

St. Alban's Episcopal Church, Austin, Staff Meeting Minutes
Sunday, February 21, 2021 5:30 PM

Present: Rev Anne, Jennifer, Ken, Nelson, Eric, Don, Liz, Steve
Absent: Roxanne

1. **Opening prayer**
2. **Parishioner Comments**

No parishioners present

3. **Announcements/Check In**
4. **Approval of Minutes of Last Meeting**
 - 1-3-21 - as written
 - 1-21-21 - as written
 - Annual Meeting - Corrections:
 - ...Loan (balances)
 - ...Letter of Intent (not offer)

Motion to approve all minutes as amended seconded and passed.

5. **Finance Update**
 - a. Financial Reports
 - i. EOY 2020 Financial Reports
 - Populate Rector column in report again

Motion to approve EoY Report as amended seconded and passed.

- ii. January 2021 Financial Reports

Motion to approve January 2021 Report as is seconded and passed.

- b. Payroll Tax Returns/SSA

Payroll and Trust Fund taxes to be paid within window of time granted by IRS without issue. Penalties in negotiation and to be decided. Figures as

shown do not yet reflect payments already made so far. Church pension group payments owed are being paid and closed out. Potential for a second PPP loan (if first was indeed forgiven) to be submitted by end of month.

Motion to approve second PPP Loan seconded and passed.

1st Q Diocesan grant available to be applied for.

Motion to approve applying for Diocesan Grant seconded and passed.

Opening of Checking account for Rector's Discretionary Fund with Frost Bank recommended.

Motion to approve opening of checking account for Rector's discretionary fund with Frost Bank seconded and passed.

c. Stewardship Thank you's and 2020 Statements

Letters & Statements completed and will be going out.

6. Transition

a. Pre-search

Roxanne agreed to be point person for vestry on Rector search timeline

i. Congregational Self-Assessment—update

Proceeding as scheduled

ii. On the horizon:

1. Parish Profile/Profile Strike Team

Eric, Kat, ...others?

Search committee nominations - No self-nominations

2. Clergy Compensation—Finance Committee?

3. Search Team Budget—included in 2021 MFP

7. Property

Church facilities may have lost a couple A/C units, but no water pipe breakages (thanks to preparation). Pumphouse may need to be primed. Recommend a consultant be hired to advise on A/C system improvements. Looking into new copier contract source... switching from Xerox to Konica Minolta with their assistance in the contract transition. Evaluating possibilities of work on Sanctuary restroom.

a. Land Sale Update

Investigating curb-cut for gas station in negotiation to improve possible offer. Further information pending.

b. Water

Engineering waiting on results of land sale negotiation.

8. Worship and Congregational Health

a. Prayer notes from the Vestry

Note cards made up for signature and mailing, ~12 per month to send out on a rotating schedule (likely beginning in March)

b. Options for colder weather; COVID Stage 4

Looking to switch to socially distanced on-site worship 2/28, weather permitting.

9. Other Business

Congregational check-in with Diocese (People, facilities, outreach)

Can we get vaccine availability and stage 1/2/3 transition information put in the bulletin? Could we volunteer to be a distribution site? (Don checking with some city contacts regarding this)

Details about getting a streetside sign to increase visibility being explored.

10. Closing Prayer & Adjourn