

**Minutes Vestry Meeting**  
**St. Paul's Episcopal Church**  
**February 20,2022**

**Present:** Mother Barbara, Lucinda Brunner, Jennie Cummings, Steve DeGolier, Rhys Prall, Pat Brown

**Not present:** Marilyn Cleland, Lori Judkins

**Guests:** Lorraine Langer, Rick Johns, Susan King

Meeting called to order at 12:20 pm

Opening Prayer – Mother Barbara

Rick observed that the Treasurer needed to be appointed by Vestry. Pat motioned that Rick be appointed, seconded by Steve DeGolier. Motion carried.

Treasurer's Report

An overview of the budget was reviewed by Rick

- The Endowment Fund lost \$157,000 with the latest stock market swing
- The Davey Tree proposal to regularly treat the Rectory trees will be borne by Mother Barbara and Lynne
- Snow removal costs are higher, especially salt expense, due to weather
- The Parochial Report is due. Rick has finished the Treasurer's part
- New wardens need to fill out signature cards for Edward Jones and Heartland Bank accounts; Rick has scheduled a field trip to do that on Thursday, 2/24

Lucinda asked for a running total after checks written – Rick agreed to add that to the Treasurer's Report. Lucinda motioned to accept the February Treasurer's Report, seconded by Rhys. Motion approved.

January Vestry Minutes

Susan presented the January Vestry Minutes. Lucinda motioned to approve as is, seconded by Pat. Motion approved.

Clerk of the Vestry

A motion to amend the By-Laws to no longer require the Clerk of the Vestry to be a member of the Vestry was presented. Adoption of the motion was made by Lucinda and seconded by Rhys. Motion carried.

Guidelines for Vestry Meetings

Mother Barbara addressed Guidelines for Vestry Meetings:

- Try to hear what others are saying
- Comments will be kept to 2 minutes – if needed, will come back to issue
- We can agree to disagree
- Work toward agreements.

### Motions to Amend the ByLaws

A motion to change the terminology dealing with Budget and financial matters was presented by Pat:

- Adjust the terminology dealing with budget and financial matters to reflect proper accounting terms. The church operates on a cash basis and we do not have profits and losses but carryover balances from period to period. Pat Brown proposes we replace word “income” with “receipts,” and “expenses” with “disbursements” or “payments.”

Motion made by Pat, seconded by Steve. Motion carried.

Rick presented a motion to rename funds in the By Laws:

- In Article BL VI, section 3, last paragraph, change the word “Building” to “Capital” in two places. The paragraph now reads, “A separate Capital (formerly Building) Fund is managed by Edward D. Jones & Company. The Treasurer may arrange for disbursements from this account to the Operating account at (the) bank for Capital Fund expenses authorized by the Vestry. The Treasurer, Sr Warden, and Jr Warden are signatories on this fund.”

Motion to accept made by Steve and seconded by Lucinda. Motion carried.

### Streaming Ministry

The Streaming Ministry report was presented with a new proposal for equipment (see attached report). The proposal includes adding:

- Two handheld microphones for the Parish Hall – these are paid for, but not delivered
- Two handheld microphones for the Sanctuary
- Relocate camera in Parish Hall, moved above the TV so zoom participants can see the people in the meeting
- Two hanging microphones to capture the ambient room in Parish Hall – this will pick up music, discussion, etc.

Mother Barbara noted that the new purchases were still covered by the original amount of the Streaming Proposal, which Rick concurred with. Lucinda asked if this would complete the project, and Lorraine affirmed that it would. The only further expectation was creating a work station in the Parish Hall, which would be minor expense. Lucinda proposed accepting the proposal, seconded by Pat. Motion carried

### Building and Grounds

Rhys was asked about the HVAC proposal for the new furnace for the Parish offices. He was not on the Vestry when we received the proposal which was to be accepted by February 11, 2022. While the proposal was approved by the Vestry, there was some confusion about who would actually accept the proposal, but now Rhys will follow up and take care of finalizing the proposed work.

### Outreach Proposal

Lucinda brought an Outreach proposal from the Regional Office of Education. She explained that it is known that 80% of brain growth occurs in the first 3 years of life. A program called BASICS has been created for mothers and young children to participate in to help achieve that growth in the first few years of life and the Regional Office of Education is looking for partnerships to help with the program. For St. Paul's, this would involve allowing the program to use our space, perhaps once a week. There would be no cost, and there would be insurance coverage by the program. Plans are still being organized with a six month time line right now. It was agreed that Lucinda will share the proposals and pursue becoming partners.

### Vestry Retreat

Mother Barbara talked about a Vestry Retreat planned for Saturday, March 12<sup>th</sup>, from 9 AM to 3 PM, with catered lunch included. The book *God's Grace and Robert's Rules* would be used as a basis for discussion. All present at the meeting were agreeable on the date and time. The meeting will be in person.

### Endowment Committee Name

The members of the Endowment Committee have proposed changing the name to the Trustee Committee which better express the responsibilities of the group. After some discussion, it was motioned by Jennie and seconded by Pat to change the name to the Endowment Trustee Committee. Motion carried.

### Parish Housekeeper

Last month the Vestry approved offering Ellen, the Parish Housekeeper, a raise to \$1200 per month. Ellen has told Mother Barbara that she still plans to leave on April 1<sup>st</sup> and move out of the area. Mother Barbara explained that she would prefer to hire an individual rather than an agency to replace her, offering as high as \$1200 per month, for 20 hours per week. This person could use our equipment, rather than their own. We also could hire out specific tasks, such as window cleaning. It was agreed to ask for two or three bids and see who we find.

Lucinda also mentioned that the vacuum cleaner used in the Parish Hall is broken. While the vacuum repair business in DeKalb has closed, there is one in Rockford. Pat remembered that vacuum was purchased from Sears six or seven years ago. Lucinda will pursue more information on the vacuum's repair.

### Strategic Planning

Mother Barbara offered that it was time to think about strategic planning for St. Paul's, specifically finances and growth. When Rev. Stacy was here someone from Andrea Mysen's office at the Diocese came to lead discussions. It was agreed this was a worthy activity and Mother Barbara will pursue more information.

### Community Ministry

As a follow up, Mother Barbara also reported that St. Paul's has had a successful intervention with a homeless couple. Paul and Christy lost both their livelihood and their home within one month last year. With \$4000 or so over several months from the Rector's Discretionary Fund, they now have a new apartment and solid jobs at the Target Distribution Center. Lynne and Mother Barbara helped them find a car to get to work. They now have received \$7000 or so from an IRS refund and are well on their way to stability. A happy story to report.

### Adjournment

After Mother Barbara noted thanks to Rick for his reports and Lorraine for her proposals, Rhys motioned to adjourn, seconded by Steve. Meeting adjourned at 1:26 PM.

Respectfully submitted,  
Susan King  
Clerk of the Vestry

**Agenda Vestry Meeting,  
St. Paul's Episcopal Church  
February 20, 2022**

Opening Prayer – Mthr. Barbara

Review & Approval of January minutes  
Review, discussion & approval Treasurer's Report  
Review Music Ministries Report

**New and Carried Over Business**

- Motion to appoint Clerk of Vestry: Susan King, Administrative Assistant
- Guidelines for Vestry Meetings (Barbara)
- Motions to amend Parish By-Laws:
  - Clerk of Vestry no longer required to be a member of Vestry
  - Adjust the terminology dealing with budget and financial matters to reflect proper accounting terms. The church operates on a cash basis and we do not have profits and losses but carryover balances from period to period. Pat Brown proposes we replace word “income” with “receipts,” and “expenses” with “disbursements” or “payments.”
  - In Article BL VI, section 3, last paragraph, change the word “Building” to “Capital” in two places. The paragraph now reads, “A separate Capital (formerly Building) Fund is managed by Edward D. Jones & Company. The Treasurer may arrange for disbursements from this account to the Operating account at (the) bank for Capital Fund expenses authorized by the Vestry. The Treasurer, Sr Warden, and Jr Warden are signatories on this fund.”
- Streaming Ministry report and proposal (Lorraine)
- Bldg. and Grounds: Update HVAC situation (Rhys Prall)
- Report on potential outreach ministry (Lucinda Brunner)
- Dates/format for Vestry Retreat---Saturday, March 12<sup>th</sup>, 9 AM-3 AM

- Change name of the Endowment Committee to Trustee Committee: Discussion/Resolution proposal
- Parish Housekeeper (Barbara)
- Strategic Planning (Barbara)

#### Rector's Report

- Meetings with Streaming Ministry team, with Director of Music Ministries, Administrative Assistant, and Wardens on a weekly/monthly basis
- Pastoral visits/lunches & phone calls, spiritual direction
- Monthly diocesan and local “ministerium” Zoom meetings
- Weekly pastoral counseling appointments
- Ministry on behalf of St. Paul's to a formerly homeless couple, Paul Macdonald and Christy McGinnis (ongoing since November, 2021.)

#### Prayer and Adjourn

## Treasurer's Report February 20, 2022

I am happy to continue as Treasurer for another year. I find the job suits me quite well, although I am still learning how to do it efficiently. However, as specified in the by-laws, the vestry will need to elect me to this position for 2022. I also request that Pat Brown be elected Assistant Treasurer. She continues to be extremely helpful for me.

I want to walk the vestry through the monthly budget spreadsheet. There is a lot of information on it that may be a bit overwhelming at first glance. Also, I have made a few changes for 2022.

As of February 16, our Heartland Bank checking account balance stood at \$57,400.80. Along with our pledge income, this should see us through the next couple of months. We will not need to touch the Endowment Fund anytime soon.

We spent \$25,391.17 in January, and we took in \$12,080.00 from pledges and regular contributions. We also spent \$332 from the Flower fund and took in \$601 to the Rector's Discretionary Fund. As of January 31, the Discretionary Fund had \$1655 in it.

The Endowment fund is valued at \$2,289,042.37 and the Capital Fund at Edward Jones is \$31,438.50. I need to mention that I made a mistake in my 2021 annual report: the actual value of the Endowment Fund as of January 1, 2022 was \$2,448,372.35; I had reported a slightly higher value.

The vestry needs to decide whether to approve spending \$206 so the Davey Tree Co. can treat the ash tree that is inside the rectory fence for emerald ash borer. This company has treated it several times in the past, and, in my opinion, the treatment seems to be effective on ash trees generally.

I think the vestry should take a look at the snow removal bills we are getting from Marc's Lawn Service. The cost of salt for the sidewalks is quite large and apparently not covered by our contract.

I am not sure we are completely up to date with our Lakeshore Recycling payments—this is mostly a note to myself so it doesn't get forgotten. We are now paying them by ACH (automatic electronic payment), but previous to this month we were sending in checks that were not always cashed in a timely manner.

The Diocesan Parochial Report is due March 1 and (I think) needs vestry approval. I will have my portion of it done by next week.

A few other outstanding business items:

- We need to set up an audit.

- Setting up a meeting with Matt Myre, our Edward Jones advisor, would be useful.

- The junior and senior wardens need to sign signature cards at the bank and at Edward Jones.

Respectfully submitted,  
Rick Johns, Treasurer

# St. Paul's Episcopal Church

## Streaming Ministries

*Enhancing the Quality of In-Person and On-Line Worship Services*

Proposal: Additional Equipment and Updates  
Prepared for: The Rev. Barbara A. T. Wilson and The Vestry  
Date: Sunday, February 20, 2022

In January, 2022, The former Sound and Vision Workgroup identified additional and needed equipment to effectively use the Systems in both the Parish Hall and Sanctuary. As such, in collaboration with Steve Ginesky from Integrity Systems, the following is proposed:

Area	Descriptions/Items	Cost
Parish Hall	Equipment: Provide/Add <ul style="list-style-type: none"><li>▪ Microphone connectors on panel for hardwired mic use.</li><li>▪ Two (2) dynamic microphones with switches and cables.</li><li>▪ Two (2) boxes Mic Jacks and (2) round base microphone stands.</li><li>▪ Two (2) hanging mics-ambient sound for streaming (worship, meetings, musicians).</li></ul> Relocate one camera (to above TV)	
Sanctuary	Provide/Program/Install: <ul style="list-style-type: none"><li>▪ Wireless Microphone System Two (2) hand-held wireless microphone.</li><li>▪ Reprogram system (signal processing to accommodate new inputs).</li></ul>	\$2,332.96
Cost	Tax	0.00
	Shipping	45.32
	Labor	1,752.20
	<b>Total</b>	<b>\$4,130.48</b>

The 2021 Vestry approved the project for \$65,000.00. Expenditures to date have totalled approximately \$60,000.00.

Respectfully Submitted,  
Lorraine Langer

Streaming Ministries  
*Hannah Buckle*  
*Peg Newby*  
*Gretchen Schlabach*  
*Katt Scott*