



Date: Sept 10, 2020

**Tapestry Board of Trustees Meeting Minutes**

**Attendees:** Reverend Kent Doss **President:** Christine Krueger **VP Finance:** Paul Bonfanti **VP Operations:** Jim Bucklin **Treasurer:** Dan Schmid **Secretary:** Elisabetta Panzica **Trustees:** Janet Lusk, Joanne Kondori, Michelle Antenesse

**Absent:** **RECY Director:** Rob Nicholas

**Guest(s) if any:** Not Applicable

The Board Meeting was called to order **at 7:03pm** by Christine Krueger. She provided opening words by:

**Tell Me Who You Are – How to Live in Community**

**Agenda and Approval of Minutes**

1. Minutes of the August Board meeting were approved M/S/P
2. Minutes of the 08-13-2020 Board meeting were approved with these changes (if any):  
Motion to Approve made by Dan Schmid
3. The agenda was approved (M/S/P) as amended with these additions: Elisabetta Panzica made a motion to Approve said agenda. Motion was seconded by Joanne Kondori and Jim Bucklin

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**Consent agenda:** N/A

**Business Themes:**

**Finance:**

**Report of VP Finance:** Paul Bonfanti reported on the following:

Paul reported that in August, he kept a close eye on Tapestry's financial picture and promised a deeper dive in September. He stated, "The bottom line is that we are facing revenue shortfalls that are significant but not quite panic inducing." Paul suggested that we are in a little bit of trouble but not enough to set off an alarm. He elaborated on the auction stating that it was a good boost.

In regard to revenue. Paul discussed that our major revenue source is pledges. On one level, we are a little above expectations here. In other words pledges are doing okay. We have received 19% of our pledges so far, while the year is about 17% complete. 30% of our pledgers have not paid any of their pledge—which is an

**Minister:** Reverend Kent Doss **RECY Director:** Rob Nicholas

**Minister Emeritus:** Reverend Robert Jordan Ross **Music Director:** Melissa Sky-Eagle

**President:** Christine Krueger **VP Finance:** Paul Bonfanti **VP Operations:** Jim Bucklin

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opportunity for us to reach out to them all. His plan was to send out a general reminder to people to make their pledge payments. Paul stated that he would work with Theresa to do quarterly statements in early October, which would give people an opportunity to see their own giving and lead to more specific action.

In other revenue, Paul said that we were not doing as well. The online auction made about 8K, but we need 12K more to hit the auction line for the year. We can maybe make that mark with a face-to-face auction in spring, if COVID gets better. But if not, 8K may be our best target for a virtual spring auction, which means we'll be 4K short. And our 8K "Fun raising" line is barely being hit. Depending on when we are able to get back in the building and meeting, we may be as much as \$6K short in that. In addition, rental income is understandably down. Our budget called for us to raise \$12,000 in rental income--\$1,000/month. We're getting \$240/month in August. So, we face a potential shortfall of about \$7,000.

Put it all together, we're looking at \$17K under budget. This is being offset by the 10K we got from the Supervisor's fund, so let's say we could be 7K under. However, if we come in about 6K under for the year, it's not ideal, but we have enough levers to pull, including "borrowing" more from FOCD, drawing more from capital reserves, or asking for special donations.

**Report of the Treasurer:** Dan Schmid reported:

In regard to Income: Dan stated that there is a turnaround from previous months, contributions were higher than projected in the budget for August. Current year pledges are \$6K above the estimated amount mainly due to two \$3,000 checks received in August. A small amount of other income came from the Amazon Smile Foundation and prior year pledges. Rental income is still just \$240 for August. Another bright spot was the Service Auction. Tapestry has received \$8,112.11 so far from the auction. That is above what we estimated to receive. Overall revenue is about \$5K above the total estimated amount for August. The script account gained about \$91 in August. The FODC account gained about \$520 in August. Expenditures: The total expenditures for August were slightly less than the budgeted amount. The expenditures for August were mainly for payroll, mortgage, cam charges, utilities, and guest speakers. There were few expenditures for other activities such as committees or music. August saw a net increase in revenue adding almost \$9K to the operating account. That is 5K over the projections. There were no FOCD or Capital expenses during August. Conclusions and Discussion: With an increase in revenue, the operating account ended August with a balance of \$57,797.00 and increase from July.

Paul suggested that we educate the congregants on how to use script and publicize it. Lastly Paul mentioned that Tapestry has a new rental on Wednesday evenings of about twenty (20) or less people which is now legal in Orange County and considered as following protocol.

- See additional summary details in **Attachment A**

**Capital Budget Update** –distributed a handout, an update of the Capital Budget. He/she went over it in detail.

\_\_\_\_\_ Not Discussed – NOT APPLICABLE to September Meeting.

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**Space/Building/Grounds** – There was discussion about the following:

Swedish School was discussed and continues a holding pattern, promising to return when it is safe and legal to do so.

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**Report of VP Operations:**

Jim Bucklin reported via email, sent prior to the meeting – see **Attachment B**. He/she also reported the following:

Jim Bucklin reported that a variable bill is how much we spend with different Committees and because of our situation with Covid 19 we are not spending much on committees. He stated that Joanne is checking and sending emails on a regular basis and excels at it.

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**Minister's Report** - Rev. Kent reported the following:

Rev. Kent reported that Welcoming Neighbors Home has done an exemplary job and is to be commended. He reminded board members of the upcoming Flu Vaccine Clinic planned for the first weekend in October, on Saturday. The Reverend also discussed the re-opening of our task force, stating that a 25% capacity was deemed legal by state authorities.

Rev. Kent suggested that we attain three(3) camaras to live stream and a powerful desktop computer. The famous two David's are heartily diving into this project. The projected expenditure is estimated to be somewhere between \$5000 and \$10,000.

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- Also refer to Rev. Kent's written report, previously distributed – **Attachment C**.

**RECY:** Rob Nicholas previously emailed his report. See **Attachment D**.

Rob was not present for this meeting but sent an attachment in which he discussed a safety policy and a parent night and also discussed protocols for the classroom.

**Other Business:**

A board retreat was discussed and collectively deemed unwise at this time. Also a rights and relations policy was brought to the table and discussed at length. It would go into effect in the event that there is conflict in the congregation. A person **would me elected** as a moderator, this person would address the issue and bring the feuding side together.

Suggestions were made as to who might fill that role. Celia Young, Keith Tuominen-Lenney, **Bev \_xxx\_**, and Marley Chen, were discussed as possible candidates for the role.

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**Decisions Made a This Meeting:**

Reopening review and approved as mandated by state authorities. A second auction to be held around holidays was approved and decision to create a social media strategy was decided upon.

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**Send Thank You Notes to the Following:**

**None mentioned**

**Who is Responsible for Splinters from the Board (Newsletter), next month:**

Dan Schmid

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**Next Board Meeting**

                     at Tapestry

**Closing words** were by Christine, a quote from Sophie Cruz on Supreme Court Steps

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Meeting adjourned at 9:00 pm. Minutes taken and transcribed by Elisabetta Panzica, Secretary.

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**Attachments:**

Attachment A – Treasurer’s Report (Dan Schmid)

Attachment B – VP Operations Report (Christine Krueger)

Attachment C – Minister’s Report (Rev. Kent doss)

Attachment D – RECY Report (Rob Nicholas)

## Action Log

Date Proposed	Topic	Discussion/Action	Responsible Person	Status

