

## **The Church of the Good Shepherd**

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Minutes for March 17, 2020 at 6:30 PM Vestry Meeting by Zoom due to the Coronavirus

**Clergy and Staff present:** Arianne Rice+, Van Gardner+

**Officers present:** Tina Thomas (Sr. Warden), Harry Andrews (Junior Warden), Dick Reid (Treasurer), Cynthia Fraser (Registrar)

**Vestry members present:** Missy Adams, Bill Baker, John Bonn, Liza Ebeling, Harry Gormley Jr., Bill Nesbitt, Brooke Riegel, Hillary Shaffer, Rebecca Williams

**Vestry members absent:** Kate Knott, Jamey Hebb, Sarah Lemon (GSS Director)

### **WELCOME AND GROUP CHECK INS**

The meeting opened at 6:30 PM by Zoom since everyone was social distancing due to the Coronavirus. Arianne+ asked the Vestry to check in with these questions, “How have you spent your day?”, “What is helpful during this time?” “What has been hard?”

### **RECTOR REPORT:**

Arianne+ started by saying that we can still be church even if the physical building is closed. She is working on ways to reach out to the congregation and be present for us. She said to stay calm and connected to the community. She sent out a video email and message on Facebook. She is planning on livestreaming an 8AM Morning Prayer service for March 22<sup>nd</sup> and encouraged everyone to tune in via the home page of our website for a link to the Church of The Incarnation 10 AM service with Bishop Sutton. She expects to have live streaming of Good Shepherd services next week.

She called on the Vestry to be present for our congregation and Tina and Liza are organizing a phone tree for all Vestry members to start calling all members of the congregation starting next Monday to see how everyone is doing and if anyone has any needs that the church can provide help. Arianne+ said she had a Zoom meeting of the Outreach Committee earlier that day and they are working on ways to stay connected and fulfill needs in our community remotely. Arianne+ will need help in the coming weeks with communications to communicate the needs of our congregation and our various outreach ministries. Arianne+ signed up for \$150 unlimited Zoom membership for the year to be able to continue to have virtual meetings with various groups. She is working on a virtual gathering for 9:30-11 on Thursdays.

### **OUTREACH COMMITTEE:**

Van+ Hillary, John and Missy were all part of the Outreach call earlier in the day. Van+ expressed concern about the kids at St. Luke’s as Franklin Square Middle School is not a designated school to receive meals during the closure. The buses are working at reduced schedules, they live in a food desert and parents can’t afford meals. Outreach decided to take

\$2,000 from their budget for St. Luke's to help provide food and medicine during the Coronavirus crisis. Money will be in a discretionary fund for Amanda and Eva to use as needed for the about 20 families affected. Note: Since this meeting, Van+ found that the school will now be providing meals in that area, so that was a huge relief.

Outreach needs to find ways to "be church" right now and that will be an ongoing question for them to think about in the coming weeks. Arianne+ mentioned AWE needs food, ACTC and St. Luke's will all need help.

John Bonn explained Lesli's new dilemma. After moving to Highlandtown to be with a larger Hispanic community, she found she does not like the school system and has moved two times. She is working part time at AWE but needs more hours to be eligible to sign a lease back at the Drumcastle Apartments where she first lived. She is looking for a co-signer. John is looking for a coalition of people willing to sign, it can't be the church. There is also a new family at AWE and Sara Noon is looking into their situation and ways that Good Shepherd can be of help.

**JUNIOR WARDEN REPORT:** Harry Andrews reported on the buildings and grounds. He was requesting a vote on doing the first phase of the video upgrade to the church now while the church is closed. He mentioned that four ports for the hearing impaired are included and asked if we should add 12 ports for earbuds for an additional \$1K. It was suggested we vote by email. It is even more important to have the video upgrade because there is no Wi-Fi in the Nave, so it is not possible to live stream a service there now.

He also was told the Fire Inspector will be visiting soon and he found it hard to open the windows in the Day School, so he is meeting with a contractor about that.

Harry said if people have time on their hands, there are a lot of tasks that could use help around the church, so feel free to contract him.

**TREASURER'S REPORT:** Dick Reid reported that church is still fiscally sound with only \$7,500 in liability, but is concerned about the unstable markets and our assets losing value in the stock market recently. Looking at income statements, we are two months ahead in giving and have a \$25,000 better cash flow.

He asked the Vestry to consider using 5% of the market value of the Botanical Fund to help pay for flowers for the altar and landscaping for the church. This would amount to about \$2,500 that would be withdrawn in November or December each year. It was suggested we have an email vote. (On March 31<sup>st</sup>, Dick announced by email, that the motion passed unanimously.)

His second item involved pay for paid choir members who do not attend rehearsals or Sunday services. The church paid one choir member, even though she did not perform during a service, because she was self-quarantining due to the Coronavirus. This brought up the question of other church employees, the Sexton, Nursery, Robbi in Children's Chapel. Do you not pay if there are no services or does it depend on income? It was decided that the Executive Committee should discuss this matter and present a plan for Vestry approval in a few days.

**SENIOR WARDEN REPORT:** Tina Thomas was in Florida and said she was thankful for Arianne’s video and leadership. She thought the video was terrific!

**RECTOR’S REPORT:** Arianne+ reported that Bishop Sutton has rescheduled his visit to Good Shepherd and Confirmation until the Fall. It was supposed to be this coming Sunday. She reported that Kim Chalmers cut short her trip to Australia and is working from home as is Lauren Rohrs. She mentioned that Sarah Lemons father passed away last week and asked that we hold her in our prayers. Arianne+ is working on finding a way to have a virtual Sunday School. She announced that AA meetings at the church have been suspended, but they have other support in place. Yoga happened last Sunday with 6 people, need to discuss going forward.

**PASTORAL NEEDS AND CONCERNS:** Arianne+ closed our meeting asking for any pastoral needs and concerns and asked that we keep Brooke and Ali in our prayers as Ali is being tested for Coronavirus after returning from a semester in Paris. Everyone recited “The Lord’s Prayer”. The meeting adjourned at 8:00 PM.

**ADDITIONAL VESTRY VOTES BETWEEN MEETINGS BY EMAIL DUE TO PANDEMIC:** On April 7, 2020, Dick Reid, Treasurer, sent the following motion by email to the Vestry for approval:

“Everyone, under the recently approved CARES Act, non-profits, including churches, can make application for loans through the Small Business Administration to support payroll, benefits and certain overhead expenses (utilities) equivalent to a 2.5 month period. The purpose is to keep people employed while we work through this pandemic. (Please also note that the Diocese is recommending/encouraging individual parishes to apply.) Further, the Act states that if the borrowed funds are used for the intended purpose, then the loan will be forgiven with no repayment required. However, even if the loan proceeds are not used appropriately, the resulting interest rate on the continuing loan is only 0.5% with the loan required to be repaid over a 2-year period.

Based on the information gathered, it appears that the loan amount will be \$41,480. Please note that the Executive Committee earlier today approved the Loan Application and is recommending it to the Vestry for your final approval.” This motion passed unanimously by email on April 7th.

Then, Dick Reid sent a second motion asking the Vestry to approve the following people to be authorized to sign for the loan on behalf of the church. “I would like to propose that any two of the following persons - Tina Thomas, Harry Andrews, myself, - Dick Reid and Kim Chalmers (Church Officers and Business Manager) - be authorized to sign for borrowing funds on behalf of the Church. Those mentioned abstained from voting, and the rest of the Vestry approved this motion unanimously on April 9th.

On April 17, 2020, Dick Reid, Treasurer, received notification that our application for the Payroll Protection Loan was approved. “Please recall that the loan amount is \$41,400 and is scheduled to be repaid over a 2-year period at a rate of 1%. Payments are deferred until the 7th month when the first payment is due. However, if 75% of the loan proceeds are used to cover payroll costs, the number of employees and their compensation levels remain the same, and the balance of the funds are used for utilities, over the 8-week period from receipt of the Loan

proceeds, the entire loan will be forgiven. Obviously, we have to properly document the payment of the authorized expenses and provide this documentation to the Bank/SBA for their approval/satisfaction for the forgiveness to occur.

Please note that the Bank has emailed me the documentation and is requiring execution within 5 days of the notice of approval. Further, the documents (Promissory Note) is set up for only one electronic signature - mine as Treasurer. Recall, that last week we approved requiring 2 signatures. In the interest of expediency, I am requesting that the Vestry change the approval to authorizing just me to sign the loan documents. Further, this authorization is one time to be specific for just this loan and no other”.

On April 17, 2020, The Vestry gave majority approval, and the motion passed.

Submitted by Cynthia Fraser, Registrar for the Vestry

Signature \_\_\_\_\_

Attachments:

Senior Warden’s Report

Junior Warden’s Report

Treasurer’s Report and Statement of Financial Position as of February 29, 2020