

St. Stephen's Vestry Meeting

March 9, 2021

The meeting began at 7:15 via Zoom.

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

Welcome and opening prayer: Rev. Nina Pooley shared a prayer that recognized that it is the one year mark from the time that Pandemic started. The prayer was from The Salt Project, an interdenominational podcast.

Approval of Minutes: Mark Miller motioned and Louise Penney seconded the minutes be approved for the February Annual meeting.

Rector's Report - Rev. Dr. Nina Pooley

- a. Holy week schedule. (lent 4 and 5 still 10 am on Facebook) Palm Sunday will be 10 am, with Zion and maybe Cathedral, distributing palms, and communion cups during "parking lot church." People would stay in their cars, and listen to the service by tuning into an F.M. station. Hopefully the same for Easter: "parking lot church" at 10. There will also be the usual Facebook video at 10 as well on those days. At 11:15, on Easter morning, National Cathedral will offer their service. Anna from Zion's is going to become an Episcopal priest. While Anna is a transitional deacon serving as Zion's interim pastor, Rev. Nina Pooley and Rev. Jenny Gregg are going to help celebrate communion for Zion's Lutheran Church. Maundy

Thursday will be online, and Good Friday will be online with other churches in the community. Pre-recorded stations of the Cross will be available as well. Details will be coming. The Diocese will do an Easter Vigil.

- b. Coffee hours via Zoom gatherings have been well received and it is clear that people miss seeing each other. She would like ideas for more groups to gather via zoom. She is meeting with Bill for Pastoral care and hopes to have a zoom meeting soon. She is going to meet with Leah and then finance committee meetings. Staff meeting over zoom will be scheduled soon.
- c. Berkshire Clergy groups are going to meet weekly to talk about the ever-changing decisions about church during these times. She said that Rev. Michael Tuck of Trinity Church in Lenox, the dean of Episcopal clergy in the Berkshires, has been very diligent about keeping informed of the latest data. On-going conversations will happen about how to phase back in, slowly and intentionally. They are trying to make decisions together.

Property Committee – Chris Plankey

- a. Lighting and electrical panel – All of the new lights are installed! He is very happy with how well it turned out. The electrician is going to be doing a few additional repairs that were organized at time of contracting to do the lighting.

b. We have one fuse box that is left in the building, if a fuse is blown, the phone lines go. We could spend \$500 and get a breaker box. The internet and Immigration center rely on the fuse box. A **motion** was made by Chris Plankey and seconded by Valerie Anderson to move this to the property committee.

c. The Diocese is offering a technology grant for up to \$2000, so parishes can get reimbursed for trying to make worship happen during the pandemic. We could be reimbursed for our Zoom accounts, Vimeo account: (70-80 videos), and upgrading our internet service from DSL to broadband to get higher speed internet. Under the terms of the grant, for the expenses related to upgrading our internet to qualify, we must extend the service into the nave. Chris reported that installing an Ethernet port would be an inexpensive way to accomplish this, and if we succeed before April 15th, we will be reimbursed for the expense, plus qualify for the other past expenses related to our internet upgrade. When we go back in person, we could theoretically just stream live from Sunday. Nina shared that having the live stream would help us be accessible to many more people who can't be in person for various reasons. We could livestream and record at the same time. The **motion** to approve \$1000 or less to do this was made by Chris Plankey and seconded by Valerie Anderson. He will talk to the electrician and let us know the price and move forward.

d. Kitchen –Leah reported that Todd Symond (architect and son of Al and Lois Symond) has agreed to help. We need to check for asbestos and lead paint before the building inspector might need to be called. Moving the sink might not be easy. Dan Moon said that maybe just a smaller stove with more counter between the sink and the stove would help. Erin Sullivan and Dan Moon talked about open shelving. If we don't move the sink, they might not need an architect, which would make it cheaper. Leah will call Don Wendling about asbestos safety? Val asked about the hood of the stove, the size would be still adequate. Erin shared that this is a big mission space. It should be nice for volunteers, and guests, and the groups that use the space, and immigration center potentially could use the space. Craig Reynolds added that this is an opportunity to think big. Nina said that Jenny Gregg is asking for a grant for Cathedral of the Beloved, that will add to the need of the building possibly. Nina was going to stop by the table this week and see the people and the needs of the space. Maybe an additional sink is less expensive than moving a sink. Maybe a station for packing meals is what is needed?

e. Other property items: Craig talked about security cameras. Berkshire Immigrant Center talked about wanting to see who is at the door before walking downstairs. It would be beneficial to have for Sarah in the parish office as well. Lee Audio and Security could install, for \$3,800 or so, a system for the office and the immigrant center. Ring system is a

possibility. Erin said the immigration center might help to pay for this. The exact needs are unclear and what happens needs to be determined.

More complicated issue. Nina will follow up with Sarah and Bert and maybe Michele at Immigration Center. We are going to have a homeless shelter in the same block. Safety is going to be important.

Stewardship - Valerie Anderson said there was nothing to report at this time.

Ministry cards and legacy giving are topics to be discussed soon. Leah, Al, and Val, and Wendy are the committee.

Finances - Leah gave a brief update- the church received a final distribution from Claire Cox's estate. The church is now roughly \$31,000 net positive which in part could be due to some parishioners paying the entire year of their pledge in the first few months. Leah will be doing a quarterly report in May and be able to look at the pattern from the last few years to have something to compare to.

Other Business: Men's group will be brought up at a later time by Craig Reynolds.

Closing: the meeting was adjourned at 8:47 by Erin Sullivan.

Respectfully submitted,

Angela Moon