

Holy Spirit Vestry Meeting Minutes

Wednesday, May 13th, 2020

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

- 1) Opening Prayer – Mary Jennings
- 2) Reflection and check-in with Vestry members – Terri Ann Grotzinger
- 3) Administrative / Business Matters
 - Three additions were made to the agenda: under Old Business 1.) Discussion needed re: continued technical support for online offerings and under New Business 2.) Gerald Avenue sidewalk repair 3.) Master landscaping plan for the church grounds
 - **Motion to Approve the Consent Agenda; Seconded, Motion Passed**
- 4) Parishioners' concerns and correspondence
 - Clergy and staff received many notes of appreciation and thanks for the good work they are doing during the pandemic – the outreach, pastoral care, online services, etc.
- 5) Memorial Foundation Report
 - The Memorial Board is updating its by-laws and the Bishop has reviewed a draft. She sent a letter thanking Holy Spirit for this work, and Terri is very gratified to see progress on the revisions.
 - Thank you to Clem for providing good minutes of the Memorial Board Foundation meeting to serve as a report. The board met with State Street and is continuing to evaluate the benefits of their management. We are in a good position to hold off on liquidating any investments – we will re-evaluate when the market levels off.
- 6) Finance Report
 - Mark reviewed the April financials.

- \$1,200 from the Blair Fund was moved into facilities maintenance expense with an income offset.
- Some notes on income and expense: No altar flower expense, Easter offering down, no rummage income, insurance amount is lower because Judy is accessing Medicare, as per her request; over-budget on pledge income as many have pre-paid pledges.
- Our cash position is good, with Blair Trust and PPP loan money in the mix.
- The PPP loan amount of \$51,409.20 should be shown on the balance sheet. We need to ensure proper tracking of the amount, shown now as long-term liability, but going forward should split into short-term liability and long-term liability, as it is a two-year loan.
- **Motion to Approve the April Financial Report; Seconded, Motion Passed**

7) Old Business

- No update on a date for the Vestry Retreat and Mutual Ministry Review, this item will remain on the agenda.
- Kent is working on bringing together a core group to begin planning a Creation Care ministry. Members of this core group have been identified and will begin meeting via Zoom.
- A discussion of whether or not to move to a single summer service is on hold, as we now must consider the safety and practicality of holding any type of in-person service in the near future. Some notes re: resuming services:
 - 1.) Bishop Marty reminds us that Eucharist is a communal exercise, not an individual one
 - 2.) Singing is not advisable for a live choir or congregation.
 - 3.) Helena is experimenting with some re-opening and we will closely follow their experience and progress.
 - 4.) Virtual services will continue -- we welcome feedback and a dialogue about services is ongoing.

5.) Bishop Marty is challenging us to retain parishioners who have joined us online when in-person services resume.

- Update on Holy Spirit's response to COVID-19

Gretchen reports that outreach efforts have been very successful in building community and mobilizing a spirited group of volunteers.

Parishioners appreciate connecting with the crew of "callers" that have been reaching out and this has created a new dynamic culture of care and welcoming. Gretchen is working to harness this new energy and sustain it going forward.

Jim suggested that we could use this outreach framework to create a new "welcoming" program.

The Vestry thanked Gretchen for her good work and acknowledged how important this type of personal outreach is to the life of the parish, now and going forward.

- Update on review of parish reserves level

There is no need to re-visit this discussion now as we are doing well and the spending down of the reserves is not currently an issue. We will continue to look carefully at our budget and put this item on future agendas as necessary.

- Need for ongoing technical support, filming online services, etc.

Terri spoke with Barb Hagen re: PJ's compensation. The best way to handle increase in hours is to amend his letter of agreement and expand his number of working hours. Currently, agreement is \$546 per month for 9 months.

PJ will begin work for Camp Marshall soon. Since camp will be delivered in an online format, he will be quite busy. The Diocese may also be contracting with him for additional work.

Mark proposed that it might be possible to extend benefits to PJ if he can be employed full-time with a combination of camp, diocese and parish work. Terri will look into this possibility.

If PJ is too busy to assist Holy Spirit with online services, Terri proposes that we hire James Gardner as our technical support staff for at least two months.

The Vestry gives Terri latitude to reach an agreement with James for interim summer work with the following terms: compensation of \$546.88 per month, set up via an hourly rate of \$13.67 per hour, 40 hours per month, for two months.

**Motion to Grant Terri Latitude to Extend this Job Offer;
Secoded, Motion Passed**

8.) New Business

- Refinishing Parish Hall floor

It is an opportune time to refinish the floors in the Parish Hall, as the work can be funded by the Blair Trust and completed while the building is not in use. Jeff and Kevin kindly offered to work on getting recommendations and bids.

- Holy Spirit application for membership in Missoula Home Coalition

Clem summarized the makeup and work of the Missoula Home Coalition, a group of affordable housing “pros” who advocate for affordable housing in Missoula. It would be beneficial for Holy Spirit to join the coalition, and they welcome our membership.

Motion to Approve Holy Spirit’s Membership in the Missoula Home Coalition and to Approve our Letter of Interest, with edits; Secoded, Motion Passed

- Gerald Avenue sidewalk repair

We received a letter from Missoula development services, requiring us to act on the repair of the Gerald Avenue section of sidewalk. Their letter, which included a completion deadline, was sent during the lockdown and was not opened until recently. Terri contacted them and agreed on a revised deadline – work must be done by the end of June.

Thank you to Jeff for taking the lead on this – who together with Kevin and Kent will evaluate bids and secure a contractor to begin the work.

Vestry agreed it is best to pay a contractor outright for the work, funded by disbursements from the Blair Trust.

Motion to Allow Jeff, Kevin & Kent to Secure a Contractor and Commit up to \$5,000 for Sidewalk Repair Work; Seconded, Motion Passed

- Creation of Master Plan for church grounds

Kent would like to begin the process of creating a Master Plan for the church grounds -- first step is to simply introduce the idea.

Terri is open to starting a dialogue about the landscaping, but cautioned that in this time of transition we must be mindful of our ministries -- we may need to use our buildings and grounds in unexpected ways going forward. A discussion will remain on the agenda.

- Camp Marshall camperships will not be used for traditional camp this year. We are encouraged to donate our campership money to the camp endowment fund.

Motion to Donate our Campership Funds to the Camp Marshall Endowment Fund and to Solicit Additional Donations from HSP Parishioners for the Endowment; Seconded, Motion Passed

- We are still working on arranging a fellowship gathering via Zoom, this is a challenging piece but we are brainstorming some options.
- Date and time for next Vestry meeting; June 10th at 5:30 p.m.

Respectfully submitted,

Ann Wiltse
Clerk of the Vestry