

**MINUTES OF A CALLED VIDEO-CONFERENCE MEETING OF THE VESTRY  
GRACE EPISCOPAL CHURCH, GAINESVILLE, GEORGIA**

**CALL TO ORDER:** The Vestry meeting convened on April 13, 2020, at 6:00 PM via ZOOM Conference. Stuart Higginbotham opened with Psalm 16, verses 8-11 and Collect for the Parish.

**VESTRY MEMBERS/OFFICERS PRESENT:**

Dan Scott, Senior Warden  
Patrick O'Rourke, Junior Warden  
Newsom Cummings  
Chaudron Gille  
Charles Kelley  
JoAnn Manring  
Scarlet Pendarvis  
Tom Rossi  
Gail Sargent  
Doug Smith  
Christy Wagner  
Mike Whitmire  
Callie Flack, Treasurer  
Jason Voyles, Chancellor

**STAFF PRESENT:**

Rev. Dr. Stuart Higginbotham  
Rev. Dr. Cynthia Park  
Reba Page

**ACTION ITEMS:** After considerable discussion (see below), it was determined that Grace will apply for the Cares Act Funds/Payroll Protection Plan (PPP). Motion by Kelley/Whitmire. Approved by 11; opposed by 1.

The focus of tonight's meeting was the financial health of the parish and whether or not we want to apply for the Cares Act funding.

- **Reba Pages's report:** The Finance Committee met last week to discuss the PPP, for which we could qualify for payroll and utilities. We can repay the loan in full if we don't need it, and there is a possibility for some forgiveness if the funds are used for 75% payroll and 25% utilities. Chancellor Jason Voyles explained that compensation cannot be reduced more than 25%, and the number of employees needs to remain the same. Full-time positions can't be released.

Ansley Forrester has polled the families of Children of Grace, and our total loss would be \$8,000 since many families agreed we should continue to pay the pre-school teachers and will not ask for tuition reimbursement. No contracts have been signed yet for hourly teachers for the Fall term. The teachers can continue to ZOOM with their classes and thus not experience a break in payroll.

Grace will see a negative cash flow at the end of April. We are down 50% on income, and the money from plate offerings (\$10,000 to \$15,000/month) will never be recovered.

- **Suggestions for moving forward:**

Community minute during the ZOOM service should now include:

1. Update on finances at any given Sunday
2. Application for Care Act funding to keep the staff payroll
3. The Capital Campaign has been suspended and the Vestry is keeping an eye on all options as we move forward

First quarter statements will go out this week. Perhaps they should include a financial update. Vestry members agreed that transparency is important at this time, and that the sooner the parish knows we are falling short, the better.

Stuart could do “fireside chats” with financial updates. He can also contact members who have pledged to the Capital Campaign to let them know options for the money they have committed.

It is important to be sensitive to taking government grant money. The parish needs to know that we want to fulfill what we have committed to our community ministry, which will be at risk if the church budget is at risk.

The meeting was adjourned at 7:17PM with a closing prayer by Rev. Dr. Cynthia Park.

Respectfully submitted by Susan Lahey, Clerk of the Vestry