

Bethesda Episcopal Church Vestry Meeting
February 17, 2021
Held in the Church, Saratoga Springs, following Ash Wednesday service

Attendance: Fr. Charles Wallace, Priest in Charge
Darren Miller, Senior Warden
Kate Berheide, Junior Warden, by Zoom
Karen Finkbeiner, Treasurer
Pam Houde
Field Horne
Laura Kszan
Sara Manny
Steven Rucker
John Van der Veer, by Zoom
David Wilder
Ann Bullock, Clerk

Absent: Marcia MacDonald

Opening

The regular meeting of the Bethesda Episcopal Church Vestry was called to order at 7:07pm on February 17, 2021, at the Church, by Fr. Wallace

Devotions:

Fr. Wallace offered devotions.

Approval of Minutes

The minutes of the meeting of January 20, 2021, were unanimously approved as corrected. (D Miller, movant; S Manny, second)

Priest-in-Charge Remarks:

Lent is under way with a Recital series on Sundays at 4pm, beginning this week. With thanks to L Kszan for setting up the artists and D Robinson for arranging for seating. All recitalists are paid for by members of the parish.

Evan Reardon, seminarian from the Cathedral, will teach a Lenten course on TS Eliot poetry, weekly beginning Feb 25.

Holy Week: No Vigil as there are no public baptisms. Stations of the Cross; Saturday mid-day prayers. Maundy Thursday (no foot-washing); Good Friday and Easter Sunday. Will likely have pre-reserved seating for Easter Sunday only.

Planning a musical event on Good Friday at 7pm; sung Compline. Reservations needed.

P Houde asked about the Watch: We will have a sign-up for the Watch.

The Stations of the Cross have been removed from the sanctuary. A parishioner has offered to locate and will pay for appropriate antique Stations of the Cross to be dedicated by the Church. There is a

warehouse on Long Island which sells clerical antiques that may be appropriate. D Miller supports the plan for a new Stations.

Consideration of the Paschal candle at the font, which is unsteady and likely is not of historical significance to the Church. Proposed that the Church acquire a brass candlestick to be dedicated to the memory of J Huppuch. D Miller supports this plan and suggests that the parish may want to contribute: P Houde suggests that the Vestry provide leadership gifts for this candlestick. The cost would be under \$2000; Fr Wallace would like to see the candlestick before purchase; we might be able to get it before Easter.

Barbara's husband (Curtis) took time from work to help with the church office move. S Manny offered to get a gift certificate. P Houde will help.

Mandy, our cleaner, has not gotten a raise since she was hired in 2017. She has increased her rates going forward. The parish needs to be more mindful of her many unrecognized contributions to the parish.

Treasurer's Financial Report: K Finkbeiner, Treasurer

K Finkbeiner sent report with January's snapshot P&L—showing income slightly exceeded expenses.

Comments: Will remove the line item for a seminary scholarship. Will amend to reflect Mandy's increased rate. D Miller noted that the parish has given small annual gifts to both Nashoda House and Yale Theological Seminary. Fr Wallace asked if honorarium for Evan Reardon can be paid from the seminary line item.

Fr Wallace observed that the Rector's discretionary fund might be a specific item on the envelopes.

We are eligible for another distribution of the Federal PPP Loan.

Churchwardens' Report:

Senior Warden: D. Miller

Welcomes L Kzsán to the Vestry.

Design Review approved our sign—but is treating it as two signs, so the permit fee is for two signs.

Roof: John Waite and Sano Rubin, along with Titan Roofing, is working on getting the roof project approved and under way.

Railings; in progress

Light Fixture: Will restore the current fixture, including glass that is suitable for the current fixture.

Fraud prevention and internal controls, as part of the audit currently under way: Members asked if they are aware of any actual fraud taking place, any potential fraud, including forged documents. Our internal controls are very good: two people count offerings and the proceeds are delivered in a locked bag. If there is notice of fraud, report to the Office of Charities Registration and/or police.

Junior Warden: C. Berheide , via Zoom

Vestry terms: Welcome to L Kszan; thanks to Marcia, Ann and Sara for re-upping. D Wilder will fill the rest of J Huppuch's term. P Houde will finish her two three-year terms at the end of this year.

Clerical Staff: Barbara has asked about overtime: she has worked overtime each week since Jan 1, largely on account of the move and audit. We need to come to an agreement regarding the number of hours to add to Barbara's schedule: propose 27.5 hours per week (an additional 2.5 hours per week) K Finkbeiner reports that Barbara is not being paid for overtime (ie., more than 27.5 hours/week) Suggests that, if we have an increased need requiring more time (eg, a specific project), Barbara could estimate the time necessary. Barbara sometimes ends up spending time just waiting for repair persons to arrive. She is not paid for the hours she is working.

Our goal is to get Barbara to full-time as we can afford it: with full-time clergy doing planning and program, it is understandable that there is greater need for clerical staff assistance. May be able to use volunteer to do some of the projects that she does.

Fr Wallace reports that he edits bulletins and some other work. Constant Contact is the means of parish communication. Barbara may be doing a lot of what Farrell had been taking care of in the building. S Manny; J Van der Veer and F Horne are available to do volunteer work.

D Miller observes that time sheets should document her hours and be approved for submission to be paid by Elaine. We must comply with all laws and regulations.

Fr Wallace would like to have Barbara in the office every day, now that we have an office that allows for a private space for her to work. K Berheide suggests that Barbara do a desk audit of what she is doing and how long she works. Fr Wallace requests that someone check phone messages daily. D Wilder asked about mail delivery and possible checks which may be in the outside mailbox. Fr Wallace checks the mailbox on Friday and Saturday. Discussion of need for locked mailbox.

There is safe, private workspace at the new office. K Berheide and Fr Wallace will discuss approaching Barbara about her hours; attendance, in person; volunteer hours for meeting workers at the church, etc.

Commission Reports:

New Business

Property Management:

F Horne observed that we need to clear the sidewalk in front of the vacant lot. It was not cleared very well during the most recent storm. Fr Wallace has salted; P Houde has shoveled two breaks in the snow along the street to allow people to get onto the sidewalk. Our snow removal company (take care of the parking lot next door) must do this. K Finkbeiner will talk with Barbara about who does the clearing and address the clearing of the lot next door.

Next meeting: March 17, 2021

Blessing and Adjournment

Blessing by Fr. Wallace

Meeting was adjourned by motion of D Miller, second by F Horne. Passed unanimously at 8:14pm

Respectfully submitted by:

Ann C. Bullock, Clerk