

Trinity Vestry Meeting (Held via ZOOM)

April 21, 2020 Minutes

ATTENDANCE: Chris Woodruff, Patricia Streeter, Jan Branham, Jim George, Julie Johnson, Andy Kitchell, Ray Quick, Paul Scholar, Dorothy Sullivan, Sandy Torres, Kim Houtchens, Sheryl McBride, Rev. Lisa Musser, Jesus Gonzalez.

Sandy read the Vestry Covenant.

BUSINESS:

Minutes: The March 24, 2020 minutes were approved.

Financials: Kim discussed the March financials. The first Sunday regular services were held, the second Sunday the church was partially closed, and the rest of the Sundays were closed. Pledge and plate is down about \$4100; for the year-to-date we are under about \$3200. Total revenue has a slight surplus for the year. At the end of March we are under budget about \$6600. **Julie moved to approve the March financials. Paul seconded. Motion passed.**

DECISION:

- PPP Loan: Paycheck Protection Program by the Federal Government. The diocese called Rev. Lisa about participating in this program. Rachel submitted the application for \$46,592. This was signed and submitted to our bank this afternoon. The application has been approved. This is a loan; forgiveness of the loan will be determined by the Small Business Administration. Money is to be used to pay salaries and utilities for an eight-week period. At the end of the eight-week period, we submit a request for the loan to be forgiven. There are three triggers for repayment: If we don't spend it all, it must be returned; If full time employee count drops; If employees' wages or salaries are cut by 20%. Paul moved that the Vestry authorizes Kim to sign and submit the application. Sandy seconded. There was discussion as to whether we really need the money. Motion passed. **RESOLUTION: The Vestry of Trinity Parish authorizes Kim Houtchens, Treasurer to sign and submit the application for the PPP Loan.**
- Bylaws change – Zoom Meetings: Colorado does allow virtual meetings for business. Currently, Trinity's bylaws do not allow such meetings. Patricia moved to accept the bylaws change. Ray seconded. Motion passed. The following resolution was adopted at the April 14, 2020 Vestry meeting: **RESOLUTION: Virtual Meetings: All Vestry or other Board meetings may be conducted by any means of communication by which all Vestry or Board members participating may hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting. (Retroactive application: Because of the Stay-at-Home order previously issued by Governor Jared Polis, this bylaw provision is made retroactive to March 1, 2020.)**
- Meyers Gift: At the finance committee meeting, Doris Meyers' family made a \$56,000 bequest to Trinity. The committee recommends that money be put in the deferred income account. **Motion was made by Dorothy to accept the finance committee's recommendation. Jim seconded. Motion passed.**

DISCUSSION:

- Outreach message from Barb Maxfield: Barb has submitted her resignation from the Outreach Committee. Discussion centered around how one person managed everything that got done, should we reevaluate the outreach program, what should this program look like. The Executive Committee will discuss ideas. **Chris made a motion to recognize Barb for her many years of service to the Outreach Committee and the church. Paul seconded. Motion passed.** Kim recommended we have a reception for Barb once the church reopens.
- Utilities: Julie asked if the heat level had been turned down. It has been adjusted.

REPORTS:

Rector – Rev. Lisa said Easter happened. The worship booklet was a tremendous resource. There is an adult formation class beginning April 30. She is working on the music program with Travis. She's being supportive to the staff. Her installation is scheduled for May 21.

Senior Warden – Chris reminded us that Monday and Friday evenings the Vestry is leading evening prayer services.

Junior Warden – The hollyhocks have been harvested! Volunteers are needed to work on the church grounds; while working, restrooms will be closed and we will need to distance. Patricia will email pictures and a list of projects.

DATES:

- May 12 – Vestry meeting
- May 15 – Finance Committee
- May 21 – 5 p.m. installation of new Rector
- May 26 – Vestry meeting