

**ST. ANNE'S EPISCOPAL CHURCH  
ADMINISTRATION OFFICE**

APPROVED BY  
VESTRY VOTE,  
NOV. 17, 2020

**MONTHLY VESTRY MEETING, October 13, 2020**

**Vestry Members Present:** Fr. Richard Chandler (Rector), Edwina Reisig (JW) (2018), Tom Thomas (SW)

**Vestry Members Present by Zoom:** James Eno (2018), Doris Flynn (2018), Kathleen Jackson (2018), Bobbie Zerbe (2019)

**Vestry Members Absent:** Al Alcox, (2018), Jerry Barger (2020)

**Vestry Members Excused** Bruce Augsburg (2020), Terry LaGree (2018), Cathleen Moran (2020)

**Staff Present:** Linda Axelson, Vestry Clerk, Barbara Hernandez, Treasurer

**Guests Present:** Canon Scott Holcombe, Dn. Henry Brown

**Call to Order:** The meeting was called to order at 6:02 p.m. with Fr. Rich leading us in prayer, and he welcomed and introduced Canon Scott.

**Meeting Minutes:** September meeting minutes were reviewed by all. A motion was made and seconded (Edwina/Kathy) to accept the minutes as written. The motion was carried with no opposition or further discussion.

**Treasurer's Report:** September treasurer's report was received by all by email. The treasurer provided the summary as: "Total Income for Sep was \$8,534. Of that amount, \$600 was given for the food pantry, \$209 for Loving God, and \$40 for the sound system. Expenditures were \$22,246. Of that amount, \$18,802 was attributed to the operating budget and \$3,445 for directed gifts. The significant operating expense was insurance premium of \$4,805. Of directed gifts, \$625 was for A/V Upgrade, \$1,439 for sound system checks and repairs, and \$1,000 Scholarship to Tiffany Kulas. Although our Total Operating Expenses were \$10,267 MORE than our Income, our month end checkbook balance was \$358. Some month end overruns are a result of receiving funds one month (or year) and spending them in a different month (or year). We are still in a financial drought so caution in spending is warranted."

Q: How was the \$10,267 overage of operating expenses made up?

A: Reserve had been held aside to cover; reserves are now used up.

Q: How much is the insurance now running per month?

A: \$3K/month, but we are on a 10 month pay, whereas summer months are lower in pledges.

Q: Are all of the fund and ministries restricted funds?

A: No, not all are restricted.

Q: Are there other funds accrued?

A: No other funds are accrued.

A motion was made and seconded (Tom/Edwina) to accept the treasurer's report. The motion was carried with no opposition or further discussion.

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**Rector's Report.**

Sexton Position

Jimmy can no longer physically handle the tasks of the position. While landscaping and lawn care has been covered by volunteers among the laity, and some general maintenance tasks such as changing out light bulbs, etc. have also been covered by volunteers, the scope of the position seems to be one that could be amended. Given that the kitchen cleaning is expected to be done by those who use the kitchen, the only realistic cleaning would be of the floor. Edwina and Linda reviewed the position description and determined that one more in alignment with a simpler cleaning services provider would be more manageable and affordable.

Edwina has interviewed prospective cleaning services, and received two bids for weekly cleaning of restrooms, floors, vacuuming, dusting, etc. One came in @ \$180/week and the second was bid @ \$225/week. Both bids included all cleaning supplies and tools, other than basic paper products and trash bags. Edwina will continue to review the costs of cleaning supplies, and go back to both companies to check on estimates of handling the cleaning just once/week.

Notes: A cleaning service would be required to provide a certificate of insurance; said certificate would be submitted to the CF Diocese Administrator for his and Canon Scott's review and advisement. St. Anne's would need to obtain assurance that the insurance would be kept in force, and the certificate of insurance would be a required annual submission by St. Anne's to the Diocese Administrator.

MSDS (material safety data sheets) would be provided by the cleaning service for all of their products over a state-specified amount of liquid or solids.

A cleaning service would not be present when children are in the church buildings or on the grounds. During VBS, an adjustment of the cleaning schedule should be made.

Vestry members were in general agreement that a cleaning service would be considered, vs. an employed individual.

Additional points to consider: 1) If going with a cleaning company, a letter of agreement should be generated, citing a 90 day trial basis. 2) A grievance policy would be included (CF Diocese can provide us with the appropriate form.) 3) From where will St. Anne's fund the cleaning service costs? Can the treasurer identify any potential funds to cover? (\$6K would be the additional annual costs for a cleaning service over the previously paid \$4K annually, which was budgeted in 2020.)

Action Item: Junior Warden will continue to discuss these items and gain clarity to report back to the Senior Warden and Canon Scott.

*This item will be tabled pending further review and report.*

Food Ministry

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Thanks go to Dn. Cheryl and Linda, Mary and Nita and others who have re-opened the Food Pantry. In three weeks, the procedures are being identified the volunteers are coming forward to handle the various parts of the ministry, and the number of families being fed are climbing, The SAMMs mobile food ministry reports over 1100 individuals were fed between the multiple locations and partnerships, during the month of September.

Services & Technology

Both the 8:00 and 10:15 Masses are seeing a steady 25 attendees at each service. Linda reported that between the website, on our YouTube channel, and on Facebook, first blush statistics reflect 5,370 views. This does not factor in Instagram, comments, shares, or quick contact with each of these options. It is expected that we will be up and running with live-streaming, hopefully in time for the memorial service for Cicely Thomas on the 24<sup>th</sup> October.

Q: Who will provide coverage of Zoom, recordings, live-streaming, and social media be handled in Fr. Rich's absence?

A: Linda Axelson (Communications Director & Digital Engagement Leader) with Bert Henderson (A/V Ministry Lead).

Note: A new 1G internet switch will be donated by Fr. Rich to the church; the switch will be installed this week.

The Christian Counseling Center's phone has been ported over to St. Anne's Ring Central account. We have confirmation that no further billing will occur on their old Century Link account (as of 8 October).

Q: What financial impact does this mean for St. Anne's? How is confidentiality maintained for the Counseling Center line?

A: The St. Anne's Ring Central account was contracted for 5 lines, which included this number., so no additional costs. [Extra steps had to be taken to gain authorization from a vendor different than that for the balance of the numbers for St. Anne's, therefore the delay in bringing this last number on to our contract.] Ring Central accommodates confidentiality for numbers, and protection against unauthorized access to the messages for that line.

Rector's Schedule

Fr. Rich will be attending the Clergy Conference next week, so will be out of pocket for at least all of Tuesday and Wednesday, the 20<sup>th</sup> and 21<sup>st</sup> October.

His sabbatical has been arranged. October 18<sup>th</sup> will be his last Sunday for 2020. He will be the celebrant for the memorial service on the 24<sup>th</sup> October. The sabbatical [followed by his scheduled vacation time] will conclude during the first week of January, 2021.

Pest Control

Two bids have been requested from existing, overlapping vendors, to include pest control for both the rectory and the church buildings. Bush Pest Control's bid came in at \$4820 for the initial term, and \$225/year for 10 years. [No payment options offered; the entire amount of \$4820 would be collected up front.] This did not include any interior spraying. Florida Pest Control submitted their bid

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at \$170 for initial spraying both inside around all plumbing, and the exteriors of the buildings, plus a monthly charge of \$60/month. No contract, no funds required up front.

Action Item: Junior Warden will follow up with both vendors to discern whether or not pest control also means termite control as well. Follow up report will be made at next meeting.

*This item is tabled to the next meeting.*

Dn. Henry mentioned that during his calls to parishioners, he has heard compliments on the online services, with expressed hope that they will continue to be available. He heard back from the LaGreens, who indicated that they are doing fine, and expect to return to Florida at the first of the year.

Linda made note that the Flocknote announcements, (emailed transmittals) provide read receipts in the details of the stats; she has been able to see that the LaGreens have been reading their emails.

**Adjournment:** A motion was made (Tom/Edwina) to adjourn. The meeting was adjourned at 7:00 p.m., with a closing prayer by Canon Scott.

Respectfully submitted by Linda Axelson, Vestry Clerk.

**Action Items:**

Item	Responsibility	Due	Status
Cleaning service provider; obtain additional information from prospective companies	Junior Warden	Nov. meeting	Tabled
Pest control; need additional clarification re: basic pest control v. pest control and termite control coverage.	Junior Warden	Nov. meeting	Tabled

**Follow-up Procedure:**

- Minutes and action items will be emailed to Vestry members by COB Wednesday, October 15, 2020
- Agenda for next meeting will be emailed to Vestry members in advance of the next meeting, unless otherwise advised.
- The next Vestry meeting is scheduled for Tuesday, November 17, 2020, at 6:00 pm.