

Epiphany Lutheran and Episcopal Church, Marina

Council Meeting Minutes - July 17, 2020 – Draft

Attending: Fr. Jon Perez, Andrea Baltzegar, Dcn. Lisa Bennett, Henry Bergstrasser, Wakaba Futamura, Ken Pollock, Jody Rogers, Pay Wyatt

1. 6:35: Opening Prayer – Fr. Jon
2. Minutes – Minutes of June 14 approved unanimously
3. Finance
 - a. Briefing of Finance Committee Meeting – Ken
 - i. Using a new CPA, Kristin Nolan, to confirm Fr. Jon's status as employee (W-2) rather than contractor (Form 1099); we'll remit taxes on his behalf; housing allowance will be formalized only if/when he's on W-2 status; new ground for us
 - ii. New Cross, status and cost of
 - iii. Reports
 - iv. Misc. other topics – much maintenance has been done this year!
 - b. Approval Financial Report – Ken
Ken will also work with Joanna Shreve, Diocesan Treasurer, to
 - c. Stewardship Update – Jody and Pat met with Fr. Jon
 - i. The plan is that we'll reach out to those major supporters to thank them, check in; also, to those who've been unable to fulfill their pledges, just to see where they're at, and to reassure them that we're "there" with them.
 - ii. Jody and Pat gleaned some good ideas from a Synod webinar re: kick-off next month, especially for churches like Epiphany that must remain closed
 - iii. May consider getting a coffee mug to parishioners
 - iv. Special thanks to Wakaba, who has agreed to write "thank-you" notes
4. Mission Grant Update – Jody has submitted the Mission Grant report; has not yet received a response.
5. Re-entry Plan – Fr. Jon – Our plan is approved, but State of Calif. Covid statistics still preclude our opening for now for worship services. However, outside groups, e.g., AA, may be able to meet. We're not meeting outdoors for several reasons: Fr. Jon's eyesight is worse outdoors; it would be difficult to adjust our streaming AV equipment to work; the set-up and break-down of chairs would be just one more thing to handle.
6. The cross replacement will come to about \$4,800. Today, we got the architectural work done for the foundation for the cross (required by City of Marina); this work will be delivered to the City on Wed., and we are hopeful that a permit will be forthcoming.

Two doors will also be replaced, for emergency purposes; will be complete in about three weeks.

We have about \$3,000 to complete the Peace Plaza, dedicated to Rich Hoffman; his widow, Sally Chapman would like to see a nicer surface than another application of decomposed granite, but this will cost more. She has taken Fr. Jon to Granite Rock to see options, and has mentioned friends who might help fund it. Proceeding will depend on finding the resources. Jon is asking Steve and Larry to work with her to refine her plan, come up with costs, etc.

We have bids from a contractor re: signage on the modular building; will discuss it next month.

7. Vicar's Vacation – Fr. Jon will leave August 1, up to Kirkwood to relax. Will stay about two weeks. Lisa will preside, and preach, morning prayer on Aug. 2 and 9. Jody will answer phones.
 - a. Technology Person, to sign us on to Facebook Live Streaming and keep all others away from the equipment. Ken offered to do this.
8. Emergency Plan – On Fr. Jon's desk is an emergency plan, in case something happens to him. Jon has spoken with Katie Grenberg (sp?) and Kita from the Synod office re: the Lutheran participation in the process; they have some ideas on how to help find and fund a replacement. Want to make sure that the Lutheran Synod will have an equal voice. Jon will email it to all Council members. It will be important to support and strengthen the Lutheran presence on our Council, so that their voices will be heard.
9. Office Filing – Jody offers to help Fr. Jon set up a spreadsheet system (to organize the filing system) that will work for him.
10. Thomas Karman Food Pantry – Jody reports that they're still doing dried food, and that the numbers of people who need help is anticipated to go up, after leveling off at a relatively high point. Still need someone to come from the Epiphany Council to the Pantry Board – Ken agrees to come: 2nd Wed. of the month; will discuss raising their "rent." The Food Bank gets money from FEMA to help pay for food, but has no staples to buy, so that ended in June. The Pantry still gets fruit and vegetables to distribute, and is getting Panera products again. CSUMB students are now volunteering, filling in where older volunteers have had to step back.

Closing prayer – Fr. Jon.

Adjourned at 7:45 p.m.

Respectfully submitted by Lisa Bennett

Finance Snapshot for:
For the month ending July 31, 2020

July-20

Month of July Budget Income:	A \$	8,310.00
Month of July Actual Income:	B \$	<u>6,026.37</u>
Difference in Expected Income:	B - A \$	<u>(2,283.63)</u>
Month of July Budget Expenses:	C \$	12,473.00
Month of July Actual Expenses:	D \$	<u>6,872.42</u>
Difference in Expected Expenses:	D - C \$	<u>(5,600.58)</u>
Difference in Expenses:	\$	(846.05)

2020 Amount Pledged as of 7/31/2020	E \$	31,370.00
Actual Pledges received as of July :	F \$	<u>28,237.00</u>
Difference in Pledges:	F - E \$	<u>(3,133.00)</u>

Usage Revenue

Monterey Korean Covenant Church	\$	735.00
Thomas Carman Food Pantry	\$	560.00
General usage	\$	86.00
Scrip (Facebook/scrip/Amazon smiles)	\$	10.00

Cash on hand at end of July : \$ 8,154.87

Month	Ending Cash Balance
January	\$ 5,357.30
February	\$ 5,289.11
March	\$ 5,284.13
April	\$ 9,693.95
May	\$ 9,323.12
June	\$ 9,000.92

Month	Ending Cash Balance
July	\$ 8,154.87
August	
September	
November	
November	
December	

Treasurer's Report by Minor Group

July of Fiscal Year 2020

Responsibility: All

Fund: 01 - General

	July Actual	Year-to-date Actual	Year-to-date Budget	Percent of Budget
Income				
Clergy Stipend Funding	0.00	0.00	0.00	0.00 %
Events	0.00	0.00	630.00	0.00 %
Friends of Epiphany	0.00	0.00	0.00	0.00 %
General	0.00	7,096.75	9,800.00	72.42 %
General Usage	86.00	492.00	245.00	200.82 %
Interest Income	0.37	2.64	0.00	0.00 %
Loose	0.00	72.70	1,120.00	6.49 %
Mission	0.00	0.00	0.00	0.00 %
Monterey Korean Covenant	735.00	5,145.00	5,145.00	100.00 %
Mortgage Funding	0.00	0.00	0.00	0.00 %
Outreach	0.00	0.00	0.00	0.00 %
Pledges	4,915.00	40,252.68	38,500.00	104.55 %
Program Funds	0.00	0.00	0.00	0.00 %
Scrip	10.00	20.42	70.00	29.17 %
Seniors Hot Meal Program	0.00	0.00	0.00	0.00 %
Stipend Support	0.00	0.00	0.00	0.00 %
TCFP	280.00	1,960.00	1,960.00	100.00 %
Thrivent	0.00	3,843.00	700.00	549.00 %
Worship Offering	0.00	0.00	0.00	0.00 %
Total Income	6,026.37	58,885.19	58,170.00	101.23 %
Expense				
Adult Formation Education	12.00	36.00	280.00	12.86 %
Advertising	30.09	357.82	1,050.00	34.08 %
Altar Guild	0.00	358.28	350.00	102.37 %
Audit	0.00	0.00	420.00	0.00 %
B & G Maintenance	0.00	0.00	700.00	0.00 %
Banking & Interest Charge	144.67	1,039.12	805.00	129.08 %
Benevolence - Local	0.00	0.00	0.00	0.00 %
Bookkeeper	0.00	0.00	0.00	0.00 %
Building & Grounds R,M&S	332.00	2,334.96	3,500.00	66.71 %
Computers & Software	0.00	45.90	350.00	13.11 %
Confirmation & Baptism	0.00	0.00	105.00	0.00 %
Copier Lease	206.00	1,891.86	3,500.00	54.05 %
Diocese Fairshare	100.00	780.00	700.00	111.43 %
Disposal Services	382.28	1,671.79	2,100.00	79.61 %
Dues & Subscriptions	359.00	493.99	280.00	176.43 %
Evangelism Expense	0.00	0.00	140.00	0.00 %
FED Expenses	0.00	0.00	0.00	0.00 %
Flowers	0.00	0.00	0.00	0.00 %
Gas & Electric	676.66	3,165.11	3,010.00	105.15 %
General Fundraising Exp	0.00	0.00	0.00	0.00 %
Guest Musician	0.00	150.00	0.00	0.00 %

Epiphany Lutheran & Episcopal Church

Treasurer's Report by Minor Group

July of Fiscal Year 2020

Responsibility: All

Fund: 01 - General

	July Actual	Year-to-date Actual	Year-to-date Budget	Percent of Budget
Health Ins.	1,003.40	7,684.74	9,800.00	78.42%
Hospitality	0.00	0.00	700.00	0.00%
Housing Allowance	1,000.00	4,835.63	10,500.00	46.05%
Insurance Expenses	555.20	2,198.30	1,050.00	209.36%
Internet & Webpage	171.12	857.47	840.00	102.08%
Lutheran Synod	100.00	700.00	700.00	100.00%
Mortgage Interest Exp	0.00	0.00	0.00	0.00%
Music Dir - Worship	600.00	4,275.00	3,500.00	122.14%
Music Dir. Reh	0.00	0.00	0.00	0.00%
Music License	0.00	0.00	0.00	0.00%
Music Supplies	0.00	0.00	1,750.00	0.00%
Office R,M&S	0.00	243.59	280.00	87.00%
Organist - Reh	0.00	0.00	0.00	0.00%
Organist - Wor	0.00	2,275.00	3,500.00	65.00%
Parishpay Expenses	0.00	0.00	210.00	0.00%
Pension	0.00	8,159.16	7,840.00	104.07%
Postage & Delivery	0.00	0.00	700.00	0.00%
Professional Services	0.00	0.00	56.00	0.00%
Sabatical	0.00	0.00	0.00	0.00%
Script	0.00	0.00	0.00	0.00%
Sexton	0.00	0.00	210.00	0.00%
SS Teacher Stipend	0.00	1,000.00	2,800.00	35.71%
Stewardship	0.00	0.00	350.00	0.00%
Stipend	1,000.00	7,000.00	22,400.00	31.25%
Sunday School	0.00	0.00	140.00	0.00%
Sunday Stipend	0.00	0.00	0.00	0.00%
Supply Clergy	0.00	250.00	210.00	119.05%
Tax Penalties & Interest	200.00	200.00	210.00	95.24%
Telephone	0.00	516.13	840.00	61.44%
Water	0.00	594.82	700.00	84.97%
Workers Comp Insurance	0.00	154.00	525.00	29.33%
Worship Supplies	0.00	0.00	210.00	0.00%
Total Expense	6,872.42	53,268.67	87,311.00	61.01%
Income Less Expense	-846.05	5,616.52	-29,141.00	

Epiphany Lutheran & Episcopal Church
Bank Account Balances Less Dedicated
as of the end of July, Fiscal Year 2020
01 - General

Account	(* = Inactive)	Activity through July	Beg. Balance	Current Balance	Resp. Code
Bank Accounts					
011-10-10-01	Checking Account - 1073	16,217.23	16,831.61	33,048.84	
011-10-15-02	Savings Account	-441.86	581.74	139.88	
011-10-20-03	Clergy Discretionary	985.00	555.38	1,540.38	
011-10-25-04	Deacon's Discretionary	0.00	1,055.00	1,055.00	
Total Assets in Bank Accounts:		16,760.37	19,023.73	35,784.10	
Dedicated Accounts					
*	017-10-10-01 Darby Betts - 2006 Grant	0.00	0.00	0.00	
*	017-10-10-02 Darby Betts - 2007 Grant	0.00	0.00	0.00	
	017-10-10-04 Senior Programs	3,439.98	-305.88	3,134.10	
	017-10-10-07 Christmas Fund	-1,432.50	2,206.12	773.62	
	017-10-10-10 FED	-724.14	2,103.48	1,379.34	
	017-10-10-11 Pipe Organ	-700.00	1,773.73	1,073.73	
	017-10-10-14 Marina Sings	-200.00	3,087.58	2,887.58	
	017-10-10-16 Oversea's Missions	0.00	26.66	26.66	
	017-10-10-20 Restricted Outreach	0.00	200.00	200.00	
	017-10-20-03 Building	383.54	2,380.45	2,763.99	
	017-10-20-12 Memorials	1,600.00	480.47	2,080.47	
*	017-10-20-13 Stain Glass Windows	0.00	0.00	0.00	
*	017-10-20-14 Sanctuary Chairs	0.00	0.00	0.00	
*	017-10-20-15 New Office Computer	0.00	0.00	0.00	
	017-10-30-05 Campus Ministry - Stipend	-0.01	0.01	0.00	
	017-10-30-06 Campus Ministry - Program	312.71	0.00	312.71	
	017-10-40-11 Flowers	25.00	7.37	32.37	
	017-10-50-08 Fr. Jon's Discretionary	985.01	450.38	1,435.39	
	017-10-50-09 Deacon's Discretionary	0.00	1,055.00	1,055.00	
	017-10-50-15 Bishop's Discretionary	0.00	0.00	0.00	
	017-10-60-00 Church Mortgage	-1,639.00	2,830.64	1,191.64	
	017-10-70-15 Sunday School Program	0.00	0.00	0.00	
	017-10-80-02 Missions Grant	9,257.63	0.00	9,257.63	
	017-10-90-19 Vicars Stipend	-163.85	163.85	0.00	
	017-10-90-20 Stipend Holding	-0.52	0.52	0.00	
	017-10-90-21 Clergy Pension Holding	0.00	0.00	0.00	
	017-10-90-24 Sabatical Holding	0.00	25.00	25.00	
Total Dedicated Funds:		11,143.85	16,485.38	27,629.23	
Undedicated Bank Account Assets:		5,616.52	2,538.35	8,154.87	