

VESTRY BUSINESS MEETING
Minutes for Apr. 19, 2022

Present

Sr. Warden: Deb Heseck
Jr. Warden: Howie Gelles
Treasurer: Mary Brown
Clerk: Cathy Terwedow
At-Large: Debbie Burke, Jeannie Hebert, Henry Terwedow, Jeff Turgeon, Janet Wilcox

Absent

Rector: Chad McCabe
At-Large: Tom McDonald
At-Large: Ted Flanagan

Consent Agenda: The March minutes and March financials were both approved as written. The February financials, which were deferred pending Linda Knopp's responses to certain questions, were also approved. Responses to those questions were included in the March minutes.

Treasurer: *Oil bills.* We spent significant time discussing the price of oil. As everyone knows, fuel prices have surged recently, and the church is paying ~\$2/gallon more than we were last October. In addition, we discovered that, to our horror, Nativity has nearly \$14K in unpaid oil bills:

- o Church \$11,694.94
- o Rectory \$2182.62

We discussed possible reasons for why that might be and how to prevent it from happening again. In so doing, we realized that we underestimated the 2022 oil budget for the rectory and church because: 1) the 2021 bill wasn't paid in full and, 2) this year's budget was based on last year's under-reported "actuals."

We have two options for paying the overdue amount: 1) pay both bills as a lump sum now, or 2) pay 50% of the balance before July (when they recalculate the estimate of our annual oil payments) and roll the other 50% into our new monthly amount. Fortunately, we are not scheduled for any oil deliveries in May or June. A vestry vote would be required if we pay the bills from the trustee account.

Miscellaneous.

- Assign the cost of the Sunday service bulletins to line 4011.7 "Worship Misc."
- Line 4009.2.2: Cherie only works 20 hours/week; do we need to make retirement contributions for her? [Post-meeting: Per Susan Olbon, yes, the minimum to qualify for the lay-pension benefit is 20 hrs/wk. Medical and dental benefits have a 30-hour/week minimum.]
- At the end of the YTD P&L there's a line named "Suspense." It represents money that has been spent but for which Chad hasn't submitted receipts yet.
- Wix & Microsoft bills. Find the Wix contract set up by Sabina. Are we paying for features we don't need? Did we get the non-profit discount? Is the monthly Microsoft bill a subscription charge (e.g., Microsoft 360) for Chad's personal computer or for the office? We need to update the subscription on the office computer.

Senior Warden. *The website* is a total mess. It's out of date, has dead ends, isn't set up for mobile use, and it's hard to find things. The pictures are too dark and too few. Cherie doesn't have the skills to fix it. Jeff offered to see what he could do; Deb and Cathy offered to assist. Jeannie also suggested that Assabet or Algonquin might offer interns. This will probably be a summer project.

Outreach fundraiser. Fundraising isn't a typical role for the outreach committee, but they found an interesting "FUNDrive" that we could run to benefit the church's general budget (not for specific ministries). We'd collect soft goods and deliver them to Savers; in return, they'd pay us a set price per pound. WARM doesn't accept afghans, etc. We could hold the clothing drive multiple times per year. The vestry approved the plan.

Miscellaneous. The VBS registration form is ready; and Blair sent out a volunteer signup sheet. The preschool camp is full!! Let's highlight a ministry each month, perhaps with a poster during coffee hour, an email, or a writeup in the newsletter.

Church inventory. Janet made a video of Nativity's assets, except for the AV booth and the boiler room which were locked at the time. The Episcopal Church also has an inventory sheet (*e.g.*, to count candlesticks) that we can use.

Junior Warden. *Water bill investigation.* The Town of Northborough said Nativity's bill went up in November and came down in March. It doesn't seem possible that leaking toilets could be the sole culprit. There is not much we can do about the bill though. Going forward, we will have a login and can check for blips in water usage.

[*Post-meeting update:* The meter doesn't need to be re-read; Scott at the DPW has all the time-stamped dates. "It is what it is." Howie checked all the toilets and replaced flappers as needed; the basement toilets are tankless. The junior warden, not the bookkeeper, should be the one to get usage alerts, so Howie will sign up (Beaconama.net & eyeonwater). The front hydrant is not the culprit, despite it being listed on the alert Linda received. Over time, all the town's water meters will be replaced.]

Miscellaneous. Howie repaired the gutters. The Scouts will help with the cleanup day. We still need to keep an eye and ear open for raccoons in the worship hall. Nativity incurred service charges from Al's Oil Service on 10/30 and 11/8/21. What were those for? The circulator pump was replaced a while ago; do we have a service contract with Al's? If so, does it cover parts or just regular service?

Campus projects for 2022. The parking lot needs to be resurfaced. The spotlights in the hall need to be updated and we'll need a 50' ladder and/or scaffolding for the outside light repairs. Also, we need to add fencing for the missing ~50' section of the Back 40.

Outdoor church signage. Cathy provided estimates for replacing the single-sided signs in the back, and for replacing and possibly adding an LED readerboard to the double-sided sign in the front. The vestry suggested several lower-cost options: engage Blackstone Valley's Education Hub; make it an Eagle Scout project; eliminate large signs in the back and add small signs above the three colored doors. If electrical work is needed, Mary's son might be able to assist.

ERTC (Employment Retention Tax Credit). Cathy gave the following update from Susan Olbon, 3/23/22: "*We are in conversation with our payroll provider and they are working on finding out if we're eligible as a whole diocese. I...hope to hear something soon...If this is successful, they take 5% of what is recovered.*" [*Post-meeting update:* No news yet (4/20/22). Susan says we'll be the first ones notified when there is.]

Respectfully submitted,

Cathy Terwedow, Clerk

UPCOMING EVENTS:

- April 30: Church cleanup day, 9AM-4PM
- May 3: Executive meeting, 7PM
- May 15: Family Sunday, 10AM
- Mar. 17: Business meeting, 7PM
- June 12: Pentecost/Trinity celebration
- June 27-30: Preschool camp (AM) & VBS (PM)

RECURRING EVENTS:

- On Facebook, <https://www.facebook.com/pg/NativityNorthboro/videos/>. Facebook account not required.
 - Every Sunday: 10:00AM
 - Every Wednesday: noonday prayer
- In-person worship: indoors, every Sunday at 8:30 & 10:00AM
- Every Wednesday: Rachel Manley's bible study, 10:00AM
- Family Sunday: the third Sunday of every month