

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

**August 19, 2018 (munchies provided by Father Ed)**

**(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

Rick, Ryse, Ed, Brad thank you for being available early Saturday morning; medical procedure for Ed's nephew; thanks for the food after service; grateful to be part of a big family; Pat and Roy for doing the financial reports; Liam citing the Lord's prayer; grateful for a little time in Wisconsin; grateful to see friends and family in Minnesota; grateful for Godly play.

3. Approval of Vestry minutes from July 15, 2018 — Gretchen

**MOTION TO APPROVE VESTRY MINUTES PASSED**

4. Today's Business

a. Treasurer's report – Pat

**MOTION TO APPROVE THE REPORT WITH FINANCIAL REVISIONS AND THEN FILE FOR AUDIT PASSED**

b. Tech Committee – training dates for PayPal and A/V system?

c. Grounds Committee – Marv & Brad

**MOTION TO PURCHASE TWO LARGE DEHUMIDIFIERS PASSED**

**MOTION PASSED TO PERMIT A PURCHASE OF \$500 BY THE BUILDING GROUNDS COMMITTEE WITH THEIR OWN DISCRETION AND UP TO \$1000 WITH THE APPROVAL OF A WARDEN; OVER \$1000 WITH THE APPROVAL OF THE FULL VESTY.**

- d. Envisioning Committee – Maureen
- e. Financial Reviews for 2016 & 2017
- f. Audit Committee's recommendation that the Vestry put together a list of fixed assets – Freyja

Let the minutes show that the Vestry has received a copy of the audit and the audit will be sent to the Diocese.

- g. Music Ministries report

**MOTION TO APPROVE THE \$500 FOR ORGAN REPAIRS PASSED**

**MOTION TO APPROVE THE ORGAN SPACE TO BE RESHAPED PASSED.**

5. Upcoming

- a. Priest candidate interviews in September – Vestry should be available for private service that each candidate will conduct with Vestry & Search Committee, as well as a social event
- b. Rally Day – September 9<sup>th</sup>
- c. Stewardship

6. Closing Prayer

7. Adjournment

**NEXT MEETING IS September 16, 2018 following the 10:30 worship service**

**Meeting Munchies??**

**Appendix A  
Senior Warden's Report**

**Senior Warden Report**

**August 17, 2018**  
**Freyja Rasmussen-Johns**

Father Ed, Marv, Pat and I met as the Executive Committee on July 25 and August 8 to discuss ongoing church-related issues and to put together the vestry agenda. We also regularly stay in contact by e-mail, texts, and phone.

Pat and I met with Sheila Appel on July 18 to go over and pay the church bills.

Father Ed, Beth Lee, Marv & Pam Kombrink and I spent a rather warm morning on August 2 walking the church neighborhood distributing flyers for the picnic.

Speaking of the picnic, it seems a grand time was had by all last Sunday, and I believe that the flyers and Pam's article to the local press were successful in getting a few visitors in for the day. Many thanks to Pam for all her coordination efforts and to everyone who helped with set-up, cooking, shopping, clean-up, games coordination, bouncy house purchase, etc. It takes a village to coordinate a successful and fun-filled church picnic.

Marv and I are planning to meet with the Finance Committee on August 30.

*-Freyja Rasmussen-Johns*

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

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

**August Vestry Treasurer's Report with figures for July 2018**  
**St Paul's Episcopal Church, DeKalb, IL 60115**

This report covers the month of July 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.

We have received **\$79,083** from 2018 pledges through the end of July which is **69%** of the \$115,063 budgeted. The total of all receipts through July is **\$154,414** which is **69%** of the budgeted amount of **\$223,063**. **Receipts through July 2018**

**Disbursements through July 2018**

Total operating disbursements through July were **\$124,542** which is **56%** of the budgeted amount of **\$223,063**. At the end of July we had received \$29,872 more than we spent. We moved \$70,000 from the Endowment Fund into the operating fund in May which is helping the cash flow. We have spent 56% of the budgeted disbursements and received 69% of the budgeted receipts after seven months of the year.

**Capital Fund**

The balance in the Edward Jones Capital Fund at the end of July was **\$10,000** in CD's and **\$20,965** in the Money Market Fund for a total of **\$30,965**. A CD for \$10,000 came due on May 30, 2018. We have kept it in Money Market Funds so the funds will be available for future repairs. We have one \$10,000 CD remaining which comes due in 2019, with the remainder in MM funds. 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 for the ATV project.

#### **Endowment Fund**

The value of the Endowment Fund at the end of July was **\$2,122.737** an increase in value from January of **\$79,897**. The net increase in value for the year is **\$(943.25)** which includes **\$70,000 withdrawn for operating expenses**. For reference, **5%** of the Monthly Average Balance on July 31 was **\$105,758** and **4%** was **\$84,607**. 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 6.343 shares on deposit with the company at the end of July. The stock was valued at **\$293** on July 31, 2018. The value has increased \$25.16 since January 1, 2018.

**On July 31, 2018 Fund balances in the Heartland Bank checking account were: Discretionary Fund \$288.77; Flower Fund \$1,571.54; Music Fund \$2,005.00; Columbarium Fund \$3,623.90; Operating Fund \$57,828.21; Capital Fund \$7,884.16, which includes insurance, for a total of \$73,201.58,.  
Respectfully submitted Pat Brown, Treasurer, August 19, 2018.**

**Appendix D**  
**Music Report**

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**Music Ministries and Technology Report**  
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**Vestry Meeting, Sunday, August 19, 2018, St. Paul's**

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**I. The St. Paul's Adult/Youth and Children's Choirs:**

- Begin **rehearsals** on Thursday, September 6
- Begin **singing for worship services** beginning Sunday, September 9, 10:30 AM.

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**II. Administrative Work:**

◆ **Worship:**

- I am editing the final draft of **music for September-December 2018** and will submit this to the Rector, Administrative Assistant, Altar Guild, and Musicians by August 27.
- I am reaching out/**networking** with NIU, DeKalb/Sycamore Schools to possibly **add more volunteer** and possibly some **paid musicians** (brass, woodwinds, strings, singers, etc.) **to worship services this year.**

◆ **Music Staff:**

- Kathleen Johnson and Hannah Buckle continue an exemplary job leading the worship music (August).
- I will be meeting with Kathleen and Hannah to review their summer and collaborate for the fall.

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**III. Maintenance:**

- ◆ The organ needs some maintenance that has been on hold. **See attached letter\***. Cost: \$500. Time: 1-2 days.
- ◆ I drafted and submitted a proposal to Rev. Ed about clearing a few inches of space for the organ console.
- ◆ At some point in time, we need to replace the Parish Hall piano. **See July music ministries report.**

**IV. Additional Administrative and Lay Work:**

- ◆ **Staff:** Collaboratively worked w/ staff (Susan/Rev. Ed) a few times through phone, email, and texting.
- ◆ **Comcast:** Service provider for phone, internet, TV
  - I am monitoring bills to follow up on deactivating our **tax-exempt status** and subsequent refund on paid taxes.
  - I will work with Susan to get an estimate of the costs and time involved with adding a landline to the **Nursery and Sacristy**. We will share info w/ executive committee, follow their advice, as to any further action.
  - We have **24/7 Customer Tech Support** (phone, on-line, in-person tech assistance). Hours: 2
- ◆ **Office Apple Computer:**
  - Will be checking with Susan to see how things are going before the next vestry meeting.
  - Backup drive may need to be re-installed. Software may need to be updated.
  - Apple Care: **24/7 Customer Tech Support** (phone, on-line, walk-in/on-sight). 3 yr. warranty (06/2021). Hours: 0
- ◆ **Best Buy:** Parish Hall Audio/Video Sales Upgrades and Service Provider
  - I purchased the parish hall audio/video upgrades at Best Buy on Tue Aug 7.
  - With vestry approval, we were able to purchase **5-year Extended Service Protection (ESP) for the TV.**
  - I will be on site at the church on Tue Aug 21 to oversee the installation and programming of the TV, audio system, etc. and will make sure it is operational and running before the technicians depart.
  - I plan to record the training I receive from the Best Buy technicians. I will meet with and show/train a group of lay leaders to be point people for the parish hall TV/System use. Hours: 6
- ◆ **PayPal:** Receives and tracks any on-line monetary gifts through donation buttons
  - I will be leading a training session on PayPal with staff and lay leadership in either August or September (time pending peoples schedules). Hours: 0
- ◆ **Network Solutions** (Hosts domain, website and email)
  - Suggest we delete previous priests and lay leadership accounts **(see attached ledger\*\*)**.
  - Suggest we clean out, **delete 2 GB** of the 5 GB from parish office@stpaulsdekalb.org Save 248.76
  - We have **24/7 Customer Tech Support** (phone, on-line). I made some website tweaks. Hours: 2

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Music Ministries and Technology Report  
 Vestry Meeting, Sunday, August 19, 2018, St. Paul's

\*Attachment Network Solutions

Network Solutions	Qty	Term (Exp. Date)	Cost	Discount	Year	Month	Charge
Professional Web Hosting	1	5 years (09-02-2023)	468.93	30%	93.78	7.81	468.93
Additional Storage Space	2 GB	5 years (09-02-2023)	124.38	0	0	0	248.76
<b>Todays Totals/Charges</b>							<b>717.69</b>

\*\*Attachment Organ Maintenance McNamara Letter

**MCMAMARA ORGAN SERVICES**  
 519 Jackson Avenue  
 Dixon, Illinois 61021  
 815-440-2181 or 815-440-1861  
 PMCnam@comcast.net

July 20, 2018

St. Paul's Episcopal Church  
 900 Normal Road  
 DeKalb, Illinois 60115  
 Attn: Lorraine

Dear Lorraine:

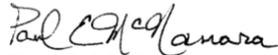
I have finally gotten around to reading the notes we made while doing this year's tunings. We only noted one problem for St Paul's, and that is in the Pedal division.

The bottom C# of the 32' Posaune is not functioning because of a hole in either the primary or pouch leather. I would like permission to correct this problem as soon as possible. This would take considerable time but cost no more than \$500.00.

I would like to have the instrument fully functional, and having this one note dead, while not earth shaking in itself, is an unnecessary irritant. Please let us know if we can to make this repair.

We hope that all else has gone well and that the Church and its music program continue to prosper.

Sincerely yours,

  
 Paul E. McNamara

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

Since we met July 15, your rector:

- ⊕ Met with Pam K. to plan the 8.12 picnic
- ⊕ Conducted 7 Holy Eucharists incl. 1 at OakCrest (would have been 2 but the worship was postponed due to Ed's impromptu trip out of town, see below)
- ⊕ Met with the Executive team twice
- ⊕ Attempted to meet with specific regular newcomer
- ⊕ Met 2x with the couple & married Jimmy Russell & Courtney Christin on 8.27
- ⊕ Met with Joe Judkins and Roxie Guzman regarding their Dec 8 wedding
- ⊕ Held (6) 1:1 meetings with parishioners
- ⊕ Met twice with the Executive team
- ⊕ Arranged training session for new adult acolyte!
- ⊕ Was in Columbus OH for family member's surgery Aug 13-16 (Thanks vestry!)
- ⊕ Began organizing files, ensuring copies of docs to Parish Office for next Rector

ALSO TO NOTE:

- ❖ 63 people attended worship on 8.12!!!! and another 10-15 came to the picnic, mostly guests from the community.
- ❖ Two families visiting for worship on different Sundays, total 5 adults & 4 kids
- ❖ As of 8.12, we have raised \$ 2,550.68 toward the cost of the new AV system. This includes an anonymous cash donation of exactly \$ 10.68. Jan Bach has agreed to draw up a cartoon type indicator that shows how the donations rise toward the goal of \$9,800.00.
- ❖ Jenn Nakaerts, one of our CCW's (child care workers) resigned and is moving to SLC, Utah. We would do well to hire another one.
- ❖ Brad Smith weeded and hedged the back yard of the rectory!