



VESTRY MEETING MINUTES

Date: June 11, 2019

Attendees: Rev. Ellen Ekevag, Rev. David Jackson, Andy Dolliff, Kathleen Valenta, Marc Borge, Kathy Lampert, Matt Longo, Rachel Rivera-Weaver, Jenn Vince, (Adam Harp - Treasurer)

Secretary: Sue Jasiak, Call to order at 7:05 pm

Absent: Drew Beyer, Marc O'Brien, Katherine Valenta, Lily Dolliff

Also present: George Tarasuk

Agenda:

I. Formation

Opening Prayer by Rev. Ellen

II. Information

- POP – George presented information about ticketing software; discussion included “Arts People” software program which covers event ticketing, fundraising, marketing, and database storage. This will likely increase attendance by keeping track of and contacting our target audience and will make online ticket selling infinitely easier. The cost is based on ticket sales, not fundraising and adds a 3% convenience fee to the ticket price which is paid by the purchaser, not the church. **Motion for the POP committee and the Warden’s to choose and implement a ticketing software program by Kathy L, 2nd by Rachel RW – Passed**
- May Minutes – **Motion to approve May 21st minutes with discussed changes by Kathy L, 2nd by Andy D – Passed**
- Treasurer’s Report – \$7K as of 5/31, \$16K lower than Apr 2019 and \$9K lower than May 2018, slightly below budget (projections say that cash can possibly turn negative in July); we do have reserve cash so we won’t overdraw the account; Wardens will talk to LG about the water bill discrepancies; about \$59 K in EEC organ fund, \$52K of that in CDARs – our investment strategy for the CDAR’s has been working well considering what is happening with interest rates; Sue J and Marc OB to work on reviewing/adding proper signers to GAC Memorial Fund and Emmanuel Memorial Fund accounts at FNBLG; **Motion to accept the Treasurer’s report by Kathy L, 2nd by Marc B – Passed**
- Line of Credit – Discussion about whether or not to renew the \$25K LOC that we currently have with FNBLG, \$25K, 3 year term, rate: prime +1%, floor of 6.5%; Adam to confirm info on several questions that came up regarding fees and collateral needed; **Motion to authorize Adam H to investigate and move forward with renewing the LOC based on the terms presented by Andy D, 2nd by Kathy L – Passed**

- POP Report – Capital Campaign – be ready to discuss progress of phone calls by the August 20th meeting

III. Discussion/IV. Decision

- Building and Grounds – Kathy L presented information about the roof leak in the church, B & G guesses that the repair would cost about 3K-5K, we have used CD Construction in the past and he has done good work for competitive prices; it was decided that B & G should get an estimate from CD Const and get additional estimates if it is not too costly (may have to erect scaffolding to even get an estimate). In addition, the handicap door just outside the south entrance to the sanctuary will be repaired and painted (red). It will take about 2 weeks to complete; all repair work is being donated by a parishioner.
- Columbarium – There is a plan to sell more bricks for the walkway leading to the Columbarium. In addition, the current cost for a single space in the Columbarium is \$2500 and a double space is \$3000 (the double space is “shared”), when we called around for comparative pricing, we found that we are below the market, new pricing structures and marketing plans were discussed including a tab on the website with pricing, pictures, and list of spaces available, also currently the contract specifies no refunds. **Motion to increase niched prices to \$4500 for a single space and \$6000 for a double space to begin in Fall 2019 by Marc B, 2nd by Matt L - Passed**
- “Close the Gap” Campaign – will ask Andy D, Kathleen V, Marc OB, and Cindy Mottl to run campaign over the summer, we have had some unanticipated expenses: roof, water bill, tuckpointing. The Vestry has proactively created other solutions to the shortage, including raising prices in the Columbarium, acquiring ticketing software that will raise awareness and increase sales during the concert season, selling walkway bricks, and increasing the prices for renting the church for events.
- Notre Dame Choir Concert – Discussed an issue brought by the POP committee that corporations are hesitant to donate if the money does not benefit Notre Dame directly. The Vestry supports the idea of giving a percentage of the net proceeds from sponsorship revenue. **Motion to donate a percentage (not to exceed 50%, to be decided on a case-by-case basis) of the net sponsorship revenue to Notre Dame Cathedral by Marc B, 2nd by Andy D – Passed**
- Lighting issues in sanctuary are being resolved.
- Tree near St. Francis’ Garden is alive but diseased – may have to remove it but it was decided to put it off for now.
- New domain name is www.emmanuelg.org

V. Review of Action Items

- Counting is going satisfactorily

IV. Closing Prayer

Ending prayer by Rev. Ellen at 9:20pm

Next Meeting: August 20th - no meeting in July
