

## Minutes of the Regular Meeting of the St. David's Vestry

June 17, 2024

*With Actions Taken in absentia in lieu of July Meeting*

- **Members present:** Senior Warden George Zwicker, Junior Warden Allison Marshall, Treasurer Jim Norman, Clerk John Crow, Matt Carlberg, Meg Erskine, Gay Gillen, Bunny Neible, Rick Patrick, Joe Sanchez.
- **Guests:** None
- **Participating via Zoom teleconference:** None
- **Clergy and staff present:** Rev. Dr. Chuck Treadwell (Rector), Rev. Angela Cortiñas (Assoc. Rector), Jim Lamm (Parish Administrator).
  
- **Meeting began at 6:30 PM.**
- The Rector, Fr. Chuck and Senior Warden, George Zwicker noted that a quorum was present.
- Fr. Chuck led the group through the first half of The Order of Compline.
- George reviewed the agenda and proceeded to the first item of business.

### **Review of Minutes from Last Vestry Meeting** – *presented by John Crow, Clerk*

The minutes of the May meeting were approved with minor changes to attendees and recommended edits.

### **The Treasurer's Report** – *presented by Jim Norman, Treasurer*

- Reviewed the May Financials.
- **Statement of Financial Position (Balance Sheet):**
  - *Assets Review:*
  - Total Cash: \$816,851.58
  - Wells Fargo Bank Operating Checking: \$172,452.31
  - Plains Designated Checking balance: \$56, 704.15
  - Plains Savings Money Market (Reserves): \$575,953.14
  - Accounts Receivable: \$51,284.34
  - **Total Assets: \$15,356,211.93**
  
  - *Liabilities Review:*
  - Total Liabilities: \$1,628,521.23
    - Plains Capital Construction Loan: \$1,597,860.91
  - Total Fund Balances: \$14,349,575.15
  - Total Temporary Restricted Funds: (\$662,884.45)
  - **Liabilities, Fund Balances & Temporary Restricted Accounts: \$15,356,211.93**
- **Statement of Activities (Income Statement):**
  - *Revenues:*
  - May Pledged Giving: \$111,064.13
  - Pledged Giving 2024 YTD: \$662,959.62 (2.2% above annual budgeted YTD.)
  - YTD Total Tithes & Offerings: \$700,890.76 (2.73% above annual budgeted YTD.)

- YTD Hospitality Income: \$132,418.30 (3.6% above annual budgeted YTD.)

- May Total Revenues: \$300,608.90

- YTD Total Revenues: \$1,794,983.53 (1.3% over budgeted YTD.)

- **Expenses:**

- May Expenses: \$325,211.72

- YTD Total Expenses: \$1,892,247.86 (4.7% over budgeted YTD.)

- **Expense Notes:**

- Most expense line items were at or below budget. Administrative payroll was slightly over due to added payroll expenses due to conversion of two Accounting Clerk to full-time employees. Facilities and Maintenance was over budget due to a one-time purchase of Furniture & Fixtures for event staging. A few other expenses were realized earlier in the year than originally budgeted.

- **May Net Total: (\$24,602.32)**

- **YTD Net Total: (\$97,254.32)**

- We had a deficit for May, yet there is progress in closing the deficit year over year from when the May 2023 deficit was \$43,768.94 greater than the current period. In summary, this upward trend reflects 1H Total Revenues slightly above budget and that the steps taken to lower Administrative Payroll expenses earlier in the year are being realized. It is anticipated that we will achieve our 2024 approved annual budget target.

- **May Stewardship Report:** A Stewardship Report for May was not provided so the agenda item was deferred. As stewardship trends tend to be less dynamic during the summer months, the data will be reviewed when appropriate.

- **Move Line of Credit from Wells Fargo to Plains Capital Bank** – *presented by Jim Norman, Treasurer*

As an existing customer, Plains Capital Bank offered St. David's a Line of Credit loan with better terms than the Wells Fargo Line of Credit. The Wells Fargo Line of Credit was approved in the May Vestry meeting. Jim Norman submitted a motion from the Finance Committee to secure a new loan through Plains Capital Bank and terminate the loan with Wells Fargo.

During discussion, a motion was made to amend to note that the new loan with Plains Capital Bank replaces the loan from Wells Fargo<sup>i</sup>. The motion to amend was adopted, then the amended motion was seconded and adopted.<sup>ii</sup> The full text of the amendment and amended motion are included in the Endnotes.

- **Increase Security Line Item – "Sunday in Garage"** – *presented by Jim Lamm*

Jim Lamm reviewed proposals to extend existing security coverage with the recommendation to contract with Priebe noting that additional details were needed before a vendor could be selected. Options and costs were discussed. The increased cost will be split between St. David's Church, Trinity Center and Metropolis, the garage operator. The Vestry discussed the proposals, the contract and budget implications and reached agreed upon spending limits for the contract. Jim Norman introduced a motion to approve a contract with the agreed upon spending limits. The motion was adopted<sup>iii</sup>.

#### **The Junior Warden's Report** – *presented by Allison Marshall*

- Bethel Hall windows are being repaired. A permit is required from the city to use the equipment to make the repair. Permitting should take a couple of weeks then the work can commence and be completed. The repair will cost \$6,100 cost with the expense charged to the Facilities, Repair-General budget.

- Handrail in Sacristy Hallway became dislocated from the wall. Michael is repairing it.

- A new Firewall will be installed tomorrow to replace the current one which is out of warranty. This will improve our protection from external cyber threats. The expense will be charged to Admin., Supplies-Computer budget.

- Improvements were made to the Church Archive room. New shelving was installed, and the walls patched and painted.

● **Landscaping Committee:**

- The contract to weed and mulch the beds around the church with ABC Landscaping in the amount of \$6,550 has been signed. We anticipate the work will begin shortly. Half of the expense is paid up front, the remainder upon completion of the work.

**The Rector's Report** – *presented by Rev. Dr. Chuck Treadwell*

● **HR Update:**

- We celebrated Jim Lamm's five-year service anniversary on 6/16.
- Interviews for the Executive Assistant to the Rector position will take place tomorrow. The goal is to have the new hire onboarded by end of July. Fr. Chuck shared his appreciation of our committee who helped with this work.
- **Year of Discernment Summer Plans:** The June 16<sup>th</sup> parish discernment discussion was a success. Over one hundred parishioners attended, and there was great energy in the room. He asked Vestry members to attend the final July 28<sup>th</sup> parish discussion and to let him know if you want to facilitate a table discussion. There will be guidelines and materials provided.
- **Malawi Update:** Girls Education in Malawi received a \$20,000 grant. JC is going on the pilgrimage.
- **Trinity Wall Street:** He and Jim will attend the workshop in New York next Wednesday, June 26<sup>th</sup>.
- **Update: Cooling Center:** The Cooling Center is a pilot program with the City of Austin that will extend the hours of Trinity Center when the temperature heat index reaches a certain threshold. A grant from the city is providing pilot funding. Pray for Christian Rodriguez and the staff of Trinity Center as they organize and manage this essential service for our community of unhoused neighbors.
- **Update: Nobody Goes Hungry:** The free breakfast program was overbudget as attendance had significantly increased. After discussions with staff, the program will be discontinued in July, as there are similar services available on Sundays, including at Trinity Center. It will end in July. The change has been communicated to our neighbors. The breakfast will continue for parishioners with offering a free breakfast for Newcomers.

**New and Old Business:**

● **Update on the RFP for Real Estate Feasibility Analysis** – *presented by Jim Lamm*

Jim provided an update on the request for proposal process underway for a real estate feasibility study of St. David's real estate holdings. Proposals have been received and will be discussed with the Project 32 RFP taskforce subcommittee. It is anticipated that the subcommittee will make a recommendation of a selected vendor post evaluation of services. We anticipate that we will receive a grant from Trinity Wall Street to cover a portion of the cost.

● **Grants Committee's Recommendations** - *presented by Meg Erskine*

- Meg presented the recommendations of the Vestry's standing Grants Committee for Community Outreach and requested approval for three \$10,000 grants to the organizations below:
  - *Welcome Table* which provides educational support for young students from low-income neighborhoods, primarily people of color.
  - *Ladies Let's Talk* to fund their free Basic English classes for Afghan women.
  - *Magdalene House* which provides supportive services for adult women who have survived sex trafficking.
- A motion to approve the grants as recommended was introduced and adopted<sup>iv</sup>.
- Meg provided two additional updates:
- The Committee is changing the process for distributing grants. Funding will be provided as soon as it is approved by the Vestry with grant recipients recognized later in the year.
- Before the beginning of the new grant cycle, in collaboration with Next to New, the committee will review and potentially revise its bylaws.
- The Vestry adopted a motion to recognize Jess Chapin and the Grants Committee with a formal resolution to recognize their exemplary work leading the Community Engagement grants program.<sup>v</sup>

● **Seminary Parish Support Form for Casey Clough**

A motion was introduced to provide a \$1000 stipend to Casey Clough for housing and associated academic costs while attending seminary.<sup>vi</sup> The motion was seconded and adopted.

- **July Vestry Meeting:** There was a discussion about the need for a July meeting as many members will be on summer vacation. After the close of the meeting, the Executive Committee cancelled the July Vestry meeting agreeing that updates and urgent actions will be managed *in absentia* through email. The minutes for July are included below.

#### **Closing**

- Fr. Chuck led the group through the close of Compline.

#### ● **Meeting adjourned at 8:27pm**

#### ● **Upcoming Dates:**

- General Convention Dates: June 23 - 28
- Next Finance Committee: Wednesday, July 17, 2024, 6:00 pm
- Angela's Sabbatical: August 1 – November 1, 2024
- Welcome Home Sunday: August 18, 2024
- Both the July Executive Committee and Vestry meetings were cancelled.

#### **July Updates and Actions Taken *in absentia***

These updates and actions were managed through email during July:

- **Motion to Approve Bill Landon's Application for Holy Orders:** On July 9<sup>th</sup>, Catherine Roberts, Executive Assistant to the Rector, emailed the Vestry noting that Sr. Warden George Zwicker introduced a motion that the Vestry of St David's Church approve Bill Landon's application for Holy Orders.<sup>vii</sup> An email vote was taken, a quorum of members replied with an affirmative vote, adopting the motion to approve the application.
- On July 21, Treasurer Jim Norman distributed the June financials for review including 1H results and trends:
  - Total Tithes & Offerings and Total Revenues were less than 1% below budget.
  - Total Expenses were 4.98% overbudget with both payroll and non-payroll expenses slightly overbudget due to one-time charges made in the first half.
  - There was a 1H Total Net Deficit of \$191,866.56.
  - 1H 2024 financial metrics outperformed 1H 2023. The Total Net Deficit for 1H is slightly higher (\$8,870.93) than the 2023 YTD deficit, yet the 2024 monthly deficit run rate continues to improve.
- **July Rector Updates:**
- Trinity Center has entered a partnership with the City of Austin to be a cooling center from 1-6 pm each weekday July-September. The agreement has been thoroughly reviewed by the Trinity staff and board, Jim Lamm, and our chancellor, Lowell Keig. It has been approved by the Trinity Board. The Rev. Carter Leer has been hired as the Part time Director to run the cooling center, working under the authority of Christian Rodriguez. No action from the Vestry is required, but our encouragement and support to offer this essential service for our community of unhoused neighbors. It is a large effort, and all volunteers are welcomed.
- Our new security guard, Officer Shaun Ringsmuth, has started and seems to be a great addition to the team.
- After a thorough search, with the amazing help of John Crow, Bunny Neible, Jim Norman, Sandi Boone and Jim Lamm, I have offered the position of Executive Assistant to the Rector to Liliana Pierce, currently the Front Desk Manager. She has accepted and will work alongside Catherine during the month of August assuming full responsibilities on September 1<sup>st</sup>.
- We are currently interviewing for a new front desk manager to backfill the position.

Respectfully submitted,

John Crow

Clerk

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## Endnotes

The Endnotes contain notations to information and the text of motions introduced and the action taken during the June 17, 2024 meeting of the Vestry and July managed through email.

### **<sup>i</sup> Motion to Approve a Line of Credit with Plains Capital Bank AMMENDMENT:**

Therefore, be it RESOLVED that a new line of credit with Plains Capital Bank in the amount of \$200,000 be secured to replace the line of credit with Wells Fargo Bank as adopted in the May 21, 2024 meeting and since terminated. There are no fees associated with maintaining this line of credit. Should the church need to withdraw funds against the line of credit, the funds will be repaid within thirty days.

### **<sup>ii</sup> Motion to Approve a Line of Credit with Plains Capital Bank, AMMENDEd and ADOPTED:**

At a May 21, 2024 meeting, the Vestry approved a resolution authorizing church staff to arrange for a line of credit in the amount of \$150,000 at Wells Fargo Bank. The purpose of this line of credit was to allow for temporary funds, if needed, on a short-term basis. The resolution included a provision that any funds taken from the line of credit be repaid within thirty days. The Vestry approved the termination of the old line of credit with Wells Fargo Bank.

Church staff members terminated the old line of credit with Wells Fargo Bank.

The annual fees for the line of credit in the amount of \$150,000 offered by Wells Fargo Bank do not meet our financial needs. Church staff members advise a \$200,000 line of credit with Plains Capital Bank will serve the church's cash flow needs and recommends the church open a line of credit.

Therefore, be it RESOLVED that a new line of credit with Plains Capital Bank in the amount of \$200,000 be secured to replace the line of credit with Wells Fargo Bank as adopted in the May 21, 2024 meeting and since terminated. There are no fees associated with maintaining this line of credit. Should the church need to withdraw funds against the line of credit, the funds will be repaid within thirty days.

### **<sup>iii</sup> Motion to Enhance Security Services**

The Vestry approves a contract with Priebe or another reputable firm as identified by St. David's staff in an amount not to exceed \$10,000 over three months for security officers and/or car patrols above the currently scheduled patrols of Wednesdays and Sundays at the St. David's campus, including the parking garage and campus exterior grounds. The above total contractual amount will be apportioned between three operating entities: St. David's Episcopal Church, Trinity Center, and Metropolis, with St. David's share not to exceed 33% or \$3,333 per month. After this three-month period, the amount approved for the period of October through December will not exceed \$10,000. After that period, any additional requests would be part of the annual budgeting process.

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<sup>iv</sup> **Motion to Approve Community Engagement Grant Recommendations**

*The Grants Committee for Community Outreach evaluated potential grant recipients: The Welcome Table, Ladies Let's Talk, Magdalene House, Building Promise US, Urban Roots, Black Lives Veggies, Drive A Senior, CASA, and Trinity Center. After careful consideration of each request according to their grant administration policies and procedures, the Committee recommends that one \$10,000 grant be awarded to each of these three non-profit organizations: The Welcome Table, Ladies Let's Talk, Magdalene House.*

WHEREAS the Grants Committee recommendation was reviewed and proposed in the regular meeting of the Vestry on June 17, 2024, and a motion introduced to approve the grant distributions as recommended.

Be it RESOLVED that the Vestry approves the grants as recommended..

**Motion to Approve Grants Committee Resolution of Recognition**

<sup>v</sup> The Vestry shall provide a formal resolution of recognition to Jess Chapin and the Grants Committee for Community Outreach for their outstanding work managing the grants program.

**Motion to Approve Seminary Stipend for Casey Clough**

<sup>vi</sup> The parish of St. David's Episcopal Church shall provide a \$1,000 stipend to Casey Clough for housing and associated academic costs to attend seminary.

<sup>vii</sup> **Motion to Approve Holy Orders for Bill Landon**

[via email – July 9<sup>th</sup>] Senior Warden, George Zwicker moves that the Vestry of St David's Church approve Bill Landon's application for Holy Orders in the Diocese of Texas. Please reply to this email with your vote. If the motion passes, Catherine Roberts, Executive Assistant to the Rector, will send out the letter to gather the required signatures.