

Vestry Meeting Minutes

3/16/2021

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7:00 pm on 3/16/2021 via Zoom (due to Coronavirus-Stay at Home orders) by Reverend David Jackson

Present

Reverend David Jackson (Rector)
Marc O'Brien (Senior Warden)
Matt Longo (2022)
Dorren Gertsen-Briand (2023)
Mary Borge (2024)

Drew Beyer (Junior Warden)
Terry O'Neill (2022)
Kathy Lampert (2023)
Andy Dolliff (2024)

Diane Coutre-Clark (2022)
Cliff Egel (2023)
Leslie Stahulak (2024)

Non-Voting

Adam Harp (Treasurer)

Kathleen Valenta (Clerk)

Judy Staiano (Administrator)

Absent - Hadley Weaver Rivera (Youth Representative)

I. Formation

- A. Minute of Sanity
- B. Opening Prayer - Drew (Matt next month)
- C. Check -In

II. Information

- A. [February Minutes](#) - Motion to Approve (Cliff Egel) & 2nd (Terry O'Neill) - Motion Approved

Counting Schedule Update

- B. **Week 1** – Dorren & Drew
- C. **Week 2** – Andy & Terry
- D. **Week 3** – Matt & Mary
- E. **Week 4** – Kathy & Leslie
- F. **Week 5 and Subs** - Kathleen & Volunteer

- B. **Treasurer's Report** - Motion to Approve (Kathy Lampert) & 2nd (Marc O'Brien) - Motion Approved

[Full Report](#)

1. Operating cash balance of \$69k at February 2021 month-end, \$1k lower than prior month.
2. General giving income for February was \$19k. February YTD general giving an income of \$42k is \$2k below budget.
3. Total operating revenue for February was \$44k. February's YTD's total operating revenue of \$102k is \$20k above budget.
4. The SBA Paycheck Protection Program (PPP) loan debt was 100% forgiven in February. The debt forgiveness income of \$24,330 was recorded as Miscellaneous Income, which is included in total operating revenue.
5. The total operating expense for February was \$22k. February YTD's total operating expense of \$42k is \$6k below budget.
6. Organ fund month-end cash balance in the Emmanuel bank account was \$55k. Including the Friends of Casavant account, the total organ fund cash balance was \$78k. Note that a portion of this cash must be held in reserve for potential refunds for the canceled Notre Dame choir concert. The total remaining contractual payments due to the organ restoration vendors is \$47k.
7. The organ restoration loan contract with FNBC Bank was finalized in October 2020. The total amount drawn on the loan was \$125,000 as of 2/28/2021.

C. POP Report

[Full Report](#)

1. Organ Repair is complete with George's Approval
2. We have rescheduled the Clive Driskell-Smith concert for Saturday, 9/25.
3. We discussed a party in June (we proposed a Sunday afternoon, 6/6, 6/13, or 6/20) as a celebration for our members.
4. Currently Owe - Weiler 49K **Motion to Approve (Mary Borge) & 2nd (Dorren Gertsen-Briand) - Motion Approved**

D. Building & Grounds

1. \$10,000 estimate to repair the stained-glass windows - this is the original window company. The replacement value is approx. \$4,000 per window.
2. New lock on breezeway doors - on east and west side will be replaced and new keys distributed as needed.
3. Kathy Lampert will prepare a list of building and grounds repairs for the vestry so they can make informed decisions to prioritize work.

E. Wardens' Reports

Marc O'Brien and Andy Dolliff met to discuss the parish's strategic planning. Next month the vestry will be brought into the process.

Phone Calls: Vestry members are beginning their calls and will contact their people by next month.

F. Rector's Report: COVID update

1. Discussion of Easter services and how to accommodate our parishioners as well as any visitors. Unfortunately, we will need ushers to let people know that reservations are required. Dorren Gertsen-Briand suggested that tables be set up outside to accommodate guests and gathering space. Mary Borge would be interested in helping to set this up.
2. Possibly New part-time staff member - See IIIC

III. Discussion

A. [Stained glass windows](#)

Kathy Clark presented the project to repair the stained-glass windows. Willet & Hauser - Original proposal - repair of the 5 windows in the north aisle as well as replacing stained glass pieces in the doors. Mary Borge suggested that we look into grants for funding. Marc O'Brien suggested we look into another company - Botti that has repaired our windows previously.

Motion tabled until next meeting.

- B. DEW IV Fund (M. Longo) - \$5,700 is available this year (\$134, 000 in Fund... it pays out 5% per year) Adam suggested taking the disbursement for 6/30 from the Endowment. \$1,050 will be added to the fund based on donations to the fund.
- C. Staffing discussion - An opportunity has arisen about a part-time priest to work at Emmanuel. They would begin in September, and probably ¼ time. This person is good at preaching, formation, and outreach social justice work. The position is already funded and approved by the parish in the annual budget. The vestry is excited about this opportunity. Rev. David will put an announcement in the Rector's report and vestry members will follow up with phone calls to their parishioner.

D. Vestry formation webinar opportunity

IV. Decisions

A. Q1 disbursements to: Major maintenance - \$1,500 per quarter Pledge to Diocese-\$1,875
Motion to Approve (Kathy Lampert) & 2nd (Drew Beyer) - Motion Approved

B. Outside groups using our space - Discussion ensued regarding singing groups' use of our space. All groups would be wearing masks. Capacity limits will be in effect. This will apply only to groups that have previously utilized the space. Cleaning of the rows will need to be done before the Sunday service. Moved that LT Madrigals and Spirito's may use the space with the above stipulations.

Motion to Approve (Kathy Lampert) & 2nd (Terry O'Neill) - Motion Approved

C. Approval of the organ bench - above

D. Purchase of the computer for streaming services and events. **Motion to Approve (Kathy Lampert) & 2nd (Leslie Stahulak) - Motion Approved**

V. Closing Prayer -Closing Prayer – Led by Rev. David

Minutes submitted by Kathleen Valenta, Clerk

Minor amendments made by Judy Staiano with Vestry approval, April 21, 2021