

# Vestry Meeting: St. Paul's Episcopal Church, DeKalb, Illinois

Sept. 16, 2018 (munchies provided by Lorraine)

**(Please submit any reports via email or hard copies)**

**MEMBERS PRESENT** Senior Warden: Freyja Rasmussen; Junior Warden: Marv Kobrink; Maureen Gerrity; Brad Smith; Linda Lorbach ; Clerk: Gretchen Schlabach; Interim Rector: Ed Bird; Treasurer: Pat Brown

**MEMBERS ABSENT:**

**OTHERS IN ATTENDANCE:** Director of Music: Lorraine Langer

1. Opening Prayer—Rev. Ed
2. Appreciations: Appreciations were made for the following: choir is back; car dealership donation to the dogs \$25,000; search; Freyja, Lorraine, and Gretchen for the refreshments the last couple of days, and Lorraine for the pictures.
3. Approval of Vestry minutes from August 19, 2018 — Gretchen

**MOTION TO APPROVE VESTRY MINUTES PASSED.**

## 4. Today's Business

- a. Treasurer's report – Pat MOTION PASSED filed for AUDIT

**MOTION PASSED TO APPROVE TREASURER'S THE AND TFILE FOR AUDIT.**

- b. Grounds: List of safety and landscaping issues – Marv

**MOTION TO APPROVE \$12,500 FOR SAFETY AND LANDSCAPING COSTS PASSED.**

- c. Discuss position of outgoing warden in ex officio capacity – Marv, Freyja

- d. Any further committee reports – Music, Fellowship, Grounds, Formation, etc.

## 5. Other Business

- a. Fixed asset list – still need to contact insurance co. for forms – Freyja

- b. Next phase of search – negotiation and offering letter if search committee discerns next priest from these candidates

## 6. Upcoming

- a. Movie Night – September 21
  - b. Pet Blessing – October 7
- 7. Closing Prayer
  - 8. Adjournment

**NEXT MEETING IS October 21, 2018 following the 10:30 worship service**

## **Meeting Munchies??**

### **Appendix A Senior Warden's Report**

**Senior Warden Report  
Sept 16, 2018  
Freyja Rasmussen-Johns**

The Executive Committee met on August 28 and September 12 to discuss ongoing church-related issues and to put together the vestry agenda. Marv and I also met on Sept 7. We regularly stay in contact by e-mail, texts, and phone.

Pat and I met with Sheila Appel on Aug. 23 to go over and pay the church bills.

Due to a family emergency in August, I was called away and so missed going to the adult formation meeting, a budget meeting, and an executive meeting. However, I think I'm up to speed now after meeting with Marv, Rev. Ed and Pat at various times.

We're gearing up quickly now in our search process for a new priest with interviews going on this weekend and next. Hopefully we will move into the next phase of negotiation and working on an offering letter once the search committee discerns who our next rector should be.

I have coordinated refreshments for the receptions which will follow each of the candidates' services on Sept. 15 and 22. Marv and I will take the candidates to dinner on the Friday evenings of Sept. 14 and 21 and I will set up the sanctuary for the 3:00 services on those Saturdays (Peg will come after 4:00 to set up for Sunday).

*-Freyja Rasmussen-Johns*

### **Appendix B Junior Warden's Report**

**Appendix C**  
**Treasurer's Report**

**September Vestry Treasurer's Report with figures for August 2018**

**St Paul's Episcopal Church, DeKalb, IL 60115**

This report covers the month of August 2018. The checking account with Heartland Bank is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting, Inc. whose office is at 901 North First Street in DeKalb. Sheila Appel is our primary contact. The firm also pays the bills and processes the payroll. The Edward Jones Firm on Sycamore Road, managed by Matt Myre, oversees our Building (Capital) and Endowment Funds.

**Receipts through August 2018**

We have received **\$86,235** from 2018 pledges through the end of August which is **75%** of the \$115,063 budgeted. The total of all receipts through August is **\$162,391** which is **73%** of the budgeted amount of **\$223,063**.

**Disbursements through August 2018**

Total operating disbursements through August were \$144,975 which is **65%** of the budgeted amount of **\$223,063**. At the end of August we had received \$17,416 more than we spent. We have taken \$70,000 from the Endowment Fund for operations which is helping the cash flow. Total receipts are at 75%, Disbursements at 65%.

**Capital Fund – August 2018**

The balance in the Edward Jones Capital Fund at the end of August was **\$10,000** in a CD maturing May 17, 2019 and **\$20,986** in Money Market Funds for a total of **\$30,986**. We have kept matured CD's in Money Market Funds so they will be available for future repairs on the roof and other possible capital expenses. We also received an Insurance reimbursement in April of \$8,536 for the gutter damage. We have used \$4,200 for a down payment for the Pinkston Tadd roof work which will begin in August. We are waiting for the final figures on the gutter repair/fix and will move funds to the Heartland account when needed. We collected \$2,040 in July and \$545.68 in August for the ATV project.

**Endowment Fund – August 2018**

The value of the Endowment Fund at the end of August was **\$2,158,739**, an increase in value from January of **\$117,460**. The net increase in value for the year is **\$35,059 which includes \$70,000 withdrawn for operating expenses**. For reference, **5%** of the Monthly Average Balance on August 31 was **\$106,271** and **4%** was **\$85,017**. These numbers relate to the amount we take from the Endowment Fund for Operating Expenses. The Endowment Committee continues to monitor the Endowment Fund.

**Apache Stock** – There were 6.380 shares on deposit with the company valued at **\$280** on August 31, 2018. We received a dividend of \$1.59 on August 22, - .037 of a share. The value has increased \$10.48 since January 1, 2018. Dividends YTD equal \$4.74.

**On August 31, 2018 Fund balances in the Heartland Bank checking account were: Discretionary Fund \$318.02; Flower Fund \$1,589.14; Music Fund \$2,005.00; Columbarium Fund \$3,623.90; Operating Fund \$45,371.50; Capital Fund \$586.30, which includes insurance, for a total of \$53,493.86.**

**Respectfully submitted Pat Brown, Treasurer - September 16, 2018.**

1:59 PM  
09/07/18  
Cash Basis

**St Pauls Episcopal Church  
Transactions by Account  
As of August 31, 2018**

Type	Date	Num	Adj	Name	Memo	Class	Cir	Split	Debit	Credit	Original Amount	Balance
<b>100-100 AMB Checking</b>												
Deposit	08/12/2018				Deposit		X	-SPLIT-	4,165.18		4,165.18	73,201.58
Deposit	08/05/2018				Deposit		X	-SPLIT-	2,007.50		2,007.50	77,366.76
Deposit	08/19/2018				Deposit		X	-SPLIT-	1,845.50		1,845.50	79,374.26
Deposit	08/26/2018				Deposit		X	-SPLIT-	767.50		767.50	81,219.76
Check	08/23/2018	3698		US Postal			X	900-150 - Off...		6.70		82,007.26
Check	08/23/2018	3697		Secretary of State			*	990-001 - Oth...		10.00	-6.70	81,990.56
Check	08/23/2018			Kar-Free Flowers			*	900-192 - Flo...		17.40	-17.40	81,973.16
Check	08/13/2018			Nicor			X	900-117 - Rec...		26.72	-26.72	81,946.44
Check	08/23/2018			Wal-Mart			X	900-150 - Off...		40.53	-40.53	81,905.91
Check	08/07/2018			Nicor			X	900-908 - Chu...		105.23	-105.23	81,800.68
Check	08/23/2018			Integra			X	900-130 - Cop...		136.15	-136.15	81,664.53
Check	08/27/2018			Great America Fina...			X	900-170 - Equ...		136.90	-136.90	81,527.63
Check	08/22/2018			ComED			X	900-117 - Rec...		173.47	-173.47	81,354.16
Check	08/06/2018			ComCast			X	900-908 - Chu...		176.77	-176.77	81,177.39
Check	08/08/2018			Love Inc			X	900-198 - Dis...		183.75	-183.75	80,993.64
Check	08/31/2018			Waste Management			X	900-908 - Chu...		260.64	-260.64	80,733.00
Check	08/10/2018			ComED			X	900-908 - Chu...		389.40	-389.40	80,343.60
Check	08/23/2018			Marc's Lawn			*	900-904 - Law...		460.00	-460.00	79,883.60
Check	08/23/2018			Church Pension Fu...			*	900-114 - Cler...		918.00	-918.00	78,965.60
Check	08/03/2018	60408		Dioc. of Chicago			X	900-197 - Dlo...		1,000.00	-1,000.00	77,965.60
Check	08/07/2018	60409		Church Insurance A...			X	900-907 - Pro...		3,946.75	-3,946.75	74,018.85
Check	08/29/2018			American Midwest ...			X	-SPLIT-		9,896.77	-9,896.77	64,122.08
Check	08/22/2018			Elan CC			X	-SPLIT-		10,178.22	-10,178.22	53,943.86
<b>Total 100-100 AMB Checking</b>									<b>8,805.68</b>	<b>28,063.40</b>		<b>53,943.86</b>
<b>TOTAL</b>									<b>8,805.68</b>	<b>28,063.40</b>		<b>53,943.86</b>

**Appendix D  
Music Report**

**Music Ministries and Technology Report**  
**Vestry Meeting, Sunday, September 16, 2018, St. Paul's**

**I. The St. Paul's Choirs:**

- ◆ **Adult/Youth** are now in rehearsals and singing for worship services.
- ◆ We are exploring **six new anthems**. I have loaded them onto our **website** for easy use in practicing.
- ◆ The **Children's Choir** is fluid, when possible, I am hoping they sing with the adults for services.

**II. Administrative [Staff and Worship]: I am**

- ◆ Editing the **music list for the remainder of 2018**. I have begun programming **music for 2019**.
- ◆ Working with Susan and Rev. Ed weekly. We had our first fall **office staff meeting** in September.
- ◆ **Networking with NIU** music dept., hoping to add more volunteer/paid musicians for our services.
- ◆ Drafting music **performance reviews** for staff [Kathleen Johnson, Organist/Hannah Buckle, Pianist.
- ◆ Working on my review notes. Hoping to have my **performance review** with Rev. Ed before October.
- ◆ I am almost finished with my **proposed music budget for 2019**.

**III. Maintenance:**

- ◆ The organ repairs were completed on August 30. Original Estimate: \$500. Final Cost: \$315.
- ◆ The Parish Hall piano continues to be a concern. See July Music Ministries report.
- ◆ The Choir robes were cleaned in August. Cost: \$230.00. With a discount, we saved about \$50.00.
- ◆ I am in the process of photographing and documenting musical assets for the wardens and insurance records.

IV. **Additional Admin Tech Lay Work: Total Hours: 60 +**

◆ **Technology and Communication's Committee:**

I met with Rev. Ed for an extended amount of time on two separate occasions to discuss the technology and communications work at St. Paul's [July 15, 2018 vestry meeting agenda item 4c. Tech Committee]. The notions of a "tech job" and/or a "technology and communications committee" were explored. We documented a guestimate of the history of communications and tech work from 2009-2018. I added to Rev. Ed's notes relative to history. I also shared other thoughts and ideas, and then I suggested a solution. I would like to meet with Rev. Ed and the wardens to further share and discuss our notes from the meetings, respective thoughts and possible solutions. **Hours: 6**

◆ **Comcast:**

I am gaining traction on; getting our invoice/billing accurate, activating our **tax-exempt status** and subsequent **refund on paid taxes**, receiving our **promotional \$200 Visa** gift card. I am hoping for a resolution soon. I have been exploring the possibilities and options of **adding a land line phone to the Nursery to our Comcast account**. I have had multiple conversations with different departments of comcast. I met with installation on site this past week, and I will meet with their construction team next week to assess the sanctuary structure challenges (older building wiring, poor cell or wi-fi signal due to cement and lack of a wireless router/extender). I will continue to apprise Rev. Ed/Wardens and get their advice/approval before finalizing any new work. **Hours: 8 +**

◆ **Parish Hall Audio/Video:**

I oversaw the **Best Buy** installation and programming of the complete TV and sound system TueAug21. I recorded "**how to use the remote**" from the Best Buy technicians. Additionally, I drafted and printed out directions for basic remote-control use on a yellow sheet of paper, that is located on the DVD player. After briefly coaching **Hannah Buckle** on the system, she did a great job showing the first TV preview. I believe with the "yellow" how to use the remote-control sheet, **any adult parishioner can comfortably use the TV system**. **Questions:** Hannah Buckle, Jamie Stubblefield, Adam Frieberg, Lorraine Langer. I loaded applications and updated software onto the Apple TV. St. Paul's has **Accounts with Apple** (iCloud, iTunes, iPhoto, iDrive), **Netflix, Ted Talks**, YouTube, Etc. The Administrative Assist has access and records of all accounts. **Hours: 20 +**

◆ **Office Apple Computer**

I uploaded and organized over 6,000 photos into the iPhoto library. I created several photo albums on the office computer that included music (some from our choirs). I did a brief demonstration (and slide show) about some of the features that the new TV system brings our parish during coffee hour on Rally Sunday. I hope and believe that people were intrigued, inspired to interested in exploring parish, family and community engagement and use. 3 families inquired. **Hours: 20**

◆ **PayPal:**

I shared basic knowledge, the user sign-on and password, and how to navigate the application with Susan King. I had a conversation with both Rev. Ed and Susan, and I fully support Susan managing the application (with Rector, Treasurer direction). If anyone wants more training on the PayPal software, I am happy to assist. **Hours: 1**

◆ **Network Solutions**

Please review August report for work product suggestions. I made some **website** tweaks. **Hours: 5**

**Appendix E**  
**Rector Report**