

St. Stephen's Vestry Meeting June 8, 2021

The meeting began at 7:15 via Zoom.

Present: Craig Reynolds, Rev. Nina Pooley, Leah Luczynski, Chris Plankey, , Mark Miller, Erin Sullivan, John Culver, Valerie Andersen, Angela Moon, Wendy Webster Coakley and Louise Penney.

Welcome and opening prayer: Rev. Dr. Nina Pooley opened with a prayer from the Collect for Guidance.

Approval of Minutes: Mark Miller motioned and Valerie Andersen seconded and the Vestry accepted the minutes be approved for the May meeting.

Angie Moon motioned and John Culver seconded and the Vestry approved: The delegates to the Diocesan Convention will be Craig Reynolds, Erin Sullivan, Leah Luczynski, and Sue Tourigney and Louise Penney as alternates.

Treasurer's Report: Leah Luczynski : Erin shared that they went over the audit at the finance committee meeting and there were just a few minor things that Sarah can update. We need to do another inventory of assets in the building. Don Phipps has a finely organized system to help with this. This will be a good opportunity to also get rid of some things and clean up spaces. Nina noted that the auditor was pleasantly surprised with how well the finances are organized. We will approve the audit next month. We need to approve last year's budget. Mark Miller motioned to approve,

Louise seconded and we approved the 2020 budget officially. Leah will send an update to us when she gets updates from Sarah.

Rector's Report - Rev. Dr. Nina Pooley

- a. The lease is up for the Immigrant Center. Should we renew for a year or should we renew for 3 years? They assumed there would be an increase to their rent. Erin suggested that maybe we should encourage them to update their spaces as they see fit? They had a 3 year lease that was extended for a year because of the lock down. Val suggested increasing the rent. Val and Mark said maybe a minimal increase a month. Increase by maybe \$200.00 a month for a year? We will check what they are paying. Erin said, go with \$200.00 a month and allow them to upgrade with paint or however they see fit. She noted Noah's Ark still appears on the wall.

Valerie Andersen motioned that we increase the rent by \$200.00 a month starting with the next rental payment and extend all other terms of the lease for one year and encourage them to update their space however they want but keep us informed with what they do. Craig Reynolds seconded and the motion passed.

- b. Working teams- Short term framework to get work done. Nina put us in groups if we didn't give a preference. We can invite other people to our groups. See Nina's rector report for the groups. Some groups are building use, member engagement, and feedback loop/ rector support.
- c. Nina, Craig, and Erin met and talked about, " how do we build momentum?"
Nina has the Fresh Start group from the Diocese and Berkshire Clergy group that

she connects with regularly. She met with Berkshire Interfaith Organizing and she will meet with the Berkshire Immigrant Center. She has a meeting with lay leadership this week. She had an in-person staff meeting last week.

- d. St. Stephen's table----We are not ready to open to indoor dining yet. As a next step, could we set up tables outside? How can we provide a sense of community to Table guests?
- e. Strategic plan. How do we use all of the knowledge from the surveys and the profile to guide our vision moving forward? She talked about being a value driven organization. If we are spending time and money on things, we need to be invested and intentional about letting our parish's values guide our use of resources. Groups need to feel connected to Vestry. We will be liaison's and ensure that groups know that we are grateful for their work and it is appreciated. Nina clarified the structure of an upcoming strategic vision planning meeting and talked about putting sticky notes up and a way that we can make clearer our values and direction forward. Wendy suggested that we should all re-read the profile committee profile report, before the in person meetings on the 15th and 17th that involve the members of the Search Committee, Profile Committee, and Vestry.

Reopening the building: Erin talked about, "How do we have in person meetings for AA and NA?" The Diocese is telling us to keep making good decisions. Does the Health department tell how to re-open? We have been conservative. How will this impact the

table with the cleaning? Chris brought up opening up the door to Allen Street when the office was open. We need to communicate with the Berkshire Immigrant Center too about the door being open. AA and NA do usually have the key. The Methodist church will also be housing the homeless soon. We have a quote from Lee Audio to put in cameras, but we can't do a buzzer type automated entry on the current doors of the Allen Street entrance. Our 12 step groups do important work. Chris and Wendy suggested some safety protocols or guidelines be in place for the groups but not "policing it". Put out a welcome sign for groups re-entering. The Vestry agreed that it is important to allow these groups to meet again. The Re-opening group will offer guidelines, such as please use masks in the building and do not use the kitchen.

Warden's report: Craig looked for feedback about church on Sunday. Live-streaming didn't work as well as hoped. Louise loved it all. Angie was happy to be back and hoped to hear singing.

Property report: We reached out to our roofing contractor to check on the leak in the Northeast corner of the church. Joan Evans knows about the outcome of a recent building inspection and Don Phipps is working with John Garinther to rectify most of the simpler violations cited from the inspection. The undercroft will require a licensed electrician. Chris mentioned Sarah recently emailed him regarding the clerestory windows. The frames are in need of repair and paint. Sarah has her calendar marked for a community preservation act grant Erin is aware of that requires our action no later than this November. Erin offered to apply for that grant on our behalf. Leah talked

about the donation for painting and carpet for Nina's office. She has a quote for carpet. The vestry agreed Leah should just go forward with the office paint and carpet. The total for this work will be over the amount of the donation. Leah discussed possible sources to cover the amount of the overage. We should talk to an inspector for the kitchen, too. The kitchen will be discussed as a long term project.

Stewardship: Valerie Andersen -the Stewardship Committee will meet the 29th of June by Zoom.

Action items:

- a. Craig, Mark, Louise did not get the notice about the visioning meetings on the 15th and 17th, Nina will check with Sarah about this.
- b. The Re-opening Committee will set up guidelines for AA and NA groups to begin meeting in person in the building.
- c. The Vestry agreed we are all comfortable meeting in person for our next meeting and those that follow.

Closing: The meeting was adjourned at 8:56 by Erin.

Respectfully submitted,

Angela Moon