

Minutes for Tuesday, Nov. 10, 2020, Vestry meeting

**Zoom Meeting of St. Stephen's Vestry
Pittsfield, Massachusetts
Tuesday, Nov. 10, 2020, at 7:15 p.m.**

Present: Co-wardens Tom Dillon and Erin Sullivan; the Rev. David DeSmith; Valerie Andersen, Wendy Coakley, John Culver, Leah Luczynski, Mark Miller, Angie Moon, Louise Penney, and Chris Plankey.

Valerie Andersen - canoeval4@gmail; Wendy Coakley - wendycoakley72@gmail.com; John Culver - culvie229@gmail.com; Tom Dillon - tdillon45@hotmail.com; Leah Luczynski - leah@leahinteriors.com; Mark Miller mark@berkshire.net; Angie Moon - amoon@pittsfield.net; Chris Plankey - chris@djchrisplankey.com; Louise Penney (communicate through Tom); Erin Sullivan - esullypede@gmail.com

Meeting begins at 7:19 with three prayers by David from the Bishop's prayers at convention, and a brief check-in by members.

Bridge Rector's Report: (a) Of the most recent of the every-other-week meetings on coronavirus response led by Trinity rector Michael Tuck, David says we're "very low" in numbers of cases and "in good shape" relative to other areas of Massachusetts. (b) Planning is under way for Advent and Christmas services. (c) Thirty-three people attended the election eve service. (d) David thinks we should go virtual with Christmas services (about 450 attended last year) and make the Christmas service available on the 24th and 25th. John notes that our parishioners are largely elderly. There will be carols, with Joy Mullen accompanying soloists, and she has mentioned a quartet. (e) Sarah Morrison is doing very well. She suggested an Advent/Christmas letter for an offering to supplement the budget. (f) David thanks everyone for their support. (g) Erin says she learned from Leah that pledges are "staying right on track."

Property Committee: (a) Chris says the best estimate for the lighting is \$30,000 for materials and labor; (b) Bill Carter has ordered the new light fixtures for the nave at a discount (for 25); (c) an application is in for a state grant, which will allow us to skip paying taxes; (d) on a motion by John seconded by Louise, members approved the project. (e) The office fax machine ran out of ink because a lot of orders were in the queue. (f) Leah, who has been collaborating with Dan Moon, Joan Evans and Erin on plans for kitchen improvements, gave an update: elements include redoing the floor, moving the smaller sink (for which a plumber would be required to move the stove, and this would require a permit and involvement by the city's building inspector, and drawings by an engineer for an architect would have to be stamped by an architect (because of the size of the church). Leah will email Al Symonds, one of whose sons is an architect.

Stewardship Update: (a) Valerie says the take-out Harvest Dinner went especially well and credited Dan Moon and crew for a great job. (b) She'll have to follow up with Sarah on how

much money has come in, and will report to Vestry at the next meeting on that. (c) Special thanks as well to Chris Plankey for his audio-visual wizardry.

Finances: (a) Leah says there are no October numbers from Sarah, who was out for several weeks on a medical leave. (b) We received September's numbers by email:

Revenues and Expenses for St. Stephen's through September 30, 2020

Revenues

Actual Income (budgeted and unbudgeted) through September 30, 2020 - \$330,997*

Budgeted Income through September 30, 2020 - \$321,679

(Overbudget by \$9,318 or 2.8%)

Pledge Income

- Actual Pledges (Plate Offerings and Pledge Payments) Received through September 30, 2020 - \$195,512

- Budgeted Pledges (Plate Offerings and Pledge Payments) through September 30, 2020 - \$213,691

(Underbudget by \$18,179 or 8.5%)

*The Diocese gave us assistance due to COVID-19 for a total of \$30,981.76. This is accounted for in the above income total.

Expenses

Actual Expenses (budgeted and unbudgeted) through September 30, 2020 - \$269,015

Budgeted Expenses through September 30, 2020 - \$321,679

(Underbudget by \$52,664 or 16.5%)

As of September 30, 2020 – net positive \$61,982.43

(c) There was a Finance Committee meeting last night (Nov. 9), and we should be in good shape for December. (d) Leah could use an assistant treasurer, and Bruce Rockwell of the Diocese agrees. Leah says that in reality Sarah does so much of the work that she is the de facto treasurer. It's hard to find an assistant. (Cricket Cooper found Leah to be treasurer.) John Tarrant had suggested there be a specific number of years in the assistant treasurer's term, to make recruiting one easier. Wendy and John C. like the idea of a nominating committee to write a job description; Leah agrees. Erin says she and Tom will be the nominating committee unless someone else is interested.

Approval of September and October Minutes: Approved on a motion by Wendy seconded by John.

Search Committee Update: Tom and Erin will meet by Zoom with the Search Committee's candidate, who can make a limited visit soon with the Vestry by Zoom and Skype. The candidate comes highly recommended. Tom and Erin will start calling the candidate's

references. Erin notes we can watch the candidate preach on the website of the church of which the candidate is currently rector.

Meeting Is Ad at 9 p.m.

Respectfully submitted,

Mark Miller