrical capacity. Any work that needs to be done to adapt the space will be paid for by Care for Friends.

During a lively discussion Vestry members asked for additional information and clarification on numerous points. Hope explained that they currently use three to four volunteers for meals, but it may be as many as eight or more on Saturdays when other services are offered and on days they receive large food deliveries, which would be brought in through the alley. Their current volunteers would continue if they move here but they would also welcome volunteers from Atonement.

Attendees for meals have been ranging from 25 to 50 but the number of guests has sometimes been considerably higher. The numbers are normally lower early each month, increasing as the month goes on. Most guests are men experiencing homelessness because they tend to have fewer resources available to them.

Approximately 90% of those attending are fully vaccinated for Covid. Care for Friends provides security services during the times that guests are in the building and takes care of cleaning after each function.

A concern was raised about the accessibility of the building but Hope explained that the layout of the space is essentially the same as their current facility.

Care for Friends will need a regular parking space for its van, which could be accommodated in one of the spaces behind the church. Volunteers may also need to park but they could use the church lot without having any impact on our new arrangement with ParkMobile. They do not need office space to function at Atonement.

After the representatives left some additional issues were discussed. Mother explained that she has discussed coordination with Care for Friends and their operations wouldn't impact our preparation of meals for Care for Real nor the regular AA meetings held at the church. This would be similar to the arrangement Care for Friends currently has with Church of Our Saviour and they recognize that we may need to use the space occasionally for services and functions that would impact what they're doing.

The Vestry expressed considerable enthusiasm for the proposal. In the recently completed parish survey parishioners identified community outreach as an area where we need to improve. Working with Care for Friends may provide Atonement with educational opportunities that can lead us to more outreach activities in the future. Mother said Care for Friends will need a decision soon and asked the Vestry to get any additional questions to her as soon as possible. An assessment of the electrical capacity will be made shortly and she hopes a decision can be made at the March Vestry meeting.

Check In: Liz Sarnik welcomed the new Vestry members and asked each person to explain a little about themselves and their time at Atonement.

Review of January Vestry Meeting Minutes: **A motion was made** (Richard Benson) **and seconded** (Dave Beil) to approve the minutes. With no questions or discussion **the motion passed unanimously.**

#### Treasurer's Report:

For the benefit of new members Mike Trumbold explained that on the Saturday before each Vestry meeting the Finance Guild reviews the financial reports and approves sending them to the Vestry for review to assist them in their responsibilities with the financial matters of the church. He then explained what appears in the January reports.

*Statement of Financial Position:* Mike pointed out that he has created a new account to hold a parishioner's recent \$100,000 donation designated for capital projects. In case interest rates rise in the near future he placed the money in a three-month Certificate of Deposit. He also noted that there was a donation of \$10,000 earmarked for the Education Fund.

\$10,000 was transferred from the Money Market to Operating to pay bills.

The Endowment Fund received contributions from the estate of James Hawkes and in memory of James Trapp but was down for the month by \$60,000 because of losses in the markets.

*January Statement of Activity:* Mike explained that the budget assumes income of \$25,000 from whatever form the "Gala" takes this year; after expenses this event is projected to net \$15,000.

Revenue for the month is over budget primarily because of people paying off their 2021 pledges in 2022. Because of the way utilities and other items, like pension contributions, are paid revenue for the month is over budget by \$29,000, which is typical for January.

Vanco expenses were over budget as more people paid pledges on-line. The Dues and Subscriptions line is over budget because some subscriptions for periodicals and software programs are paid annually. Also,

Mother's pension contribution is paid monthly while that for staff is quarterly, which results in some fluctuations. Similarly, the cell phone provided to Mother Erika is reimbursed quarterly.

Finally, Mike pointed out that the budget numbers for the year may change because we're still receiving information from vendors and other providers.

A **motion was made** (Rick Velon) **and seconded** (Barbara Newman) to receive the financials. With no further questions or discussion **the motion passed unanimously**.

#### Reports:

*Outreach:* Prior to the meeting the Vestry received a written report from Deacon Charles Farrell. The Guild didn't meet in January but he is preparing a spreadsheet based on last year's spending that will be used to start discussion about plans for the coming year. We have a new opportunity with Care for Real to prepare toiletry kits to include with food pickups.

*Rector's Report:* Mother noted that there will be an orientation session for new Vestry members next week.

Mother reported that Bishop-elect Paula Clark has been cleared to begin work on a part-time basis. There has been no conversation yet about a date for her consecration.

*Keeping God's People Safe*, is a training program designed to help those who have contact with children, young people and vulnerable adults recognize and prevent situations where sexual abuse or exploitation might occur. Atonement clergy, staff, and some volunteers, including Vestry members, are required to complete the program. New Vestry members will be signed up next week for on-line training. Current members will have two additional courses to complete.

Mother discussed the Diocesan recommendations for changes to Covid protocols. The Vestry felt we should follow them with the possible exception of retaining stricter policies for children's programs. **A motion was made** (Richard Benson) **and seconded** (Barbara Newman) to allow holding coffee hours and to allow clergy, lectors, and intercessors to remove their masks when preaching or reading effective March 1 and to make masks optional for those attending services when civil authorities allow. With no further discussion or questions **the motion passed unanimously**.

#### Action/Decision/Discussion Items:

*Parking Lot Proposal:* The agreement for ParkMobile to handle the parking lot has been signed.

*Architectural Assessment:* We've just received the draft assessment from BauerLatoza Studio. The Building and Property Guild will be meeting with them to discuss and clarify some points; Dave Beil will report back. More

assessment will be needed but that was expected. Once additional information is gathered a report will be distributed to the parish.

*S-4 Project:* The team working with Sustainable Solutions for Sacred Sites (S-4) to identify additional uses for our spaces had it's first meeting last week and will have another session with a coach prior to meeting with the local cohort of churches selected for the program. Mother said that activities like the parish survey and the assessment of our properties means we've already done some of the preliminary work for the project.

*Church Staff Sabbatical:* Mother thanked the Vestry for its support of the one-week sabbatical for clergy and staff recommended by Assisting Bishop Chilton Knudsen. Staff will be off the week of February 14; Mother's time off last week will serve as her sabbatical so she will be available during the week. Evensong will occur on February 16 to avoid further disruption for the St. Cecilia Choir. Masses on Sunday March 20 will be without music.

*Security Issues:* Mother asked the Vestry for help looking at the rectory to identify issues that should be addressed immediately particularly in regard to safety. Recently there have been two incidents of trespassing on the property, one with someone on the front step and one with people in the foyer of the building. At the very least she feels an additional lock should be installed in the front door. The Vestry agreed and felt this expense wouldn't reach the amount requiring Vestry approval. Members also felt that actions to address issues affecting any of the residents of the rectory should be taken immediately.

*April Vestry Meeting:* The second Sunday of the month is the regularly scheduled Vestry meeting and in April this year it is also Palm Sunday. Mother asked the members to consider whether or not to change the April Vestry meeting; a decision will be made at the March meeting.

Dates for Calendar: Vestry meeting March 13, 2022, 1:00 p.m.

The meeting adjourned at 2:43 p.m. following a blessing by Mother Erika.

Respectfully submitted,

*Michael Waltz*  
*Clerk of the Vestry*