

## Vestry March Minutes 3/26/2023, 12:22 PM

Present: Jennie Cummings, Freyja Rasmussen-Johns, Michael Wise, Pat Brown, Steve DeGolier, Lori Judkins, Marilyn Cleland

Absent: Mother Barbara (ill)

Guests: Susan King (Clerk), Rick Johns (Treasurer)

Jennie set up to zoom and record. the meeting for Mother Barbara, who was ill.

The meeting was opened with a prayer from Jennie. Freyja requested that we express our gratitudes, which came for new grandchildren, a new move, a daughter recovering, new puppy, and Fr. Bob's sermon this morning.

The minutes of the Executive Meeting held after the Annual Meeting were reviewed, and Jennie motioned for approval, seconded by Freyja and Lori, and were approved.

The February minutes that had been distributed were also motioned for approval, seconded by Steve and Freyja. Minutes approved.

The resignation of Rhys Prall from the Vestry was noted, and that Marilyn Cleland has been appointed to fill his term.

### Treasurer's Report

- -There is money in the checking account as \$10,000 was transferred from the Endowment Fund at the advice of Matt Myers due to the volatility of the stock market.
- -Capital Campaign funds are in an interest bearing account at Edward Jones. 98% of the \$50,000 requested has been pledged, and 2/3's of pledges have been collected.
- -A Garden Fund has been established for the Green Team and has \$200 in it, and \$500 has been donated for the care of the rose garden.
- -The spire spruce will be treated for mites and mold this year and we will see how it responds. \$325 was collected for its care.
- -The Parochial Report was submitted on time.
- -Rick expressed concern about how Clay, a student who has been helping with the Stream Team, has been paid, and how she should be paid. He does not think this should be Discretionary Fund expense or that Mother Barbara should shoulder the expense, but the decision to hire her should be a Vestry issue.
  - There was also concern expressed about whether a background check would be needed and Safe Church training, but a 1099 contractor would not incur payroll tax or insurance requirements or need a background check or training.

- There are also people who volunteered to be team members, and there was concern about training and scheduling people who offered to serve.
- Jennie expressed that she felt the issue of hiring Clay should be discussed with Mother Barbara first, and would bring the issue to the Vestry.
- The issue of background checks for all will be discussed when Mother Barbara is in attendance.

A motion to approve the Treasurer's Report was seconded by Pat and Marilyn and the Report was approved.

Jennie noted that the Rector's Report was included in the agenda for today's meeting.

#### Vestry Responsibilities

Vestry responsibilities include Safe Church Training certification, knowledge of processing the offerings (will train), checking the doors and lights and panic buttons and knowing how to use the AED machine. Peg and Jocelyn have offered to set up trainings on the machine.

#### Goals and Hopes

Michael expressed that many churches go to a summer schedule and he would hope St. Paul's could go to one service during the summer, perhaps earlier at 9:30 AM.

#### Path Report

This month's signs have a more religious theme as we prepare for Easter. Marilyn plans one more set before the end of the spring semester, and possibly during the summer semester. She hasn't yet connected with NIU arts departments but would like to offer the pathway signs as an expression for students. Perhaps the Grace Place students would like to be involved, and Marilyn will discuss with Jo Plenger Schulz, our representative on the Grace Place board.

#### Technology, ECW and Building Reports are in the Agenda.

Steve from Integra will be talking to Hannah about issues she has found with the streaming equipment. The website should have more pictures, so please be sure to remind people to take pictures of events.

#### Spring Cleanup

Planning on April 22<sup>nd</sup> and hoping to connect with NIU Cares students. We still need someone to volunteer to oversee the students. Another clean up day may be scheduled for April 29<sup>th</sup> to wash windows and other inside tasks. Rhys should be present and Steve offered to help.

### Lobster Boil Event

Rhys has suggested planning a Lobster Boil for the church as a fellowship gathering on May 13<sup>th</sup>. Rick will be checking for lobster prices. We might think about inviting the community – perhaps old customers.

### Other

While we would like Hannah to stay on, we might also think about what might be done if she doesn't decide to continue as Music Director.

Pat continues to investigate a book lending library kiosk. Altrusa is willing to support the idea.

The Vestry will continue with an Executive Meeting after the regular meeting closes. A motion to close the meeting was made, seconded by Lori and Marilyn. Regular Meeting closed at 1:25 P.M. after a brief prayer from Jennie.

Respectfully submitted,  
Susan King  
Clerk of the Vestry

Attached  
Agenda  
Treasurer Report narrative  
February Vestry Minutes

### **March Vestry Agenda**

Prayer

February and Special January (missed approval last month) Minutes.

Vestry member changes

Treasurer's Report

### **Rector's Report for February-March**

-Led Grace Place worship two consecutive Wednesdays

-Pastoral visits, and home visit; phone conversations

-Taizé service prep and follow through at the service

-Staff meetings, lunch with Susan

-Communications with diocese regarding "Safe Communities;" and prep for retirement

-Prep for adult education, "Episcopal 2.0" and book study "Entering the Passion of Jesus"

-Sermon prep, 10-20 hrs. week

Vestry responsibility- Safe Church cert; Knowledge of Processing Offering, Lights/Doors, Panic Buttons, AED machine.

People's goals/hopes for the coming year.

Technology Report

ECW Report

Contemplative Pathway Report

Fellowship Report- Classic Movie Series; Future Fellowship Dates After Holy Week

Music; Sound & Vision Report- no report submitted.

Spring Cleanup Dates- April 22 and April 29.

NIU Cares Day April 22- need volunteer to direct students if we sign up and are approved. Jennie &

Freyja are not open that day. Rhys and Steve agree to collect free city mulch to the parking lot. This will be done once the tankless water heater is installed and Rhys's truck is free.

Donation to the Garden Fund will be publicized. – Pat.

If students can assist with putting mulch around the trees on April 22, perhaps a second cleanup day

....can cover various other things outside and inside.

Prayer

**Executive Session.** (To go into executive session a member must make a motion, it needs a second and is debatable. It takes a majority vote to adopt. If the members vote to go into executive session, all nonmembers must leave the room until the board votes to end executive session. Minutes should state that the members voted to go into executive session and the reason for doing so. It also might be helpful to include the time the board went into executive session and when it ended executive session.)

### **Technology Report**

New Printer Installation & Training 3/30/23 (Susan) (Contract Signed)

Printing of updated Directories- Susan.

Requesting more pictures. Choir, Coffee Hour, Movie Night, Book Study, Taize, etc.

Name tag board updated.

ECW plans to meet monthly on the third Sunday at 11:00 with the place and organizers to be rotated.

Quarterly rotating charity basket idea to be discussed with rector by Peg. First: Barb Food Mart.

Saturday Movie Series-the first two of three have been well attended and received.

Contemplative Pathway- new signage completed- Marilyn

Music; & Sound/Vision Reports- Hannah (Requested but not received.)

**Building & Grounds Report**

- Contracts signed for treatment of Spire Spruce; Emerald Ash Tree with Davey Tree; Lawn Mowing with Marc’s Lawn. Snow contracts to be determined in August.
- Tankless water heater to be tested in basement restroom. They are expensive. Both basement restrooms had a shared forty-year-old water heater. We expect the overnight biking group June 23 and want to have hot water for them. The sacristy sink has a separate water heater housed in the furnace room. Future tankless water heaters will be considered in the future.
- Sanctuary ceiling repairs to be on hold. We will continue to monitor the new gutters with the spring rains. The ceiling is not urgent.
- Nicor Energy Assessment Report. Suggested that B&G change the (8) furnace filters monthly with the cheap type to enhance longevity of furnaces to pull less with debris in filters.
- Contract requested for HVAC Spring Check from DeKalb Mechanical. Jennie reviewing the (4) thermostat settings with the time changes and the season changes. Requesting pricing on a more variable thermostat for the one near the office. Currently, the temperature is set for the week and for the weekend. The building is not occupied on Saturday and Monday.
- Helm- Furnace Exhaust repairs complete.
- Go Green Team may meet 4/5 @10am with Building/Grounds to discuss white clover seed cover and intention planting beds throughout church campus. Sustainable, realistic plan with current manpower. “Pay as you’re able” garden market being discussed.
- Panic Buttons to be tested in April as a regular check.

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**Vestry Special Meeting Minutes**

January 29, 2023, Immediately following the Annual Meeting  
Rick Johns was nominated and approved for St. Paul's treasurer.  
Pat Brown was nominated and approved for St. Paul's assistant treasurer.  
Susan King was nominated and approved as Clerk of the Vestry as our church Administrative Assistant.  
Attendance: Mother Barbara, Jennie, Freyja, Steve, Michael, Lori, Pat, Rick.

1/29/2023 Church attendance 25.  
1/29/2023 Annual Meeting attendance 25 in person + 5 on Zoom. Zoom: Dickows, Mounts, Maureen Gerrity.  
Streaming support: Hannah, Peg.  
Annual meeting clerk: Jocelyn.  
Pledging units 23 down from 26.

## Treasurer's Report March 26, 2023

As of March 25, our Heartland Bank checking account balance stood at \$131,116.40. The Endowment committee has a meeting scheduled for March 28, where we will discuss church finance matters more thoroughly.

We spent \$19,974 from our General fund in February, and we took in \$9,571 from pledges and regular contributions. As reported last month, I drew \$100,000 from the Endowment Fund, which will carry us for several months. So far in 2023 we have spent 17.8% of our annual budget, and because of the Endowment Fund contribution, we have taken in 46.8% of our expected revenue. We are 16.7% of the way through the year.

The Rector's Discretionary Fund has \$468 in it. We took in \$422 and spent \$0 from our revolving and pass through funds in February.

We have \$200 in the Garden Fund. One of our parishioners has donated \$500 to take care of the roses; this is going to require some attention from our Green Team. We also have taken in \$325 towards protecting the spire spruce: anyone who has pledged money for this cause should send it in, because the treatments will start soon.

I have transferred \$10,000 of Capital Fund money to our interest-bearing account at Edward Jones. We have \$7,753 in Capital Funds in our Heartland Bank checking account to cover our expenses. On this subject, we have finally received a bill for furnace duct work from Helm: \$2,045. The ducts were leaking rainwater into the basement.

As of February 24, the Endowment fund was valued at \$1,842,263.23. The Capital Fund at Edward Jones was \$41,870.88 (this doesn't include the \$10,000 transfer mentioned above). Our Apache stock was worth \$331.02 on November 22.

We have received an additional \$8,500 for the Capital Campaign in February. Thank you everyone!

On my to-do list: I have to chase down a couple of bills for computer items that got automatically renewed despite our efforts to stop them. We still need to get the bank signatures changed. I have been out of town a lot this month and haven't been able to get anything scheduled. However, I have changed the safe combination; Pat Brown and Susan know the new combination.

As mentioned by Mother Barbara, the Parochial Report for 2022 was submitted on time.

The vestry needs to discuss the hiring of Clay Lancaste to run the Zoom equipment. If she is being paid through the church bank account she will need to fill out paperwork, and get a 1099 form listing her income at the end of the year. If she is paid more than \$600 this needs to be reported to the IRS.

Respectfully submitted,

Rick Johns, Treasurer

## Vestry February Minutes 2/19/2023, 12:20 PM

Present: Mother Barbara, Jennie Cummings, Freyja Rasmussen-Johns, Michael Wise, Pat Brown  
Absent: Steve DeGolier, Lori Judkins, Marilyn Cleland  
Guests: Susan King (Clerk), Rick Johns (Treasurer)

The meeting was opened with a prayer from Mother Barbara.

Mother Barbara distributed a “Vestry Covenant” she would like members to adopt. A motion was made by Freyja and seconded by Jennie to adopt the document as guidelines for Vestry members actions.

### January minutes

A question was asked by Jennie about the date that the Safe Church training needs to be completed. It appears that the required completion date is in May from what the Diocesan reports say. A motion was made to approve the January minutes by Freyja, seconded by Michael. Minutes were approved.

### Treasurer's report

- Rick has taken \$100,000 out of the Endowment Fund on the suggestion of our Edward Jones advisor, given the volatility of the stock market.
- The Endowment Committee will meet on March 25<sup>th</sup>.
- January expenses were a bit more than usual as some quarterly payments were due, such as the property insurance.
- A \$2,000 check was delivered to Youth Services. Freyja observed that we should have some publicity about that donation. Jennie will ask for a photo op so the media can be notified.
- The Capital Fund will be put into a separate account to earn interest. We have \$26,000 of the \$48,000 pledged. There is a small fund called the “Apache Fund” – it represents a previous donation but is hard to roll over into regular funds.
- Rick has sent a budget spreadsheet to vestry members and observed that nothing is out of line right now.
- The congregation has no outstanding debt.
- An appointment with the bank has been made to change signatories on the accounts.
- It was suggested to perform another internal audit this summer.

Freyja moved, seconded by Jennie, to approve the Treasurer’s Report, Motion carried and the Treasurer’s report was approved.

### Building and Grounds issues

Jennie reminded that while the Rectory has a security system, the church only has smoke detectors connected to Alarm Detection Systems. The panic buttons discussed have been now added and are functional. A quotation for a camera at Door 4 was received from ADS. The cost would be \$720 to install and \$52/month to monitor. It can be managed by an app on a phone, as a Ring doorbell is. Since several people were not at this meeting, Jennie decided to table a vote on the system.

Davey has sent a proposal for emerald Ash borer treatment on the Ash tree in the rectory back yard. There is a \$212 yearly soil treatment and an every other year \$266 trunk injection. Mother Barbara and Lynne have absorbed this cost in other years but it was agreed that the parish should take over payment.

The other treatment advised was for the Spire Spruce near Door 8 in the breezeway which seems to have some kind of infestation. The early spring treatment would be \$225/year. There was a motion by Jennie to request donations to preserve the tree, seconded by Pat. Motion carried.

### **Rector's Report**

The agenda covers Mother Barbara's activities for the month. She added that there was an ElderCare meeting this month, too.

### **Hopes for the Coming Year**

- Freyja would like to see the Garden Market resurrected as an outreach. Usually was done once a month and we still have the tables and tent. This might be a way to get people involved who might not be gardeners per se. We would still charge a nominal fee for produce as people are resistant to charity. The Green Team will be meeting on Friday and Freyja plans to attend.
- Rick feels there's a lot of equipment in the church that we don't know about. When Peg gets back he'd like to schedule a meeting with Pastor Mack to get more up to speed on what we have available.
- Another idea for outreach would be Garage Sales, perhaps at the end of summer and the same day as a garden market. Might be things students would be interested in. Items for a sale could be stored in the St. Timothy Center.
- We could have a library booth. There is a National Little Library group that helps organize lending libraries and Pat has seen a weather proof booth used. Pat will check into what could be done.

### **Vestry Responsibilities**

One of the responsibilities of the vestry is to process the offerings from the services. Please continue training with Safe Church program. The panic buttons have been activated and Jennie will make signs to remind people to use the buttons. It would be good if the Stream Team had one during services.

### **Background Checks**

All staff are supposed to get background checks when hired (both Mother Barbara and Susan had background checks performed). The Diocese also recommends credit checks, though not required. Rick and Pat noted that the Treasurers are bonded with our Church Insurance policy. Michael commented that if you don't determine criteria for what would be acceptable, there wouldn't really be a point in a credit check. Mother Barbara will explore further.

### **Mutual Ministry Review**

Father Mike Dwyer, who is currently our Dean, and who helped with mediation last fall, advised doing the Mutual Ministry Review with an outside person. Essentially, the Vestry members grade themselves on how they feel they are performing. It is more of a discussion than judgement about what is good and what could be better. Mother Barbara would like the Treasurer to be part of it. She will talk to Fr. Dwyer to set a date, probably after Easter.

### **Taize**

Mother Barbara proposed doing the Taize evening on Good Friday and not in May-June-July. Several other schedules were discussed perhaps quarterly instead of monthly. The attendees seem to be mostly from the community, not just parishioners. As Mother Barbara and Lynne will be leaving in the summer, perhaps we could ask Pastor Bob Hanson and his wife to help plan, and John Novak had expressed an interest. Mother Barbara will write a press release for the Good Friday gathering, and will explore more dates.

### **Other**

- Nicor will be conducting an energy assessment on February 21<sup>st</sup>. The assessment is free. It was last done about ten years ago when Mike Duffy was here.
- There is an ECW luncheon on Saturday, February 25<sup>th</sup> at Panera Bread.



- Comcast will be installing a new modem on February 28<sup>th</sup>. Jennie was able to review the service and find a reduction of \$50/month.
- The Ulman Foundation 4K for Cancer bikers, who have come here the last two summers, will be staying overnight on June 23<sup>rd</sup>. We provide them with dinner and breakfast.
- Integra has ordered the new copier and will install when it comes in.
- Susan would like to ask that people take photos of events.

**Next Meetings**

As Freyja will be out of town on March 15<sup>th</sup>, The Vestry Meeting was moved to Sunday, March 26<sup>th</sup>.

Pat motioned to close the meeting at 1:43 PM, seconded by Jennie. Motion carried

Mother Barbara offered a closing prayer.

Respectfully submitted,  
Susan King  
Clerk