

## Holy Spirit Vestry Meeting Minutes

Wednesday, August 12, 2020

PRESENT via Zoom Meeting: Barbara Barmeyer, Kevin Borg, Torian Donohoe, Mark Dvarishkis, Terri Ann Grotzinger, Mary Jennings, Jeff Serviss, Caitlin Sherman, Jocelyn Siler, Kent Watson, Jim Wiley, Ann Wiltse, Clem Work

1) Opening Prayer – Kent Watson

2) Spiritual Reflection– Terri Ann Grotzinger

2) Administrative / Business Matters

- One addition was made to the agenda: under New Business 1.) Personnel update re: PJ Willett and James Gartner
- **Motion to Approve the Consent Agenda; Seconded, Motion Passed**

3) Parishioners' concerns and correspondence

- No notable correspondence was received

4) Memorial Foundation Report

- The Memorial Board reviewed State Street portfolio management and will continue to assess it.
- Work continues on how we might work towards establishing a small home development in East Missoula. Clem met with Heather Harp of Habitat for Humanity and we will need to reach out to other churches/local groups to see how we can leverage our own donation and up the financial commitment to the project.
- The Memorial Board will meet again next week.

5) Finance Report

- Mark reviewed the July financials.
- We have carefully tracked expenses that we incurred due to COVID and are covered by the PPP loan

- There are forms now available for applying for loan forgiveness, but First Interstate discouraged us from filling out the forms. They are creating an on-line application and would prefer that we use the online portal. It is also possible that there will be automatic forgiveness for our loan since it is under \$100,000.
- The Diocese asks that we continue to track and document why the loan was needed and what it was used for. We compiled this data in a spreadsheet that shows “receipts expected and not received”
- Pledge income is stable, but with pre-paid pledges in the mix, we anticipate that this income will begin to decline, and we will likely be showing a loss at year-end.
- Other notes on the budget: 1.) Push pay fees are up as more donations are coming through the app 2.) Office expenses are up because we had to add more licenses and software for our online work and presence.
- We added the Memorial Board contribution to Accounts Receivable and added a Liability that shows a breakdown of the expenses that will be applied to that contribution. This helps us to better recognize that this is a commitment that is outstanding.
- In broad terms, we are currently running a deficit of \$19,426. The PPP loan forgiveness will positively impact this figure.
- We could provide a quarterly financial update to parishioners via *The Paraclete* and Spirited Times. This would enable us to be more transparent regarding where we are, what we expect and what funds are used for in broad categories.
- **Motion to Approve the July Financial Report; Seconded, Motion Passed**

## 6) Old Business

- Thank you to Kent for his continued work on the Creation Care Ministry. The group is compiling a list of personal actions that have a positive environmental impact. Kent includes information in Spirited Times on a regular basis and the new ministry continues to gain momentum.

- An update on the Master Plan for the Parish grounds was listed under New Business but was addressed here. Kent kindly prepared and sent out a draft of an outline for the preparation of a Master Plan for the grounds. Vestry members were asked to review the outline and provide feedback to Kent.
- No update on a date for the Vestry Retreat and Mutual Ministry Review, this item will remain on the agenda.
- Terri, together with the staff and clergy, discussed “re-opening” and decided that in-person services would not resume in September. We will continue with the Wednesday gatherings, which have been successful.
- Thank you to Jeff for his work on the sidewalk repair project. We have a signed contract with Knife River, and they will likely begin work in early September. They will give us two weeks’ notice before work begins. We are in compliance with the city.
- Jeff is kindly working on the roof issues and is trying to set up a meeting with the original roof contractor to diagnose the problem. Kevin noted that the mortar between the bricks might not be properly sealed.
- Jeff is also keeping the parish hall floor refinishing and safety checklist top of mind as he works through a longish list of maintenance issues.
- John Hess offered to paint and re-glaze the windows in the Parish Hall. We would supply the paint, primer, and glaze. The Vestry discussed this approach versus a more substantial investment in a potentially more long-term fix, possible now via the Blair Fund. Jim will reach out to John and discuss the project.
- **Motion to Approve the purchase of supplies for window treatment and repair up to \$500; Seconded, Motion Passed**
- Our insurance coverage is consistent with what we’ve had in the past. Howard Dickey reviewed our policy last year. We do have cyber liability coverage.
- **Motion to Approve the annual review of insurance coverage; Seconded, Motion Passed**

## 7) New Business

- Terri left a message for the Principal of Hellgate High School re: our offer to make the building available if needed. She hasn't heard back from him but trusts that the offer was appreciated.
- Our colleague PJ Willett moved to Colorado to be closer to family and friends.
- We will retain James Gartner, who is doing a great job for us. Could James step into the youth coordinator role? His technical abilities are a must for engaging youth now and in the coming year. Clergy will meet with James and explore this possibility.
- **Motion to approve the continuation of quarter time technical support position for James Gartner; Seconded, Motion Passed**
- Terri addressed a couple points from the Ministry Reports.

The Holiday Market Committee is exploring the possibility of hosting the sale online.

Gretchen is being considered for a half-time priest position at St. Paul's in Stevensville. The interview process is underway, and we need to plan for possible adjustments in our scheduling – and for a potential reality check that Gretchen is giving more than half time at HSP. Please keep Gretchen in your prayers.

## 8) Other Business

- Date and time for next Vestry meeting; September 9th at 5:30 p.m. via Zoom.

Respectfully submitted,

Ann Wiltse  
Clerk of the Vestry