

VESTRY BUSINESS MEETING  
Minutes for May 17, 2022

Present

Rector: Chad McCabe  
Sr. Warden: Deb Heseck  
Treasurer: Mary Brown  
Clerk: Cathy Terwedow  
At-Large: Henry Terwedow, Jeff Turgeon (via Zoom)  
At-Large: Janet Wilcox, Tom McDonald had to leave early

Absent

Jr. Warden: Howie Gelles  
At-Large: Jeannie Hebert  
At-Large: Debbie Burke  
At-Large: Ted Flanagan

**Consent Agenda:** The April minutes were approved as written pending Mary's & Jeff's review, which was received later via email/text. The April financials were approved as written. Discussion points are noted below:

- 4005.5: Chad's mileage is being paid but isn't being recorded. Mary will follow up with Linda to review the overall process.
- 4009.1.5: Chad's medical payroll expenses should be a constant, but they are lower than expected (\$230 vs. \$930). As the church credit card, which is used to pay them, was maxed out, Chad paid February and March out of the discretionary account. Mary will check with Linda to be sure the operating fund is debited, and the discretionary fund repaid.
- 4007.1.5: Where is the missing oil bill tracked? It's not in the P&L.
- Henry commented on the problem of not being able to meet with Linda in person on a regular basis. Chad will ask Linda to come in at 3:30 on the second Thursday of the month. It was decided that all bills, regardless of where they come from, should be directed to Cherie, rather than to Linda. Mary can come to the church and access QuickBooks directly from the office computer.

**Treasurer:**

- *Copiers.* We are finally done with the old copier! The lease ends on 5/26/22. Mary recommended that we buy out our new copier after five years, as it's a "Cadillac" of a copier and we can't re-negotiate the fees on the current contract.
- *Wix and Microsoft.* Deb offered to call both companies to determine appropriate feature levels (we currently have a Wix "Premium" account) and to ensure that we are receiving the non-profit discount, <https://donorbox.org/nonprofit-blog/nonprofit-discounts>. Chad stated our Wix subscription might be eligible for the \$500 diocesan website grant. *Clerk's post-meeting note:* The grant is a matching gift for website improvements. See <https://www.diocesewma.org/grant-opportunities/>. Chad pays his own Microsoft bill and does not charge the church, so Nativity should have only one Microsoft bill.
- *Safeguarding automatic payments:* Further to last month's discussions about the oil bills, we determined that the Treasurer and the Senior Warden must see detailed copies of every bill that Linda pays, regardless of whether it's already been paid or not. Linda should scan any bills she receives and send them to Cherie so that Cherie can make copies for Mary and Deb. The bills should then go into the file cabinet for the audit. Mary will talk to Linda.

**Oil presentation.** Henry led a three-point discussion about Nativity's fuel needs. He was disappointed that so many vestry members were absent.

1. *Procedural.* Henry reminded us that the vestry is composed of five officers and five or six vestry members, so general discussions should only occur at business meetings. Executive meetings are solely for agenda setting and exec-only issues. (These comments were regarding Cathy's suggestion at the executive meeting that Trustee funds might be needed to pay the oil bill.)

2. *Paying from the Trustee Fund.*
  - a. Are the trustee funds necessary to pay the bill? Henry recommends against it. When he moved \$50K to the Trustee account last year, he left an extra \$10K in the operating account so we currently have \$40K in the operating account against a monthly burn rate of ~\$30K.
  - b. Depleting the fund is not a good financial decision because the market is down. We shouldn't use depreciated assets unless there is no other choice.
  - c. Henry suggested we pay 50% (~\$7K) of the oil bills from the operating account now and then see where we are in July, especially since the oil company isn't charging us interest.
3. *Assess future options.* We should consider switching away from oil and moving to an alternative fuel source. Sue Roche says oil bills roughly track with diesel oil (which is now over \$6/gallon). We need to look toward the future. For example, electric might be a better option now, but five years from now, when electric cars are more prevalent, it might not be the best option. Henry proposed that we identify people who might be able to research best options (oil, propane, natural gas, electricity), perhaps with the help of a consultant. Chad and Henry will discuss.

**Vestry discussion points and vote.** Deb noted that the congregation needs to understand the situation and she restated Nativity's need for a finance committee. All our money is being used to pay bills, rather than going toward ministries. A heat pump is out, as the vents we have are too small. Howie will research smart thermostats when he returns from Israel. A vote to pay 50% of the electric bills now, out of the operating budget, and roll the remainder into future bills, was approved unanimously.

**Rector:**

*Services & events.* We agreed that Karen should be paid as a supply priest for the service on May 15. There will be one service only, at 9AM, on May 29. A leaders' meeting will be held on June 5, between services. We'll hold a Pentecost/ Trinity celebration on June 12, after the 10AM service (no 8:30 service that day). Barbeque and Nativity-branded swag will be provided! A decision was made to hold only one service at 9AM during July and August.

*Preschool.* The preschool will be branded as part of Nativity. Chad noted that preschool enrollment is down due to less demand for half-day schools, continued recovery from Covid, and the fact that there are more preschools, especially full-day schools, in town.

*Spectrum & misc.* Chad looked at the comparison with Verizon and determined that we'll stay with Spectrum for both the church and the rectory. Chad is getting a quote from an organization to do a workshop to help us with marketing, etc.

*Signage.* When asked about finding someone with graphics skills to design new signage, Chad stated that he knows what he wants the sign to look like. He is still considering a readerboard for the front and he would like a large metal stand, like St. Rose of Lima's, for seasonal banners.

**Senior Warden.** Deb handed out the latest org chart, with associated vestry members listed in red. The Outreach Committee's FUNDrive will be held in the fall. Seven kids have signed up for VBS; ten is the goal.

**Janet** reported that the church inventory will be done at the end of May. Thank you, Janet!

**Junior Warden.** No report from Howie because he's on a pilgrimage in Israel! Jeannie replaced the St. Francis statue in front of the red doors – thank you, Jeannie! Chad approved an Eagle project for 4-6 picnic tables to be built; Howie will ask the Scouts to seal the new tables and destroy the old picnic table as part of the project.

Respectfully submitted,

Cathy Terwedow, Clerk

#### UPCOMING EVENTS:

- May 29: 9AM service only
- June 5: Deacon Beth Washburn to preach at both services; a leaders' meeting will be held at 9AM, between services
- June 7: Executive meeting, 7PM

#### UPCOMING EVENTS, cont.:

- June 12: 10AM service only; Pentecost/Trinity picnic; last Sunday School session
- June 19: Father's Day & Family Sunday
- June 21: Business meeting, 7PM
- June 27-30: Preschool camp (AM) & VBS (PM)
- July & August worship: at 9AM (only) in the worship hall and on [Facebook](#)

#### RECURRING EVENTS:

- Sunday services in person at 8:30 & 10:00AM, and at 10AM on Facebook, <https://www.facebook.com/pg/NativityNorthboro/videos/>. Facebook account not required.
- Every Wednesday: Rachel Manley's bible study, 10:00AM