

St. Philip's Episcopal Church, Easthampton
Annual Meeting
February 7, 2021
(Held via Zoom)

MINUTES

[*Prefatory Note:* What follows is a compressed narrative summary of the meeting, not a transcript of everything that was said. To avoid redundancy and to provide fullness of detail, readers are directed to the appended financial and other reports which have been kindly contributed by those who presented them orally on February 7.]

The meeting, with peak attendance of forty-four parishioners, began at 11:03 A.M. Senior Warden Bonnie Katusich explained some of the procedures for conducting the meeting on Zoom (keeping off video and muted except for those speaking; using the Chat Box for questions).

Fr. Bullock offered prayers for the Parish and for the meeting. He alluded briefly to the legal necessity for an annual meeting, which derives from the Diocese's status as a corporation. He appointed Robert Shaw to serve as Clerk for the meeting. In his opening remarks he took note of the ongoing burden of separation imposed on us all by the pandemic, and thanked the congregation for its continuing attendance (albeit remotely) on Sundays and its involvement in other Parish activities. He gave special thanks to the staff: to Jason Burns, nearing the first anniversary of his ordination to the Diaconate; to Karen Banta, Music Director, for her perseverance and creativity in providing beautiful music for our services; and to David Brown, our Sexton, who has faithfully tended to the buildings even though they have been mostly closed for the last several months. He invited prayers for David's brother, who is being treated for cancer. He offered thanks and appreciation to Beau Bowler, who since his recent appointment as Parish Administrator, has injected skill and efficiency into the organization and work of the office.

He thanked the Vestry members whose terms have been completed, and mentioned some activities that lie ahead for them. Robert Shaw has agreed to serve another year as Clerk of the Vestry (Parish officers do not need to be Vestry members). Julie Flahive will continue serving on the Finance Committee and taking a turn leading the Compline service online. Bonnie, who has served as Senior Warden with distinction, will be Coordinator of Pastoral Care Ministries. Becky Taylor and others will be joining her in this work. Bonnie and Becky, for their first venture, are organizing a remote Shrove Tuesday dinner.

Following this, Jason Burns offered a video presentation. After a greeting and some encouraging words from Bishop Fisher (filmed to be used by all parishes at their annual meetings), we were shown a sequence of scenes from the life of St. Philip's during the past year: of worship, including views of the tech equipment for the live streaming and those who operate it; and of other ministries, particularly Take & Eat and Power Pack; and closing vignettes of the Sunday Lectionary Study Group and the Sacred Ground series.

The meeting then heard a series of presentations on topics listed in its agenda, as follows:

Worship. Fr. Bullock said that despite all the challenges of meeting remotely, the people of St. Philip's are continuing to do what is essential to a worship community: to make room for the Risen One's presence among us and to pay attention to its meaning. He praised our success in offering Compline online at 8:00 every evening. This ministry reaches beyond the Parish: people from out-of-state have written to him about it. He invited others to join with those who are currently taking turns leading the service. As we become more familiar with remote worship, we might expand our offerings. For instance, Morning Prayer might be offered on weekdays. Training for this is available from the Diocese; so far, Julie is the one person who has been trained. Historically, the Daily Offices have assumed a leadership role for lay people.

Technology. Susan May presented an overview of the development and refinement of the online ministry that was forced upon us by the pandemic, beginning almost a year ago. She described the steps involved in conducting services, variously on Zoom, YouTube, and more recently, Facebook. The necessary equipment for live streaming—Wi Fi, an I-phone, eventually a laptop to solve audio problems—all featured in her account. (Full details are in her report, beginning on page 12.) She described the contributions of others who have been trained as a rotating group of tech helpers: besides herself, Jason, Julie, and Bev Bullock are trained to set up, run, and fix the equipment when problems surface. Others would be welcome.

Mission. Jon Cartledge and Joe Bianca reported on the Parish's efforts to counter food insecurity in our area. Jon gave an account of the Parish's involvement, beginning in January, 2019, in partnership with Our Lady of the Valley Roman Catholic Church and the Westhampton Congregational Church in the Take & Eat program. St. Philip's takes responsibility for preparing and delivering weekend meals to the housebound on the fourth Saturday of each month. This has been done successfully throughout 2020. Jon gave particular thanks to Elizabeth McAnulty and Julie Flahive, and noted that with slightly over \$2,300 currently on hand, we have enough to cover ten more months of service in the mission. (For further details, see his report, on page 14.) Joe spoke briefly about our longstanding and continuing support by way of food donations to the Easthampton Community Center. Our donations to the ECC in 2020 were valued at over \$950. He estimates that a thousand families a week, some from towns beyond Easthampton, are helped by the ECC. He spoke then in more detail about the Parish's work with Pioneer Valley Power Pack, which supplies weekend meals for school children who receive free meals at school during the week. (For details about this, and especially accounts of the two outreach events in St. Philip's parking lot in November and December, see his report, below.) Fr. Bullock commented that in the last year our food ministries have truly branched out and blossomed; he hopes they can continue to flourish.

Formation Ministry. Brief reports were given on study groups, ongoing or soon to begin. Jason spoke about the group participating in Sacred Ground, a series of ten sessions on American history, with a particular focus on issues of racism. Our Parish's group has been meeting once each month to discuss their documentary viewings and readings. Jason will soon be publishing an article in the NOW about some of these resources. Fr. Bullock spoke of additional discussion groups, including obviously the Lectionary Study Group which meets every Sunday, and the forthcoming book discussion group that will be meeting on Wednesday evenings during Lent.

Fourteen people have signed up for the Lent group; the same number of people are taking part in Sacred Ground.

Finances. Joe Bianca, as Treasurer, presented the report of the Finance Committee, which besides himself includes Brian Dillon, Bonnie Katusich, and Julie Flahive. He thanked these colleagues and also the Counters who take turns every week to meet in pairs to count the weekly offerings, which these days are mostly received by mail. Using sets of slides, mostly of bar graphs, he led us through his 2020 Treasurer's Report, singling out certain items for comment, and then did the same with the Budget for 2021. (For full detail on Finances, see these and other documents, beginning on page 4.) Some highlights for 2020, as might be expected, were concerning. Pledge receipts for the year were \$6,000-\$7,000 less than expected. Others were positive: our property and utility expenses were half of what had been budgeted, because of the buildings being mostly closed. An envelope found in a file drawer contained \$1,800, proceeds of an All4Kids Sale that had somehow missed being deposited. A grant from the Diocese will largely cover the equipment expense for live streaming. The Diocese relief funds were vital in helping us to avoid drawing down the Endowment; and the Endowment in fact gained \$8,000 over the year. Joe summarized 2020 by saying that it left St. Philip's "in a good financial position for a lousy reason [i.e., Covid-19]." For a number of years we have had to take funds from the Endowment at a rate of about \$20,000 a year. This, if resumed, will be sustainable only for about eight more years.

Turning to the 2021 Budget, which the Vestry approved at its January meeting, he said that the amount pledged for this year is higher than the amount that was *received* in pledges last year, but slightly lower than what was *pledged* in 2020. In answer to a question about the latest canvass, Bonnie said that there are fewer pledging units this year, but that many pledges have been increased, evening out the difference. Joe catalogued a number of finance-affecting factors related to the coronavirus. Our insurance premiums for the buildings have been reduced. We are anticipating returning the Church and the Parish Hall to more normal usage no earlier than June, so the utility costs will be lower for half the year. Some expenses will increase, however: our Diocese assessment is going up, and live streaming services requires us to pay for music licenses. Fr. Bullock thanked the Finance Committee for its careful documentation, a mark of the Parish's commitment to transparency in financial matters. He reminded the gathering that it is the Vestry rather than the congregation that is responsible for voting to approve the annual Budget, as it did a few weeks ago.

This concluded the reports, and we proceeded to an election. The Nominating Committee nominated Susan May and Nancy Denig to serve as Vestry members. Steve Bailey seconded the nominations. A vote was taken, which appeared to be unanimous in favor of electing the two nominees.

Fr. Bullock offered some final thoughts. He noted that the Vestry, at its February meeting, will be electing Officers for the year. Looking back and looking forward, he acknowledged that we are still struggling financially, but insisted that this must not prevent us from devoting ourselves to ministry and mission. We should be conscious of finances, he said, but more conscious of where God is leading us. On this candid and positive note, the meeting adjourned at 12:28 P.M.

2020 Treasurer Report

St. Philip's Episcopal Church



2/2/2021

This report presents the financial results for the calendar year 2020, January 1 – December 31. The results reflect support provided by the Diocese during April – June and a \$5000 withdrawal from the Endowment in January.

During April and May the Diocese suspended the collection of Common Ministry assessments, which for St. Philip's is \$771 per month.

During April, May and June the Diocese also provided payroll and benefits support to all parishes, for eight (8) weeks, under the Federal Govt. Paycheck Protection Program. In December we also received a \$2000 Diocese grant for Live Streaming equipment & software.

Accounting for this support (\$16297) is included in Ordinary Income as Diocese Assistance. The expenses covered by this support are accounted for as usual.



2020 Treasurer Report

2020 Year End Summary			
	Actual	Budget	Over/(Under) Budget
Ordinary/Operating Income	118,660	114,551	4,109
Ordinary/Operating Expense	115,930	133,341	(17,411)
Net Ordinary/Operating Income	2,730	-18,790	21,520
Other/Non-Operating Income	14,970	0	14,970
Other/Non-Operating Expense	5,112	0	5,112
Net Non-Operating Income	9,858	0	9,858
Net Income	12,588	-18790	31,378

The Jan-December financial results are better than the plan/budget. Operating income was higher, due to the Paycheck Protection Program, operating expenses significantly lower, resulting in a net operating loss \$21520 better than plan.

When combined with Non-Operating income/expense, financials are \$31378 better than plan.

Summary

Ordinary/Operating Income includes: Pledge Receipts, Investment Income, Plate & Special Offerings, Facility Income

Ordinary/Operating Expense includes: Clergy, Lay Personnel, Property & Utilities, Administration, Diocese Assessment, Service & Program Expense

Non-Operating Income includes: Unrealized gain on the Endowment, Diocese grant income, PRB Fund income, RDF income, Mics. Income

Non-Operating Expense includes: Unrealized loss on Endowment, Diocese grant expenses, PRB Fund expense, RDF expense, Misc. Expense



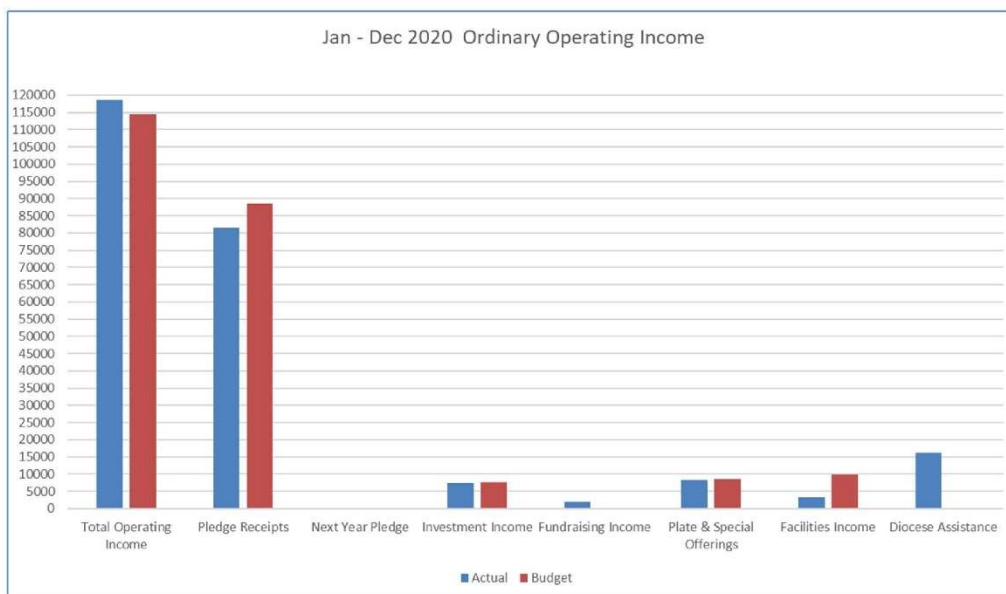
2020 Treasurer Report

Summary

The following slides present the details of the 4th quarter financials reported on an accrual basis.

The positive performance to plan/budget is due to a January withdrawal of \$5000 from the endowment, the continued generosity of our parishioner's, users of our facilities and Diocese support via the Federal Paycheck Protection Plan (PPP) and suspension of two months of common ministry assessment. Specific comments are included in each slide.

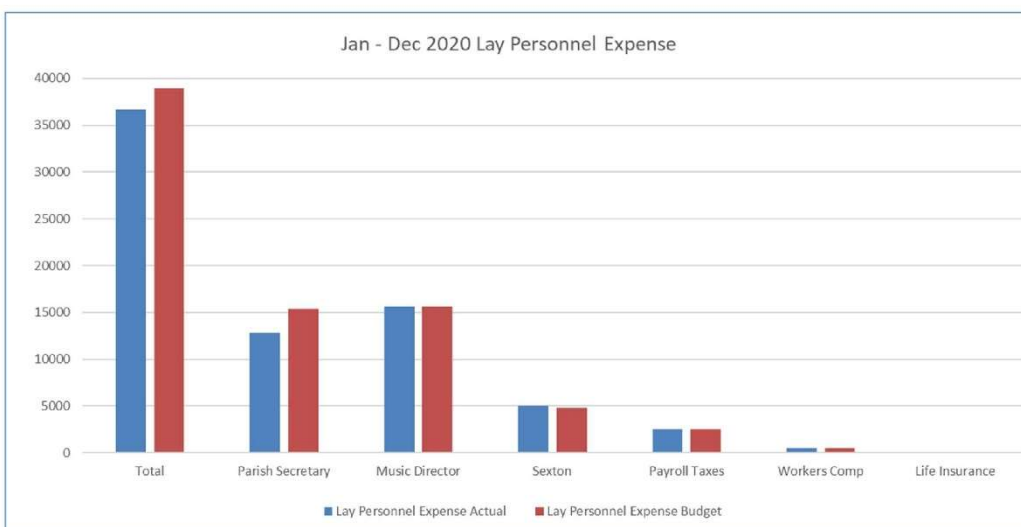
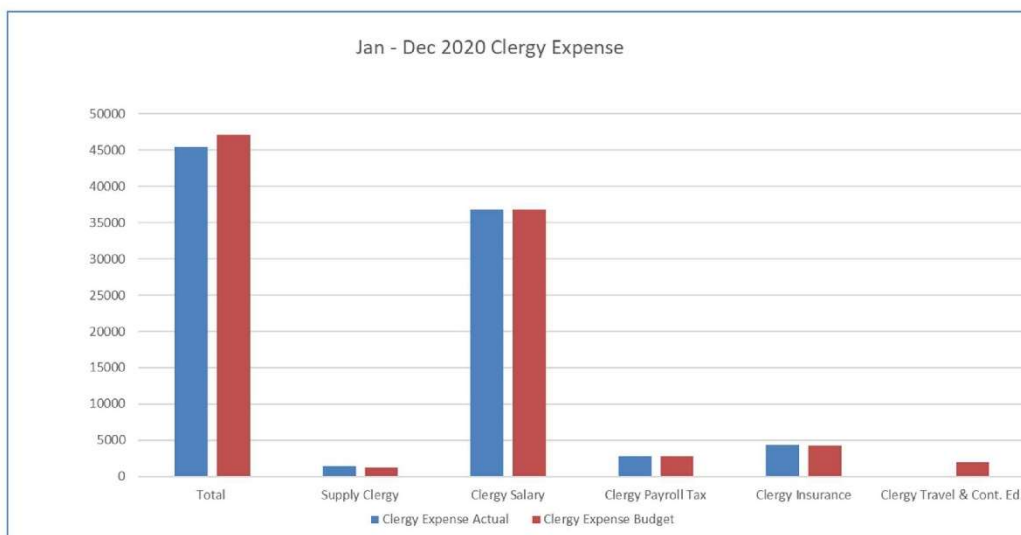
With the Diocese support and continued contributions by our parishioners we did not need to make additional withdrawals from the endowment during the year.



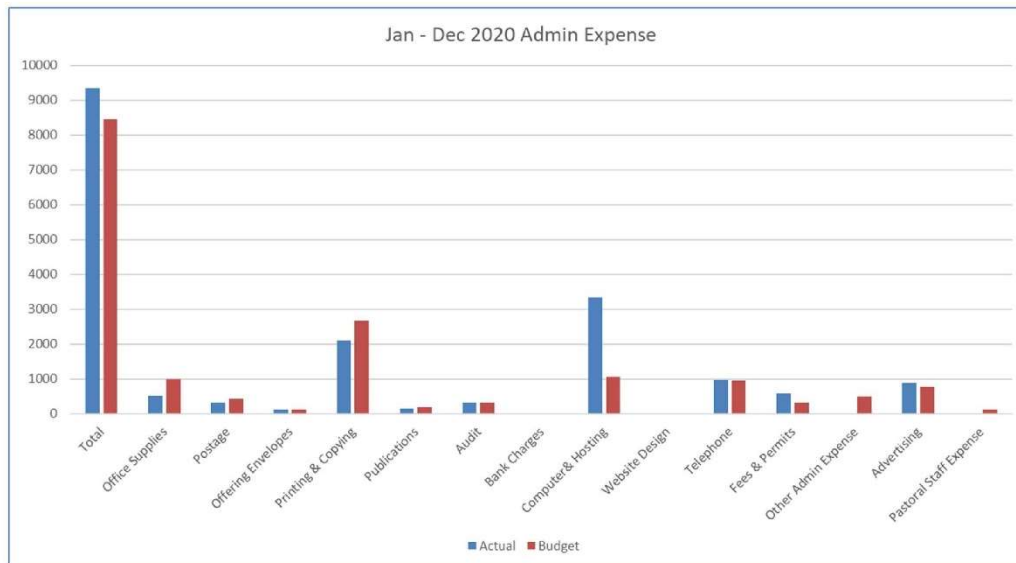
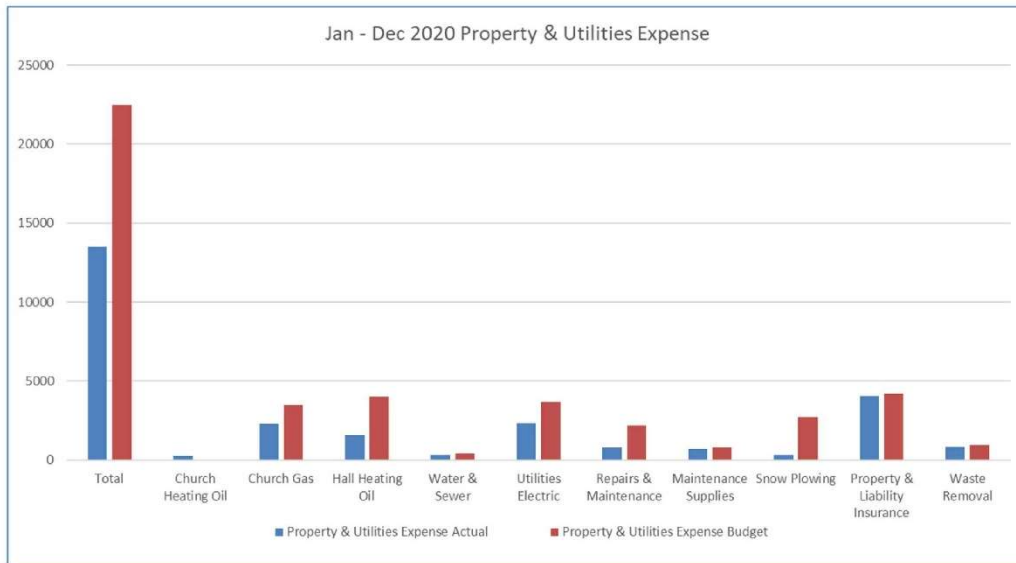
Facility Income reflects lose of AA, Girl Scout & Orthodox mission support, EFC continued pay rent. Fundraising Income of \$1880 is from a previous All 4 Kids Sale that was found in the office.



2020 Treasurer Report

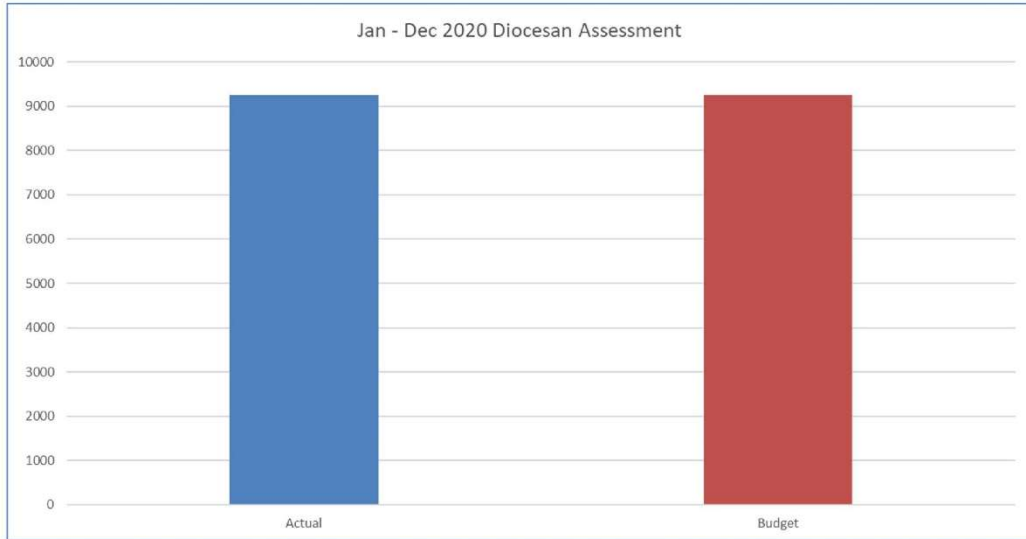


2020 Treasurer Report

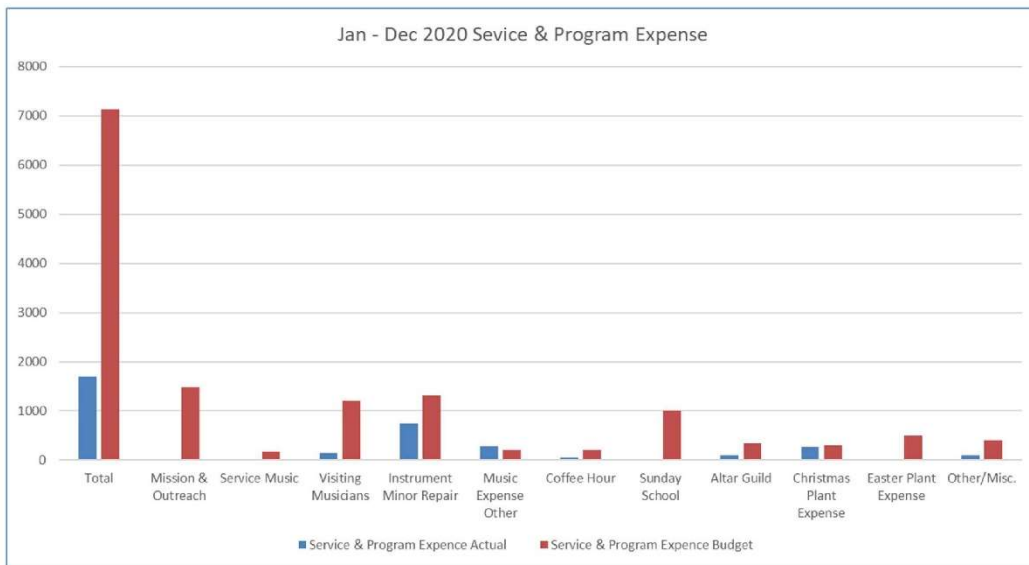


Computer & Hosting includes Zoom License, Domain Name, Website Hosting, and live streaming equipment for church services. Fees & Permits include Tithe.ly fees, 3 Safe Church Training, Super Saturday attendees (reimbursed due to cancellation)

2020 Treasurer Report



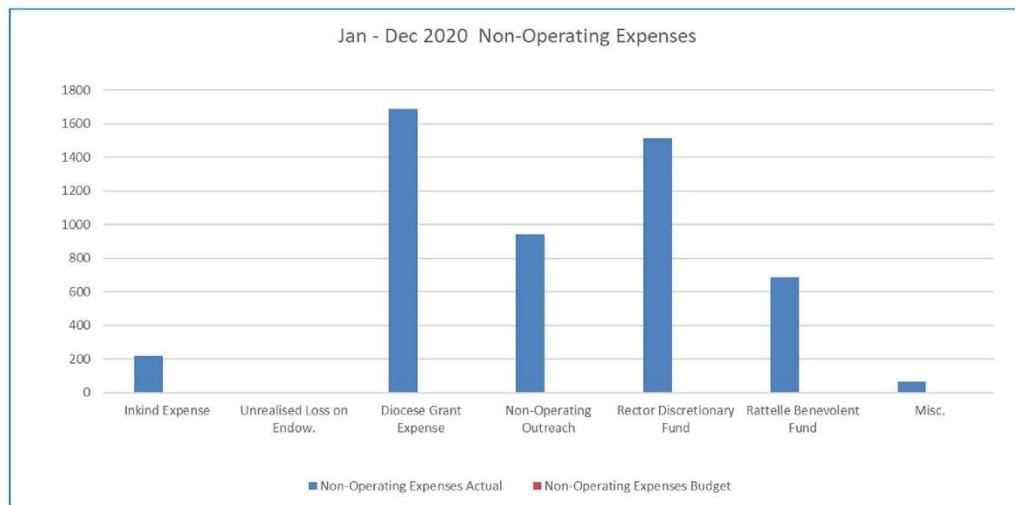
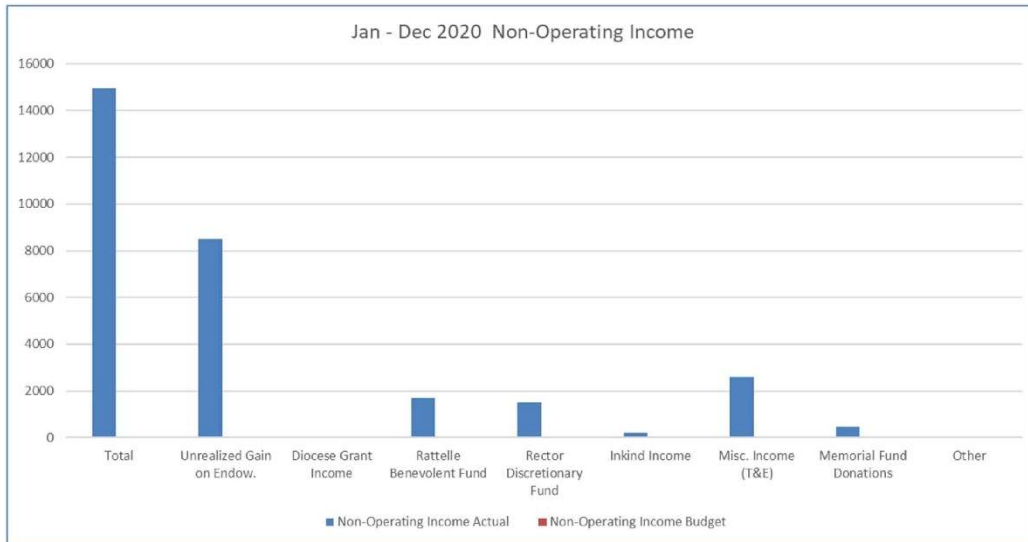
This assessment was forgiven by the Diocese for April and May



Instrument Minor Repair - Organ Tuning covered by parishioner donation, Music Exp includes on line Music License, Misc. Expense is for Petty Cash.



2020 Treasurer Report



Diocese Grant is T&E, Non-Operating Outreach includes donations to EHCC, T&E was reclassified into this account from Mission& outreach



5:27 PM
02/04/21
Accrual Basis

St. Philips Church
Balance Sheet Prev Year Comparison
As of December 31, 2020

	<u>Dec 31, 20</u>	<u>Dec 31, 19</u>	<u>% Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Petty Cash	100.00	100.00	0.0%
Purchase Account - ESB	500.00	500.00	0.0%
Ratelle Benevolence Fund	1,117.17	1,801.81	-38.0%
1.100 · Checking - ESB	12,543.70	13,123.31	-4.42%
1.200 · Florence Saving Bank - RDF	651.01	651.01	0.0%
Total Checking/Savings	<u>14,911.88</u>	<u>16,176.13</u>	<u>-7.82%</u>
Accounts Receivable	2,000.00	0.00	100.0%
Other Current Assets			
1.450 · Prepaid Expense	480.00	480.00	0.0%
Total Other Current Assets	<u>480.00</u>	<u>480.00</u>	<u>0.0%</u>
Total Current Assets	<u>17,391.88</u>	<u>16,656.13</u>	<u>4.42%</u>
Other Assets			
45000 · Investments			
1.910 · Trustees for the Diocese			
1.915 · Restricted Balance	62,859.88	58,860.45	6.8%
1.920 · Unrestricted Balance	159,501.43	160,013.92	-0.32%
Total 1.910 · Trustees for the Diocese	<u>222,361.31</u>	<u>218,874.37</u>	<u>1.59%</u>
Total 45000 · Investments	<u>222,361.31</u>	<u>218,874.37</u>	<u>1.59%</u>
Total Other Assets	<u>222,361.31</u>	<u>218,874.37</u>	<u>1.59%</u>
TOTAL ASSETS	<u><u>239,753.19</u></u>	<u><u>235,530.50</u></u>	<u><u>1.79%</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2.200 · Accounts Payable	1,726.42	531.00	225.13%
Total Accounts Payable	<u>1,726.42</u>	<u>531.00</u>	<u>225.13%</u>
Other Current Liabilities			
Accrued Payables	0.00	6,560.22	-100.0%
2.500 · Deferred Revenue	0.00	3,050.00	-100.0%
Total Other Current Liabilities	<u>0.00</u>	<u>9,610.22</u>	<u>-100.0%</u>
Total Current Liabilities	<u>1,726.42</u>	<u>10,141.22</u>	<u>-82.98%</u>
Long Term Liabilities			
2.900 · Security Deposits	100.00	100.00	0.0%
Total Long Term Liabilities	<u>100.00</u>	<u>100.00</u>	<u>0.0%</u>
Total Liabilities	<u>1,826.42</u>	<u>10,241.22</u>	<u>-82.17%</u>
Equity	237,926.77	225,289.28	5.61%
TOTAL LIABILITIES & EQUITY	<u><u>239,753.19</u></u>	<u><u>235,530.50</u></u>	<u><u>1.79%</u></u>

Online Ministries and Technology Committee Report February 2021

Summary Report

- At start of pandemic when congregation could no longer meet in person St. Philips set up an email account, and Zoom account and Zoom subscription for St. Philips online ministries
- St. Philips began having Sunday Morning Prayer Service via Zoom, then over time added on Coffee Hour, and Sunday Lectionary Study via Zoom
- Jason used at first Youtube and then later St. Philips already existing Facebook page for live streaming a nightly Compline prayer and set up a group of rotating volunteers to host and lead the prayers. This has been a continuous practice while we have been remote.
- Technology committee convened and arranged for purchase of an iPhone and installation of wi-fi access in the church
- Sunday Morning Prayer Service transitioned from Zoom meeting to live streaming to the St. Philips Facebook page with the service officiants present in the church
- Bonnie Katusich has continued to serve as Zoom host during Sunday Morning Prayer so that those without access to computers can join Zoom by telephone to hear the service
- Technology committee worked on audio issues with the live streaming from the church and consulted with a technology contact recommended by the diocese to learn about live streaming best practices
- Technology committee arranged for purchase of OBS Studio app for iPhone, Windows laptop, and needed audio adapters and cables. These purchases allowed for more control and better results for live streaming and will allow in the future for transition from Facebook to another live streaming platform if desired.
- Technology committee addressed new sound issues that came up with the live streaming and resolved them with changing settings and running updates on the computer as well as having the church Internet service upgraded
- Process for live streaming has been fully documented with electronic copies of the information distributed and printed instructions kept in the church with the computer. The documentation includes the relevant passwords. A group of tech helper volunteers to do the work of live streaming the services has been identified and set up with a rotating schedule. Jason Burns and Susan May established the process. Susan May has been training other volunteers on the process and so far, has trained Bev Bullock and Julie Flahive. Training of other volunteers will continue with Chip Secco, Bonnie Katusich, and perhaps Steve Taylor expressing interest.

Detailed Report

We have been on a journey to find new ways to come together safely in community since the full import of the pandemic started to become clear in March 2020.

Bonnie Katusich, Jason Burns and Father Michael got the ball rolling with setting up an email account for St. Philips Online Ministries and a Zoom account and Zoom subscription purchase.

From there we began the process of meeting for Sunday morning prayer service via Zoom and learned together and improved with using that platform for joining together virtually.

Jason and others at first used YouTube then took advantage of the already existing St. Philips Facebook page to live stream Compline evening prayer daily and got a group together to rotate the hosting responsibilities.

We increased our comfort with the Zoom platform and set up a schedule of different Zoom hosts, adding in music recorded by Karen, and music performed live by Karen Banta and Steve Bailey. We built up to using Zoom also to meet for Sunday coffee hour, and eventually Sunday Lectionary Study as well.

After some time sticking with the Zoom platform for our virtual gatherings, Bonnie K. and Jason convened a Technology committee. The purpose of this committee would be to support the Online Ministries needs and goals, to consider and propose other virtual gathering platforms, and to assess technology purchase needs and move forward with purchases as appropriate.

The committee to start consisted of Jason Burns, Bonnie Katusich, Fran Kidder, Clare Bullock-Boyd, and Susan May. We discussed various virtual gathering options and the technology needed to support those options. We developed a plan to purchase a refurbished iPhone to use as a camera and initial streaming device in the church and to use that to stream to Facebook via the existing St. Philips Facebook page. Jason tested the wi-fi signal coming from the parish hall and determined the church would need its own network connection. Bonnie K coordinated with the building committee and arrangements were made for wi-fi installation in the church. Karen Banta researched and arranged for purchase of the needed licensing for live streaming for music.

We transitioned from using Zoom for Sunday morning prayer service to live streaming to Facebook. We initially had a number of sound issues while getting up and running with the live streaming. Jason, Susan M and Jon Cartledge worked on these issues and purchased some needed adapters and cables.

Bonnie Katusich has continued to serve as Zoom host for Sunday Morning Prayer for all the live streamed services to allow those without access to computers to join by telephone.

After getting started with live streaming the Technology committee discussed next steps to improve the process. The committee settled on the need to purchase the OBS Studio app for the church iPhone as well as a Windows (PC) laptop which would also run the OBS Studio software with the Windows computer version of the software being free. Bonnie arranged for the purchase of the iPhone app and the Windows laptop during the end of November sales period. Jason, Susan M and Jon got the computer, iPhone and sound system connected and working together for live streaming.

Bev Bullock, Bonnie Katusich, and Beau Bowler pursued a diocese technology grant to recoup some of the costs of the technology investments made.

Susan documented the process for live streaming and shared the documentation electronically as well as keeping a printed version in the church. Susan also gathered volunteers to be tech helpers who would manage the technology and live stream process during the services. Susan has so far trained Bev Bullock and Julie Flahive as tech helpers with plans to train further people, including likely Bonnie Katusich, Chip Secco and perhaps Steve Taylor.

After a couple of weeks using the new equipment for live streaming, some new sound problems developed. Jason, Susan, Bev Bullock and Steve Taylor convened at the church and were able to resolve the sound issues by updating some settings on the laptop and running some tests in the church. Joe Bianca and Beau Bowler also arranged to have the church Internet service upgraded.

Take and Eat 2020 End of Year Report

St. Philip's 2021 Annual Meeting

2/7/21

J. Cartledge

“Take & Eat” is an ecumenical effort that serves elders and home-bound in need, preparing and delivering weekend meals to over clients in Easthampton, Southampton, and Westhampton, on the first, third, and fourth Saturday of the month. These clients use the “Meals on Wheels” service, but require additional help, as “Meals on Wheels” does not operate on weekends.

Our Lady of the Valley Roman Catholic Church hosts the ministry for the area and, in January of 2019, St Philip's took on the responsibility for the fourth Saturday of each month, partnering with Westhampton Congregational and Our Lady of the Valley. We started with seed money from the parish and were then given a Diocesan Ministry Development Grant to continue our work. Our first year was a success, and we looked forward to continuing this past year.

I want to thank everyone for all their help in 2020. It has been a wild and challenging year, but I'm proud to say we still managed to deliver 90+ meals every month, in spite of the pandemic. We were able to serve well-received meals like meatloaf and fresh mashed potatoes, beef stew with green beans, and barbeque chicken with a vegetable medley to sometimes as many as 98 clients.

These hearty meals also included donations arranged by our co-coordinators (Elizabeth McAnulty from St. Philips, Peg Wallace from OLV and Chris Wayne from WCC) from local institutions like the Big Y, Bashista Orchard, Easthampton Community Center, Brigemont Farm, Intervale Farm, and Mountain View Farm.

Finally, I wanted to share with you some quick stats. We submitted our grant report to our Episcopal Diocese in November. From that report, I can inform you that during the grant period of April 2019 – March 2020, we had 40 participants from St. Philips, Westhampton Congregational, and Our Lady of the Valley. We made 1112 deliveries to our clients.

Our success garnered additional funding in 2020: Westhampton Congregational donated \$900 to the operating fund and the Westhampton Council for the Aged donated an additional \$100.

Currently we have a little over \$2300 in our fund – enough for ten more months of further service! Thanks again for your support, everyone. See you around the kitchens!

Pioneer Valley Power Packs Update For Annual Meeting

Pioneer Valley Power Packs currently serves 160 children from 117 households. The children attend Smith Vocational High School, Center and Pepin Elementary Schools, White Brook Middle School and Maple Street Elementary School. The students mainly live in Easthampton, Northampton, Holyoke, Long Meadow, Greenfield, Chester, Springfield and many other communities are served by Smith Vocational High School.

We partnered with PVPP on two special outreach events in 2020.

The first was an event held in November at St. Philip's, where we distributed over 200 bags of non-perishable food items to the general public in a “Drive Thru” arrangement in the church parking lot. Members of St. Philip's who volunteered for the event included Rev Michael, Jason Burns, The Boyd family (Claire, Walker, Una and Bea), Susan Sachs, Joe & Mary Bianca and Alex along with Shelly and Martha from the PVPP program.

For the second outreach event, PVPP and St. Philips partnered with Easthampton Police Department and the Mayor's office for their Annual Toy Drive. For every child provided a toy bag, the PVPP provided two bags of food. On that day, we provided food for over 400 children. This event was a success due in part to our volunteers, Steve Bailey, who made a terrific Santa, Julie Flahive, Claire and Una Boyd, Rev Michael, Susan Sachs, Emma Coles, Jason Burns, Alex, and Joe and Mary Bianca. St. Philip's also donated the Parish Hall for pre- and post-event staging.

Jan and Paul Davis regularly volunteer to prepare the food bags, and myself and other volunteers to deliver the food to the various recipients.