

Vestry Meeting Minutes

St. Paul's Episcopal Church, DeKalb, Illinois

November 15, 2015

Members Present: Peg Newby, Rick Johns, Jocelyn Prall, Mary Lincoln, Julie Stubblefield, Marilyn Cleland, Treasurer Pat Brown, Director of Music Ministries, Lorraine Langer. Absent: Rev. Stacy Walker-Frontjes (sabbatical)

- **Opening:** The meeting was opened at 12:05pm with a prayer led by Peg Newby
- **Appreciations:**
 - For all those who reached out to the Stubblefields when Jamie was experiencing health issues.
 - For Pat Brown for her many hours of work as the treasurer
 - For Lorraine Langer for supplying lunch for today's vestry meeting and for all her guidance and work in various office projects.
 - For Susan King for being so helpful and "holding the place together" during Rev. Stacy's sabbatical
 - For the committee that provided a few meals to Grace Place this semester: Jennie Cummings, Maureen Gerrity, and Jocelyn Prall.
 - For Rhys Prall for changing light bulbs on the high beams.
 - For Maureen Gerrity for her commitment to the children of St. Paul's through her sharing / teaching in Sunday School.
- **Review and approval of the September 20, 2015 Vestry meeting minutes:** Rick Johns motioned to approve September minutes. Was seconded and passed. October was an informational meeting and thus approval of minutes not required.
- **Committee Reports:**
 - Treasurer's Report: See attached report. Pat explained the selling of the American Midwest Bank to Heartland Bank. The bank will no longer maintain our Tax and Payroll Department, but our principal accountant at the bank has acquired that part of the business and will continue to serve St. Paul's. Mary Lincoln motioned to approve the treasurer's report and accept it for audit. This was seconded by Jocelyn Prall and passed.
 - Senior Warden's report: see attached report. Peggy explained her role as a member of the discernment committee. Following the guidelines of the diocese, once the committee determines their decision, a document outlining

the decision will be presented to the vestry. The committee anticipates this to occur in the spring.

- Jr. Warden's report: See attached report. Rick also said he would check on our snow plowing arrangements for the winter.
- Fellowship Report: see attached report
- Music Report: see attached report
- Christian Education Report: see report
- **Old Business**
 - Financial review status: Pat Brown reported that the auditor will be starting the audit process soon for the year 2014. Pat, Lorraine, Susan King and Rick are working on updating our filing system and purging paperwork that is no longer needed.
 - Vestry nominating committee: Continues to work hard and make progress on obtaining commitments to fill upcoming vestry vacancies.
 - The stewardship campaign has been completed and anticipated pledging units have been received. The numbers of pledging units have decreased as expected due to several members moving out of the area. There were several increases in pledge amounts.
 - Discretionary Fund: this has continued to be managed and used for referred needs during Rev. Stacy's sabbatical.
- **New Business**
 - Outreach to members: The McMahons continue to visit parishioners who are homebound.
 - New Parishioners: The parish continues to welcome and reach out to visitors. We have a few potential new parishioners.
- **Closing Prayer and Adjournment:** Jocelyn Prall offered the closing prayer. The meeting then adjourned at 12:45

Next Vestry meeting will be the Third Sunday, December 20, 2015 at 12:15pm. Next Executive Committee Agenda Planning Meeting tbd. December closing prayer will be led by Peg Newby.

(Note: since this meeting the December vestry meeting has been changed to Sunday December 13, 2015 to allow participation in the children's party following the 10:30 service.)

Submitted by Jocelyn Prall, vestry clerk

REPORTS:

Treasurer's Report

November 2015 Vestry Meeting Treasurer's Report with October 2015 figures:

This report covers the month of October 2015. The American Midwest Bank checking account is our primary operating account. Accounting reports are compiled by the American Midwest Tax and Accounting, Inc. The American Midwest Bank has been sold to the Heartland Bank who no longer want to maintain the Tax and Payroll Department. Sheila Appel, our principal accountant at the bank, and two other employees were able to buy the business in mid-October and form a new corporation. They are willing to continue as our accountants at the same billing rate. Their office is on Elm St. in Sycamore next to the American Midwest Bank downtown branch. Peg Newby and I have found them very helpful in the transition.

Receipts through October 31, 2015

We have received 85% of the pledged amount and 90% of the total budgeted receipts for the ten month period. Year to date receipts as of 10/31/15 were \$198,152. The last allocation of \$20,000 for operations has been withdrawn from the Endowment Fund. We have received 117% of budgeted open plate support but are behind in the budgeted ID offerings. ID offerings are from parishioners who give regularly but do not pledge. They are assigned a number and receive updates but are not included in pledged receipts. We have had fewer of these this year than in the past. Pledge amounts still due total \$16,589.

Disbursements through October 31, 2015

Total operating disbursements for the ten month period were 88% of the budgeted amount. The total year to date disbursements were \$196,877. The difference between receipts and disbursements year to date is \$1,276. on the positive side. This includes 100% of the \$100,000 we have budgeted from the Endowment fund.

Building Fund

The balance in the Edward Jones Building Fund at the end of October was \$30,000 in CD's and \$9,064. in the Money Market Fund. The total Oct 31 balance of Building funds including \$4,848 in the American Midwest Bank account was \$43,912. We paid \$6,005. for parking lot sealing/stripping completed in early October by Premier Pavements.

Endowment Fund

The value of the Endowment Fund at the end of October was \$1,954,175. The net decrease in value for the year is (\$87,515.) According to the Bylaws we may use up to 5% of the yearly average monthly ending balance in the Endowment fund for operating costs. To exceed that amount would require a vote of parish members. At the end of October 4% of that figure was \$81,119, and 5% was \$101,398.

Apache Stock - The 5.979 shares on deposit with the company were valued at \$288 on October 31, 2015. The value has decreased (\$92) since the beginning of the year.

On October 31, 2015 Fund balances in the AMB checking account were as follows:

Discretionary Fund \$58.06 Flower Fund \$167.45 Columbarium Fund \$2,064.30

Operating Fund \$10,109.26 Building Fund \$4,848.35 Total \$17,247.42

Respectfully submitted Pat Brown, Treasurer, November 15, 2015.

Sr. Warden report for November 2015 Vestry Meeting

- Worked on Nominating Committee duties – this has not been easy! We are past our goal of having this completed by Nov. Vestry.
- Stewardship – Campaign is completed. Pledge info turned over to Pat Brown, who will convene a Budget Meeting with Rick Johns, Mary Lincoln, and Julie Stubblefield.
- Discernment Team for Sue Ouellette - Participated in a Skype meeting with Terry Dickow, Sharon Downen, and Deacon Tom Craighead on November 11th. Next meeting is in mid December. We are working on formulating answers to the questions that must be addressed in our recommendation letter that the Vestry will need to approve before sending on. Deacon Tom is guiding us through the process, but Terry, Sharon, and I have a lot of work to do! While we do not have a “deadline,” we are anxious to keep the process moving forward. Upon her return, Rev. Stacy will be involved as needed.
- Provided support for Discretionary Fund requests as needed, and compiled a list of recipients we have served during Rev. Stacy’s sabbatical.
- Had a week away, during which time I monitored emails, but felt no need to jump into what those here were handling. I cannot say enough about the cooperation and cheerfulness with which the leadership and staff have fulfilled their duties and worked towards meeting our goals.

Peg Newby

Junior Warden's Report November 2015

--I submitted the material necessary for renewing our property tax exemption to the Assessor's office on October 29. The clerk thought it looked OK, but we will need to hear from the County Board and then the state, a process expected to take several months.

--The Diocesan office has created a recorded an amended deed, removing the ambiguous/incorrect phrase that seemed to exclude most of our property. We have a copy of it now, and we may get the actual document once it has been completely processed.

--In the course of digging through piles of paper, Lorraine and Susan found our original deed. It is now in our safe.

--I contacted Vic Reed about the parking lot light. I haven't checked to see if it has been done yet.

--more lightbulb changing, with Rhys's help.

--I had Susan contact the sign company about our replacement sign. She thinks they had forgotten about us, and they promised us the new sign in a couple of weeks.

--I planted some tulip, daffodil, crocus, and grape hyacinth bulbs around the sign, in anticipation of next spring.

Rich Johns

FELLOWSHIP REPORT FOR VESTRY MEETING NOVEMBER 15, 2015

Thanks to the Dickows for coordinating the Pumpkin Decorating activity in October. It was nice to see young and old participating together. Upcoming events are Blue Christmas, St. Nicholas Party, the Children's' party and Christmas Eve reception. Sign-up sheets will be posted soon for helping with these fellowship opportunities.

Jocelyn Prall

Music Ministries Report:

1. The Adult/Youth and Children's Choirs are doing well! We are preparing for Advent, Christmas Eve and Epiphany. It is a joy to have the kids sing with the adults!

- The Children's (& Adults) Parish-wide Fellowship Outing at the Movies is in the works. Working with parents to find a good day/time for after Thanksgiving.

2. Music Research/Selections

- The Music (hymns & anthems) list for our worship services is completed for the remainder of 2015. I am currently working on 2016. The staff, musicians and altar guild have copies of the finished music schedule.
- I continue to work on the maintenance and upkeep of files for our music library.

3. Instrument Update

- The organ repairs are completed.
- Tuning for both the organ and grand pianos will be completed in December (fixed budget) for the winter months and Christmas Eve Service.

4. Additional Administrative Work

- I continue to assist Susan King on the filing system process.
- I gathered the churches old audio/video equipment & recycled them at Best Buy.

Lorraine Langer, Director of Music Ministries (Saturday 11-14-2015)

Adult Christian Education Report

November 2015

We discuss topics on our agenda. On November 8th, the Rev. Baskerville Burrows joined us, wherein, with a suggestion from the Rev. Stacy, we discussed #Black Lives Matter. We will continue with that topic or with a discussion of Jesus's ministry, depending upon the group's decision. Fr. Tom Rosa will join us on November 15th.

Respectfully submitted,
Marilyn Cleland