

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

March 19, 2017

Vestry Minutes

Members Present *Senior Warden:* Peggy Newby, Brad Smith, Marv Kobrink, Julie Stubblefield
Linda Lorbach, Clerk: Gretchen Schlabach, *Treasurer:* Pat Brown

Others in Attendance: *Music Director:* Lorraine Langer

Absent: Linda Lorbach

Meeting munchies provided by Peg Newby. **Julie Stubblefield in April. Need May volunteer.**

1. Opening Prayer--Peg

2. Appreciations

Thanks for Marv's willingness to serve on vestry; thanks to Pat to serve on the vestry; thank to choir, Rick/Luke for Danny Boy; thanks Peg for jumping in to do counting last week; thanks to Fernadad; thanks to Hannah Buckle; thanks to Peg for reinstating staff meetings and being an incredible advisor and genuinely engaging in listening and helping; thanks for Father Trask for coming so consistently; thanks to Maureen for her work with the children in Sunday school.

3. Approval of Vestry minutes from February 2017 meeting—Gretchen Schlabach, Clerk

MOTION PASSED TO APPROVE THE MINUTES OF FEBRUARY 2017

4. Committee Reports **(please send reports via email prior to mtg if possible)**

- a. Senior Warden's Report—Peg Newby
- b. Junior Warden's Report—
- c. Fellowship—Julie Stubblefield
- d. Christian Education—Gretchen Schlabach
- e. Building & Grounds – Brad Smith
- f. Garden – Linda Lorbach
- g. Music—Lorraine Langer, Director of Music Ministries
- h. Treasurer's Report – Pat Brown

5. Old Business **(items may not have an update every month – these are “things on our plate”)**

- a. Interim Rector update – Peg
- b. Music Room – Peg/Lorraine
- c. Parochial Report – Share & need official Vestry approval – Peg

MOTION PASSED TO ACCEPT REPORT AND FILE.

- d. Little Library/Altrusa project – Pat
- e. Sanctuary Reconfiguration Committee (SRC) – Peg/Lorraine
- f. Online giving – Lorraine
- g. Vestry duties – Peg

6. New Business (**again, maybe no action today, but keep in our minds**)

- a. Review of the Bylaws – needs annual Vestry review

VESTRY HAS REVIEWED THE BY-LAWS AND AGREE CHANGES NEED TO BE MADE BUT NOT TODAY.

- b. Fr. Ed's first Sunday 4/2 – Vestry to host coffee hour
- c. Upcoming events: Kiwanis's Talent Show event, Holy Week/Easter services, Church Cleanup/NIU Cares Day
- d. Search Committee – to be formed after Easter
- e. Stewardship – need committee of 2 or 3 -- ? work with online giving?
- f. Fees for services – no discussion today – needs future consideration

7. Closing Prayer – *name*

NEXT MEETING IS APRIL 23, 2017

*****Note change in date due to Easter**

**Appendix A
Senior Warden's Report**

**Senior Warden's Report
Peg Newby March 2017**

Securing a contract with our new Interim Rector was top priority this past month. I am grateful Vince McMahon was able to help me work through the contract process. It was tedious but not too painful. Our meeting with Rev. Bird was productive and resulted in an agreement. We will need to revisit the contract as time goes on, as the Diocese has pointed out to me that our hospitality budget is extremely low for someone trying to establish contacts. Also, whether or not Rev. Bird will remain on the Diocesan health insurance is still to be determined. We are currently looking at estimates from moving companies. Our start date of April 1st gives us little lead time into Holy Week. Lorraine, Susan, and I have worked on services and content, and Rev. Bird has given some input. In addition to the Interim work, these are things I have done or that are ongoing concerns for me. Some are not related to being Sr. Warden, but are related to my life in the parish.

- Completed the Parochial Report documentation online with Pat Brown
- Provided Susan support in the office where needed (consultations primarily)
- Wrote Proclaimer article for March issue
- Opened building on Sundays and made announcements
- Attended Ash Wednesday service and supper, and Chili Cook-Off
- Counted as needed
- As no one stepped forward to take over, launched the annual ECW/UTO offering campaign
- Participated in staff meetings on 3/2, 3/9, 3/16 (Thursday staff meetings to continue....)
- Wrote press release and parish letter for calling of Rev. Bird
- Spoke with Julie Rogers in the nursery twice, so as to keep connected with that staff
- Assisted the men in the house north of us in obtaining parking passes from us for the weekend of 3/4/17

- Continued my work with the Altar Guild
- Attended children's Sunday School with my grandchildren on 3/12
- Wrote thank-you notes to H.Leonard & D.Roberts for Major Gift contributions
- Worked with Pat McMahon to cover on pastoral needs (have had no need to call Fr. Clement in Sycamore)

**Appendix B
Building & Grounds Report**

Nothing to report. Vestry discussed transgenerated bathroom signs and are Tabled for the moment. *You are the Light of the World* posters signage will be revisited.

**Appendix C
Treasurer's Report**

MOVE TO APPROVE AND FILE FOR AUDIT APPROVED.

5:34 PM
03/17/17
Cash Basis

**St Pauls Episcopal Church
Transactions by Account
As of February 28, 2017**

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Original Amount	Balance
100-100 AMB Checking												
Deposit	02/05/2017				Deposit		X	-SPLIT-	2,517.00		2,517.00	55,898.39
Deposit	02/12/2017				Deposit		X	-SPLIT-	1,407.00		1,407.00	58,415.39
Deposit	02/19/2017				Deposit		X	-SPLIT-	1,096.00		1,096.00	59,822.39
Deposit	02/26/2017				Deposit		X	-SPLIT-	2,333.00		2,333.00	60,918.39
Check	02/24/2017			American National ...			X	-SPLIT-		4,760.82	-4,760.82	58,490.57
Check	02/26/2017			Brittany Atepeter				9001960 - Nur...		14.52	-14.52	58,476.05
Check	02/14/2017			ComED			X	900-908 - Chu...	434.22		-434.22	58,041.83
Check	02/23/2017			ComED			X	900-117 - Rec...	68.06		-68.06	57,973.77
Check	02/27/2017			DNA Communicatio...			X	900-908 - Chu...	44.02		-44.02	57,929.75
Check	02/20/2017			Elan CC			X	-SPLIT-	476.60		-476.60	57,453.15
Check	02/01/2017			Grace Place Camp...			X	900-118 - Gue...	179.71		-179.71	57,273.44
Check	02/21/2017			Grace Place Camp...			X	900-118 - Gue...	179.71		-179.71	57,093.73
Check	02/26/2017			Illini Security Systems				900-901 - Rec...	155.00		-155.00	56,938.73
Check	02/26/2017			Integra				900-130 - Cop...	108.95		-108.95	56,829.78
Check	02/26/2017			Kar-Free Flowers				900-192 - Flo...	27.80		-27.80	56,801.98
Check	02/17/2017			Leaf			X	900-170 - Equ...	101.90		-101.90	56,700.08
Check	02/26/2017			Mary Lincoln			X	900-192 - Flo...	24.00		-24.00	56,676.08
Check	02/07/2017			Nitor			X	900-908 - Chu...	717.34		-717.34	55,958.74
Check	02/13/2017			Nitor			X	900-117 - Rec...	137.83		-137.83	55,820.91
Check	02/26/2017			Pat McMahon				900-150 - Off...	47.00		-47.00	55,773.91
Check	02/27/2017			PJ's Courthouse				900-198 - Disc...	250.00		-250.00	55,523.91
Check	02/16/2017			Rev Peter B Irvine			X	900-011 - Cler...	250.34		-250.34	55,273.57
Check	02/14/2017			Rev Robert Trask			X	900-118 - Gue...	224.22		-224.22	55,049.35
Check	02/26/2017			Ridley Plano				900-950 - Bul...	897.00		-897.00	54,152.35
Check	02/26/2017			Susan King				900-150 - Off...	9.42		-9.42	54,142.93
Check	02/26/2017			Vic Reed Electric				900-902 - Chu...	445.50		-445.50	53,697.43
Check	02/28/2017			Waste Management			X	900-908 - Chu...	170.89		-170.89	53,526.54
Total 100-100 AMB Checking									7,353.00	9,724.85		53,526.54
TOTAL									7,353.00	9,724.85		53,526.54

St Paul's Episcopal Church, DeKalb, IL 60115

March Vestry Meeting Treasurer's Report with February 2017 figures:

This report covers the month of February 2017. 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 in the Century 21 Building, 901 North First Street in DeKalb. Sheila Appel is our primary contact. The firm also pays the bills and processes the payroll. Edward Jones manages our Building and Endowment Funds.

Receipts through February, 2017 (See attached worksheet for details.)

We have received \$42,306 of the 2017 pledges by the end of February which is 42% of the total budgeted. The budgeted amount is \$100,000. Total all receipts through February were \$43,954 which is 21% of the budgeted amount.

Disbursements through February, 2017

Total operating disbursements through February were \$21,657 which is 10% of the budgeted amount. Our clergy expenses including medical expenses were less than usual for the month since we are still operating with guest clergy. The difference between receipts and disbursements through February were \$22,297 on the positive side.

Capital Fund

The balance in the Edward Jones Building Fund at the end of January was \$10,000 in CD's and \$4,406.75 in the Money Market Fund totaling \$14,406.75. This is unchanged from January. We received \$500 for the Douglas George Fund and \$160 in regular Building Fund capital contributions during February. These are currently deposited in the regular Heartland Bank Checking account. We may consider moving \$20,000 to the Edward Jones Building Fund if we do not plan any major capital expenses in the near future. There are currently \$30,618.89 of Building Funds in the Heartland Bank account.

Endowment Fund

The value of the Endowment Fund at the end of February was \$2,003,134, a net increase in value from December of \$72,574. The general upward movement of the Stock Market since the beginning of the year is still benefiting the Endowment Fund. The Endowment Committee is planning a meeting in the near future with Matt Myre, our Edward Jones Representative. He will give an evaluation and overview of our investments for the future.

Apache Stock - The 6.129 shares on deposit with the company were valued at \$324 on February 28, 2017. The value has decreased by \$44 since the beginning of the year. The number of shares increased .27 with the \$1.53 dividend payout in February.

On February 28, 2017 Fund balances in the Heartland Bank checking account were:

Discretionary Fund \$171.53; Flower Fund \$560.61; Garden Fund (\$334.70);

Columbarium Fund \$3,623.90; Operating Fund \$18,886.31; Capital Fund \$30,618.89 for a total of \$53,526.54.

Respectfully submitted Pat Brown, Treasurer, March 19, 2017.

Appendix D Fellowship

Chili Cookoff went well!

Holy Week – Julie and Jamie AND Dean and Laurie Judkins will help with Easter Egg Hunt. Bypass Low Sunday Brunch but we will have **Lobster Boil kickoff (April 23)**.

Appendix E Music Ministries

**Vestry Meeting, Sunday, March 19, 2017
St. Paul's Episcopal Church - DeKalb, IL**

1. St. Paul's Choirs

- ◆ The Adult/Youth and Children's Choirs are doing well in spirit and work!
- ◆ All the choirs are currently preparing music for Lent, Holy Week and Easter.
- ◆ The Adult/Youth/Children's Choirs will sing in the DeKalb Kiwanis Talent Show, at the Egyptian Theater on Saturday, April 1, a fundraiser for children in the Community. A great opportunity to share St. Paul's with the community. Bill/Jennie Cummings-advertisement for the Lobster Boil.

2. Administrative Work

- ◆ **Worship** Research and programming the music for 2017.
- ◆ **Staff** Reviews, job descriptions, salary history 2005-2017.

- ◆ **Maintenance** The Sanctuary and Parish Hall Pianos were tuned on 3/1 [\$160.00 Fixed budget].

3. Collaborative Staff

- ◆ I continue to work weekly with Susan King, Administrative Assistant. We began weekly **staff meetings** this month with Peg Newby, Sr. Warden. Additionally, this past month, we had the **office computer** worked on at Best Buy (*see below*). We briefly reviewed the church website with Peg in our staff meeting this week and we will work together over the next several months with **updating the church website**.

4. Lay Administrative Work *No Changes, See January Report*

- ◆ Due to schedules, transitional time of the church, and the search for an interim priest, both the Sanctuary Reconfiguration and On-Line Giving committees are on hold until April 2017. I hope to **meet with Peg Newby, Sr. Warden, in March** to review our work and decide on next steps.

St. Paul's Episcopal Church Office Computer Recent Work and History

2010 Purchased at Best Buy with ESP (Extended Service Protection)

2012 Diagnostic at Best Buy Under ESP Warranty Labor Free **New Hard Drive** Installed \$99.00

2017 Diagnostic at Best Buy NOT under warranty, Geek Squad Supervisor Carl.

Lorraine/Best Buy: Via Drop off of Computer and Several Phone Discussions

Items/Issues and Work/Solutions Hardware: Hard Drive, Ram and Fans are **All OK.**

Software: Trojans 3, Virus 15, Ran Several **Diagnostic Tests. Registry Errors 668, Malware 300: Ran Malware Repair. Internet Connection: Reset LAN & wireless and Download & Update Drivers**

Susan King Email: There were a number of malware fragments on it that were cleaned up, plus it was not shutting down correctly. There was some lack of sync with the original Windows 7 and Windows 10 software, which Carl at Best Buy fixed. It was going into "hibernation" mode instead of shutting down, apparently, which caused the weirdness in starting up. We may find that some things might not work right away, and Lorraine is going to check some things out when she is here on Thursday. **Susan and Lorraine will Review:** Norton Antivirus, BackUp Drive WD Passport, Install Free Malware Software

Appendix F Adult education

Adult education continues to move along with profound conversations centering on *the Living Well Through Lent 2017. Listening with All your Heart, Soul, Strength, and Mind*. A steady group of parishioner continue to share conversation. All are welcomed

Appendix G Thrive Garden

There was a short meeting last month