

St. Alban's Episcopal Church, Austin, Staff Meeting Minutes

Sunday, March 21, 2021 5:30 PM

Present: Rev Anne, Jennifer, Ken, Nelson, Eric, Liz, Steve, Roxanne, Jill, Don

Absent:

1. Parishioner Comments

None Present

2. Announcements/Check In

3. Approval of Minutes of Last Meeting (Action)

Motion to approve minutes as is seconded and passed

4. Finance Update

a. Financial Reports

i. February 2021 Financial Reports (Action)

Motion to approve February Financials passed

b. Follow Up:

i. 2019-2020 Clean Up: Payroll Tax Returns; Church Pension Group; RCA

Negotiations with IRS to reduce payroll tax penalties in progress.

ii. Financial assistance: 2d PPP Loan; Q1 Diocesan Grant

Applied

iii. Banking: Close BB&T account; move to Frost. Open Frost checking for RDF.

BB&T account closed. Current financial status is good. 2020 Audit committee being established and looking for volunteers. (Due by September)

5. Rector Search

a. Updates:

i. Congregational Self-Assessment

In progress

ii. Parish Profile/Profile Strike Team

In progress

iii. Search Committee Nominations (Action)

Working to get a good representative cross section nominated

iv. Clergy Compensation Requested—Finance Committee

v. Search Team Budget—included in 2021 MFP

6. Property

a. Sanctuary Bathrooms

Renovation beginning within a week or two including counters, floor, lighting, paint, etc. Discussed what should be done about some of the landscaping after the freeze. Security keypads being replaced. Copier being replaced soon.

b. Land Sale Update

No update. Attorney fees have been paid.

7. Worship and Congregational Health

a. Holy Week!

Looking to have two in-person services available to maintain distancing requirements.

8. Other Business