

VESTRY MINUTES

June 21, 2022

Meeting conducted via Zoom

Present: Rusty Gaston, Sr. Warden; Harvey Yocum, Jr. Warden, Paul Richard, Treasurer; The Rev. Mac Brown, Rector; Marilyn Farrow; Gini McDermott, Phyllis Nottingham; Gary Buff

Absent: Janice Wagner; Billy Archuleta.

The meeting opened via Zoom at 5:39 pm with Fr. Mac's Prayer. Marilyn moved that the vestry approve the May, 2022 minutes which she had recorded, with the addition of Fr. Mac's rector's report. All were in favor; minutes were approved.

Rusty requested that, under New Business we discuss a resolution for the outreach building and talk about parish hall improvement. Agenda was approved as amended.

Treasurer's Report 6.20.2022

The response to our Senior Warden's talk was outstanding. We had no issues meeting our last payroll. I hope that this new level of giving will continue and we can soon retire our debt to the diocese and our own internal Line of Credit balance.

For the month of May our income was \$26,349, which is \$9,785 under budget. The bulk of that shortfall is due to pledges not being received, \$9,604 not received. Our total expenses were \$34,379, which is \$4,277 under budget. However, we continue to owe our Fair Share from this past February forward, approximately \$18,000 at the end of May.

To put some of our expenses in perspective. Every month we pay approximately \$24,000 in salary and benefits to our staff. That doesn't include our Food Pantry Director whose funds come from a designated account. Janitorial supplies and utilities run \$3,000 each month and our office expenses are another \$1,600. Those are the largest categories in our budget, then we have a number of areas that are \$500 or less each month, such as altar supplies, music ministry, education for adults and children, fellowship, and maintenance on our rental properties and the church facilities.

Deacon Jill worked with Canon Curtis to apply for an Episcopal Disaster Relief grant. She also forwarded an email to me about applying for a COVID grant from Homeland Security and FEMA. Just getting the ID took a bit over a week. I will look into this grant in more detail this week. Initial reports pulled by Amanda indicate we may be able to get reimbursed around \$10,000 of expenses directly related to COVID.

On the DRG Treasurer's call most churches appear to be holding their own, however, two congregations indicated financial problems related to 50% or more of their congregation not coming back to church. One congregation has had to let go of their part time rector.

The August Stewardship Workshop by the Diocese will be via Zoom on August 19th and 20th. The 19th is when Vestry was scheduled to have their next workshop. Do we reschedule? The DRG Zoom training will be recorded and available for playback.

Canon Curtis also stated that the Diocesan Convention will be November 11 and 12, in person at the Cathedral of St John in Albuquerque. Registration will open in July.

Attached are the reports from Amanda for May and the Investment Account April report. The May results have not yet been posted.

Paul

Paul answered questions about his financial reports, attached, and called attention to the possible conflict of dates regarding the next vestry retreat and the Diocesan Financial Meeting in August.

Fr. Mac proposed that on:

Friday, August 19 we all attend the Diocesan zoom training (possibly 6-8 pm, time not yet confirmed.)

Saturday, August 20, 9:00 AM – 12:00, we meet together to discuss the Friday event.

Marilyn said that as she was signing checks recently, she found an expense that appeared unusual. She suggested that someone review Food Pantry expenses on a regular basis.

Paul indicated that we have some new volunteers for counting and are training them.

Jr. Warden's Report:

Re-keying of the Parish has been completed. All locks except for the Parish Hall Main Entrance have been replaced, repaired, or re-keyed. Included in the re-keying were the Food Pantry entrances and the walk-in freezer. All the keys coded for the doors they are associated with. I created a ledger with the key codes and all persons who have been issued keys. These keys and codes have been given to Gwen for safekeeping and issuance. In her absence, I have been attending to keys.

The electrification of the Nave doors is complete. The front doorbell has been installed and is active. Halo Technologies will be returning to install the key reader, provide key cards, and train in the programming. This will eliminate the need for a manual key on the Main Entrance and will allow us more control over access. The system will also allow us to put limitations on the entry such as making the entry capable for a specific period. The Parish Hall doors will be replaced at some point and the same keyless entry system will be installed on those doors.

In preparation for Summer, Janice Wagner and her team of volunteers have been doing some grounds grooming. Two dead aspens have been removed. The irrigation system has been turned on and inspected. Additional work needs to be done for weed control and grooming in the rear of the church.

Halo Technologies has been working with Erick Brunner to resolve speaker and microphone solutions for instruments and the choir loft. I have attached their proposal for your review. We currently have \$5,300 in designated funding available. The proposal is for \$5,528.44, so we are short \$200 to pay for the upgrades. The additional funds will need approval by the Vestry.

Halo Technologies is scheduled to return on June 30th and July 1st to complete the installation of the VoIP phone system, phones, and the keyless access for the Nave entry doors. Once the phone numbers are ported over to the new system it will be live, and we will reduce our month expenditures by \$200 for phone services. They will also be completing the intercom system as well.

During our last Vestry meeting, the renovation of the Parish Hall was discussed. Walls need patching. The Parish Hall needs painting. The new carpet squares need installation. The Parish Hall doors need to be replaced and a new keyless entry installed. The threshold on the doors also needs rebuilding and replacing. I will be getting estimates for door replacement with the appropriate electrification and panic hardware to allow for keyless entry. This renovation will need additional discussion, clarification, and funding.

The parking lot needs potholes to be filled and some regarding at the north end of the parking lots.

Along with stucco repair, we will need to start the discussion regarding refinish of the Sanctuary wood floors. In the main traffic areas, the finish is showing substantial wear. This is another example of deferred maintenance that will increase our costs should be prolong the repairs.

With the help of Vince Corral, I have developed an Operations Manual for the Sound Board and Video/Streaming production. This manual will be located with the sound board. It includes specific step-by-step instructions on how to set up for a streamed or recorded service along with pictures to guide the user through the setup. The Sound Board is preset for services and will require very little adjustment. All equipment manuals are also included in the manual along with contact information for Halo Technologies,

The Fire Alarm System monitoring has been transferred to Halo Technologies and our previous monitoring agreement has been terminated. The system was inspected by Halo and is working properly. We do have some issues with dirty and outdated sensors, and we had an unfortunate incident where someone had tripped one of the manual alarms in the Parish Hall. At some point, the

system will need to be locked to prevent shutdown of the system when the alarm goes off. The system is there for a reason and when it is off, the church is at risk.

We had Usher Training two weeks ago. In that training, procedures regarding church safety and medical emergencies were discussed. We will need a more formalized approach in the future, and I would recommend we develop a Safety and Security committee to oversee this most important piece of the puzzle.

All in all, we are making good progress on processes, improvements, and repairs.

Please contact me with any questions.

Respectfully submitted by Harvey Yocum, Jr. Warden 6/14/2022

Discussion: Harvey repeated that we have an invoice for improvement of sound in the music loft, but not enough money in our budget to cover it. Fr. Mac will ask whether Erick Brunner, Music Director, would consider contributing to sound improvement and recording ability from his budget.

Rusty asked Harvey if there were plans for filling the holes in the parking lot. Harvey repeated that he will obtain an estimate for that work as well as for refinishing the floors in the nave and sanctuary.

Rector's Report: May 18-June 21

In the past month I have:

Attended 3 priestly ordinations: 2 in Santa Fe, 1 in Raton

Attended 1 diaconal ordination at the cathedral with 6 new deacons

Preached 6 sermons on Sunday at St James. Celebrated and preached at TRV. Buried our Beloved Marcie Sweet. Baptized 2 folk on Pentecost. Held a training session for liturgical ministers. Attended an Eagle Scout ceremony. Attended the Enchanted Circle interfaith gathering Held a Deanery Membership meeting. Attended Clericus. Attended two nights of diocesan budget meetings. Visited the hospital 5 times to see folk. Made 4 house calls. Attended a meeting with the bishop and deans and vice deans. Facilitated 7 parochial committee meetings. Presided at a renewal of vows. Met with area ecumenical clergy to plan a joint bible study. Multiple pastoral phone calls and meetings. Attended Spiritual direction.

In the 35 days since our last vestry meeting I have had only 5 days without a calendared church event I worked both federal holidays that fell in that time. I am regularly only able to take the required minimum for sabbath and even then it is impeded. I would guess that at least 3 of those 5 days I was called or texted with either an emergency, which is acceptable and desired, or with something inane, which is a violation of our agreement. I am running ragged and feel guilty taking time for continuing education and vacation. That guilt is my emotion to deal with, but you can help me by encouraging restorative time.

I depart for a continuing education conference on race and reconciliation in Philadelphia after church on Sunday June 26 and return that Thursday the 30th. I depart for vacation after church on the 3rd and return on the 21st of July.

Mac+

Fr. Mac will be in Philadelphia June 26-July 1 for Professional Continuing Education. He will be at St. James on Sunday July 3, then on personal vacation July 4-26. Fr. Mike Olsen will cover worship services and pastoral care.

New Business: Rusty resolved that we allow Jack Nottingham the authority to access funds to hire someone to create mechanical/electrical/plumbing drawings for the new outreach building. All were in favor.

We need help with landscaping in the parking lot. We may need another work day to tackle the weeds, but we need equipment and a way to dispose of unwanted material. Harvey suggested that we choose a date when he can join a crew and use his truck to haul away debris then advertise the date in the email newsletter.

At the corner of Camino del Santiago & Gusdorf Rd, there is some light green, metal wreckage which may belong to Century Link. He will look at it and try to call them to repair it or take it away.

Altar Guild: Gini noted that an anonymous donor has given St. James Church two chalices. We may need new linens next.

Gini noted that we need new coffee pitchers as several of ours appear to be broken. We also need more coffee filters. Marilyn will see how to order and Mac will fund what we need.

Rusty asked who is responsible for upkeep of servers' vestments. She will ask altar guild leaders if they can help and then create a way to keep them laundered and fresh.

Marilyn needs volunteers for Empty Bowls.

Our contract with Pacific Automation on the Konica Minolta copier/printer needs to be renegotiated. Rusty resolved that we extend the present contract. All agreed.

Kitchen: Rusty said that pots and pans had been stored over the stove. They are now stored on a new rack over the sink.

The vestry gave credit to Harvey for all the recent upgrades, and Rusty has talked with people at the diocesan office to discover that they have outsourced all communication and technology issues to Apple. She is curious about how that arrangement works and will discuss it with them further.

Old Business: Food Pantry will be financially responsible for Parish Hall restoration: Replacing hallway tiles and carpet tiles, plaster repair, and repainting. Food Pantry want to start the process as soon as possible, but who will manage the process and expenses? David Hines should manage the project; Harvey will manage the process.

People in the parish are asking about resuming parish activities. We can begin them when Taos County is in "Green" again. We'll start with Agape gatherings. Phyllis will write an ad for the email newsletter to explain; Gwen will make a sign-up sheet to place in the parish hall.

A discussion about fund raising was tabled.

The meeting adjourned shortly after 7:30 PM

Respectfully submitted,
Gwenneth Glenn, Clerk

Education Ministry Report

June 2022

- † Bible-study Friends continues with Romans. They have moved their meeting days to Mondays and are keeping to the same time of 4-5. They are still doing Zoom because of Covid's constant fluctuation. They are now observing federal holidays that fall on Mondays. BSF has 3 new attendees. They moved to Monday so that a younger person who was interested could attend. The new schedule is attached.
- † Sunday Morning Bible Study continues to meet from 9:30-10:15. The discussions are deep, lively, and pensive.
- † MoH continues to discuss *Celebration of Discipline*. They are now discussing *guidance*. How does God guide us? How do we try to take over the reins?
- † Men's Bible Study continues to meet on Thursdays and then enjoys fellowship at a local restaurant post discussion of that day's *Day to Day* put out by Forward Movement.
- † Daughters of the King has developed a new welcoming basket for the newly baptized. They have four versions: English, 0-14; English 15 +; Spanish, 0-14; Spanish 15 +. The contents of each category is the same, except for the language. The baskets contain: a prayer cube (like a 6-sided photo cube, only with prayers), The Book of Common Prayer (English or Spanish), an age-appropriate book on developing oneself as a Christian (The Very Best Day/El Mejor Día (0-14) or Following the Way of Jesus/Siguiendo el camino de Jesús (15+), *The Lord's Prayer* bookmark, an Episcopal Church coffee mug, a St. Francis prayer notecard with a welcoming note from the Daughters, *Day by Day*, a DoK identification card, and a small vase of fresh flowers. All are put into a plastic bin with a DoK/St. James label identifying the baptismal candidate. The baskets are purposefully not a part of the baptismal ceremony, but the candidates pick them up on the way out. We believe they are thoughtful and represent the values of both the Daughters and our church. Please see attached eNewsletter copy along with a picture of the first two delivered.
- † I would like to give Billy Archuleta a shout out for working with me on translating our Prayer Cube into Spanish. I wrote out the English, Google-translated into Spanish, and then gave it to Billy asking for help. I told him that this is not just a "job," but that he is bridging the gap between our Spanish and English-speaking parishioners and that what he was doing was a beautiful ministry. He said "He hadn't thought of it in that way" and was very appreciative of that perspective. Anyway, he really got it right. Billy used formal, local Spanish. Thank you, Billy!!
- † Theresa Archuleta is beginning the process of becoming a Daughter! Congratulations, Theresa!!
- † Our local DoK chapter was recognized in the most recent Diocesan *Daughter to Daughter* newsletter for their baptismal baskets *and* our local chapter was recognized in the International copy of the Daughters newsletter called *The Royal Cross* for our service projects with a photo of the illustrious Fr. Mac with a Santiago Daughter. Our local chapter was once described as "small, but mighty!" Pretty cool. Our chapter does more outreach than many larger chapters across the Diocese.
- † On the Outreach bb, please check out the Covid Protocol section. There are three papers for Green, Yellow, and Red and whichever category we are currently in is on top. This

way, *any priest or vestry member* can easily change the category by removing the pins and putting the current status on top, leaving the other two underneath! Thank you! See attached.

Stacy Quinn