

## Vestry Meeting Minutes

St. Paul's Episcopal Church, DeKalb, Illinois

October 18, 2015

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

This is an informational meeting due to lack of a quorum

- **Opening:** The meeting was opened at 12:04pm with a prayer led by Peg Newby
- **Appreciations:**
  - For the supply priests who have been serving on Sundays during Rev. Stacy's sabbatical
  - For the lovely flower arrangements on the altar today by Mary Lincoln and for all the lovely weekly arrangements by the flower guild.
  - For Lorraine Langer for volunteering along with Kathleen Johnson and Huixen Chen to be a coffee hour host. Also for Lorraine's assistance in obtaining a computer backup system
  - For Susan King and her daily consistency in the office
  - For the music each Sunday
  - For Peg Newby and Rick Johns for all the duties they have taken on, planned and many unexpected during Rev Stacy's sabbatical
  - For the work done by Rebecca and Brad Smith this fall in the garden.
- **Review and approval of the September 20, 2015 Vestry meeting minutes:** Is deferred to next month when there will be a quorum
- **Committee Reports:**
  - Treasurer's Report: See attached report
  - Senior Warden's report: see attached report.
  - Jr. Warden's report: See attached report.
  - Fellowship Report: see attached report
  - Music Report: see attached report
  - Christian Education Report: no report this month
- **Old Business**
  - Financial review status: covered in Jr Warden's report
  - Vestry nominating committee: Has been meeting and planning

- **New Business**
  - Life of the Parish: Pat McMahon has been visiting parishioners at Oak Crest. Linda KelleY is continuing her recovery in Florida.
  
- **Closing Prayer and Adjournment:** Jocelyn Prall offered the closing prayer. The meeting then adjourned.

**Next Vestry meeting will be the Third Sunday, November 15, 2015 at 12:15pm. Next Executive Committee Agenda Planning Meeting tbd. November closing prayer will be led by Jocelyn Prall**

Submitted by Jocelyn Prall, vestry clerk

## REPORTS:

### **St Paul's Episcopal Church, DeKalb, IL 60115 October 2015 Vestry Meeting Treasurer's Report with September 2015 figures:**

This report covers the month of September 2015. The American Midwest Bank checking account is our primary operating account. Accounting reports are compiled by the American Midwest Bank Tax and Payroll Department.

#### **Receipts through September 30, 2015**

We have received 80% of the pledged amount and 78% of the total budgeted receipts for the nine month period. Year to date receipts as of 09/30/15 were \$172,215.76.

#### **Disbursements through September 30, 2015**

Total operating disbursements for the nine month period were 78% of the budgeted amount. The total year to date disbursements were \$174,376.84. The difference between receipts and disbursements year to date is \$2,161.08 on the negative side. This includes \$80,000 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 September was \$46,063.94, \$30,000 in CD's and \$16,063.94 in the Money Market Fund. The total balance of Building funds including \$3,718.35 in the American Midwest Bank account was \$49,782.29 on Sept 30. We paid \$1,895.00 for the new Advent wreath from Trevor Floyd & Company, the firm we

purchased the Altar Covering and Vestments from. It should arrive by the first Sunday in Advent. The parking lot was sealed and striped early in October. Funds to pay for this will be transferred from the Edward Jones Building Fund.

### **Endowment Fund**

The value of the Endowment Fund at the end of September was \$1,890,513.98 The net decrease in value for the year is (\$151,176.54) This includes the \$80,000 already transferred to the Operating Account. 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 September 4% of that figure was \$81,460.38, and 5% was \$101,825.48. We have allocated \$100,000.00 in the budget to come from Endowment funds. The recent downturn in the stock market accounts for a portion of the decline in value. See the chart on page 5 of the worksheet.

**Apache Stock** - The 5.979 shares on deposit with the company were valued at \$234 on September 30, 2015. The value has decreased (\$139.93) since the beginning of the year.

**On September 30, 2015 the balance in the AMB checking was \$12,385.32. The Flower Fund balance was \$92.31; Discretionary Fund was \$222.32; Columbarium Fund was \$1,464.30. The Garden Fund has a \$216.03 balance. The Building fund portion was \$3,718.35 and Operations balance was \$6,673.01.**

**Please refer to the worksheet attached to this report for the details of the transactions.**

**Respectfully submitted Pat Brown, Treasurer, October 18, 2015.**

### **Sr. Warden report for October 2015 Vestry Meeting**

- Continue to work closely with Rick and Pat to monitor parish activities and needs. Communicating with other parishioners as needed. All guest clergy openings have been filled, including Nov. 15<sup>th</sup>. Fr. Rosa will join us again, replacing Fr. Lamb.
- Spoke with Linda Kelley at her home. We received a nice letter from her, which is on the bulletin board. Keeping in contact with Pat & Vince McMahon regarding other parishioner visits.
- Stewardship – We are now sending reminder letters to previous pledgers whose card has not yet been received.
- Discernment Team for Sue Ouellette - Participated in a Skype meeting with Terry Dickow, Sharon Downen, and Deacon Tom Craighead earlier in October. Next “meeting” will probably be before Thanksgiving. This continues to be an interesting process.

- Nominating Committee – have started the process with gathering input from committee members (Peg, Rick, Julie, Vince).
- Provided support for Discretionary Fund requests as needed.

Peg Newby

### **Junior Warden's Report October 2015**

--The parking lot has been seal-coated and re-striped. It looks good!

--The big issue of the moment: we got a letter from DeKalb County asking us to re-apply for our real estate tax exemption. The reason for this is that our land and buildings were originally owned by the diocese, but in 1993 we incorporated and ownership was transferred to our parish. We have a November 1 deadline for submitting the necessary materials, and I have this project well in hand. However:

--We need to include a copy of our deed, and in looking at that deed, I noticed that someone had switched "east" and "west", and in fact it only covers the tiny sliver of land we own on the east side of Garden Road. This was previously noticed by the late Father Kroghmann, but he was only an interim priest here, and when he left the matter was dropped. I have contacted the diocese about this. They understand the problem with the deed as well as our Nov 1 deadline, and their lawyers are working on getting us a corrected deed.

--We have contracted with Sandra Arneson to audit our 2014 books. I haven't heard from her since then, but I will check in with her soon. We would like the audit completed by the end of the year.

--We still haven't received our replacement sign, but the temporary repairs look good as long as you don't get too close to the sign.

--Rhys and I keep changing lightbulbs. There are a lot of them, and every time I turn around I find another one burned out.

--The westernmost parking lot light is burned out. I recommend that we hire Vic Reed to replace the bulb, which I estimate will cost about \$250.

Rick Johns

### **FELLOWSHIP REPORT FOR OCTOBER 2015 VESTRY MEETING**

The next fellowship event is Pumpkin Decorating after the service on October 25<sup>th</sup>. The Dickows are coordinating this. There are still openings for coordinating future church events. I

will add January and forward sometime in November. Fellowship group signup sheets have been out for a while with only a small number showing interest. There are a few interested in gathering at homes and a few interested in going out to eat. I may try to combine and suggest a home gathering one month, then dine out the next month. Everyone's lives are very busy and maybe there just isn't enough interest to continue this at the present time. There is still one group that meets Thursday evenings that seems to be going strong. We continue to need coffee hour hosts. Thanks to Lorraine for volunteering this Sunday and possibly some in the future.

Jocelyn Prall

### Christian Education Report

October 2015

We continue with our discussions as listed in the curriculum developed for the semester. As a result of our readings about Yom Kippur, we have discussed the nature of atonement, comparing Jewish and Christian perspectives. On one Sunday, we continued this discussion with the presiding priest, Fr. Tom Rosa.

Marilyn Cleland

### **Vestry Meeting, October 18, 2015 St. Paul's Episcopal Church - DeKalb, IL**

#### **Music Ministries Report**

**All the choirs and musicians are doing well, preparing for the remainder of Pentecost and also rehearsing for Advent and Christmas Eve. I continue to work on several administrative projects that include:**

#### **1. The Adult/Youth & Children's Choirs**

- Both Choirs are exploring new anthems for the year. We have one **new adult/youth choir member** (Jacob Mass) and I am hoping to gain a new child for our children's choir.
- **The 2014 and 2015 CD's are finished!** *Music from the Six Liturgical Seasons: Epiphany, Lent, Easter, Pentecost, Advent and Christmas.* **I will be promoting this more in the Newsletter.**

#### **2. Music Research/Selections**

- **Hymns** are essentially completed for the remainder of 2015. I am currently working on 2016, in addition to ongoing edits of anthems for the adult/youth and children's choirs.
- **Our Music Library:** I continue to work on the maintenance and upkeep of files for our music library. It would be helpful to have another file cabinet.

### 3. Instrument Update

- **The organ repairs:** *Paul & Robin McNamara, will be making repairs this week beginning Monday 10/19 and completing the project with tuning the organ on Friday, 10/23. They will be in the sanctuary all week M-F, 9 AM-5 PM.*

### 4. Additional Administrative Work

- I worked with Susan King, our administrative assistant over the past month on some **technology challenges**. I purchased a new external hard drive for backing up data on the church office computer. I worked with Susan on the installation of the hard drive and also on an email issue of space (purchased extra space) to buy some time to delete old emails after they have been backed up. Rev. Stacy wanted us to work on these items and I believe these are within the fixed budget. Additionally, we reviewed Face Book and some Website items and are close to working through those challenges. I really appreciate Susan's work!! Really enjoying her newsletters!!
- I will be updating the **music page on the website** over the month of November to reflect 2016.

*Lorraine Langer, Director of Music Ministries (10-17-2015)*