

EMMANUEL

Episcopal Church



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Vestry Meeting Minutes

12/15/2020

Opening

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7:06 pm on 12/15/2020 via Zoom (due to Coronavirus-Stay at Home orders) by Reverend David Jackson

Present

Reverend David Jackson (Rector)
Kathleen Valenta (Senior Warden)
Marc O'Brien (Junior Warden)
Marc Borge (2021)
Sue Jasiak (2021)
Matt Longo (2022)
Drew Beyer (2022)
Rachel Weaver Rivera (2022)
Dorren Gertsen-Briand (2023)
Kathy Lampert (2023)
Cliff Egel (2023)

Non-Voting

Adam Harp (Treasurer)
Andy Dolliff (Clerk)
Judy Staiano (Administrator)

Absent

Katherine Valenta (2021)
Hadley Weaver Rivera (Youth Representative)

Formation

- A. Minute of Sanity –
- B. Opening Prayer – Dorren Gertsen-Briand
- C. Check-Ins

Information & Discussion

- A. **November Minutes – Motion to Approve Dorren Gertsen-Briand & 2nd Marc O’Brien**
 - a. **Motion Approved**
- B. **Treasurer’s Report (November) –**
 - a. **Operating cash balance of \$66k at November 2020 month-end, \$17k higher than October 2020 and \$43k higher than November 2019. (Note: The \$66k includes \$7.5k of 2021 pre-paid pledges.)**
 - b. **General giving income for the month of November was \$24k. November YTD general giving income of \$206k is \$37k below budget.**
 - c. **Total operating revenue for the month of November was \$26k. November YTD total operating revenue of \$252k is \$52k below budget.**
 - d. **Total operating expense for the month of November was \$16k. November YTD total operating expense of \$250k is \$57k below budget.**
 - e. **Organ fund month-end cash balance in the Emmanuel bank account was \$8k. Including the Friends of Casavant account, the total organ fund cash balance was \$23k. Note that a portion of this cash must be held in reserve for Queen of Hearts payouts and potential refunds for the cancelled Notre Dame choir concert.**
 - f. **The organ restoration loan contract with FNBC Bank was finalized in October 2020. Emmanuel took its first draw on the loan on 10/30/2020 in the amount of \$40,000. Emmanuel took its second draw on the loan on 11/18/2020 in the amount of \$85,000. The total amount drawn on the loan was \$125,000 as of 11/30/2020. In November, organ restoration installment payments were made to Casavant Freres (\$80k) and JL Weiler (\$49k). The total remaining contractual payments due to the organ restoration vendors is \$47k.**
- C. **POP Report – Minutes taken over by Judy Staiano as clerk, Andy D had to leave**
 - a. **Discussed Organ rededication concert at the end of January, which will be livestreamed? Free link will be given, but donations welcomed, especially for Notre Dame ticket holders. Corporate sponsors of ND concert (already given money) should be given an ad in our on-line program – with live links to their companies website as a thank you**
 - b. **As it is free it solves the copyright issues. We should buy a license for our concerts anyway, as it will cover us for the whole year and other concerts – it will be \$280 per year for in person, or \$450 for in person & streaming for ticketed sales. Perhaps Friends of Casavant could pay for that?**
 - c. **QofH raffle, we have to have a location to run the raffle, our legal obligations to the raffle/venue/ticket-holders, still under investigation through Marc O’Brien and his legal friends.**
- D. **Building & Grounds**

- a. Regarding the roof leak, we were able to 'tag' on to the end of a neighbors rental of a cherry picker – to repair the roof leak which has been leaking for some time above the baptismal font. Clarence and Dan were able to reach the high roof with the man-lift - Dan Mottl organized and paid for the cost of a one-day rental and pick-up of a man-lift or cherry picker through Sun Belt rentals. He had said he didn't want reimbursing but the committee feels he should be reimbursed. Vestry agreed - Motion made by Kathy Lampert to reimburse Dan Mottl for the \$643.92 expense incurred with this man-lift, seconded by Drew Beyer, Motion Passed
- b. We still need to address in 2021 other buildings issues, such as tuckpointing on the south face wall of the South building, we need to purchase a new stove, and the flooring for the KCC. None are urgent currently.

E. Wardens Report.

- a. Touch Base with your Check-Ins buddies, still very important during Christmas period, if need help please let us know.
- b. Looking for vestry members to replace outgoing Marc Borge, Sue Jasiak and Rachel Weaver-Rivera. Also Kathleen Valenta leaving after serving both her full terms as Junior and Senior wardens. We are looking for a nomination for a Junior Warden, as Marc O'Brien becomes the Senior Warden.
- c. Annual meeting set for January 31 st .

F. Rectors Report –

- a. Final report on live streaming project, all installed, came in at \$3,990 - which is under the \$4k agreed at last vestry meeting (Nov). May need to spend a little more for tweaking. First test of livestreaming will be the Blue Christmas service and Christmas Eve, 2 services. Dorren added that in order to subscribe to YouTube, you need a google or gmail account. Should we post about how to share (for non-parishioners)?
- b. Stewardship Update, so far we have pledges to the value of \$151,005, we are happy so far because after analyzing the data, roughly half of the pledges are new or increased from last year. Our goal for the budget is \$202,000. If we reach that we should have a balanced budget to present in January. The final numbers in the budget will decide whether we can afford a new part-time staff member. We need to agree on a budget before the next Vestry meeting (Jan 19 th). Kathleen is encouraged by the pledges, and Sue stated that the numbers show that we have committed parishioners.
- c. POP loan draw update – the interest payments on the loan will be \$300 per month. April 1st , 2021 will be the first full payment due, and payments will be by direct debit. How should we account for the payments. It should be listed in the general ledger for clarity and transparency. Should the payments be taken from the general fund or from the POP fund. Sue said to deduct from POP funds, all agreed.
- d. Blue Christmas, Dec 21 st at 7pm and Christmas Eve Services will be online, as per the Bishop's mandate. Christmas Eve at 3pm will be a family service, with a sermon designed for children. The 11pm service will have incense, and we

will keep our string quartet, with music on the piano. Livestream services will be available live on the website, through FB and You Tube, replays will be available for as long as we want to make them accessible.

G. Discussion of Bishops election process and result and consecration. No notes taken.

H. Decisions:

- a. see B & G report above for more detail, Motion made by Kathy Lampert to reimburse Dan Mottl for the \$643.92 expense incurred with this man-lift, seconded by Drew Beyer, Motion Passed
- b. Staff salary – proposed increase in line with Social Security 1.3% we should agree (or not) in December meeting for clean accounting Jan 1st start. For Rev. Dave we should continue to pay for continuing education, as we do not pay for his phone or health insurance. All agreed. Motion to approve staff salary increase by 1.3% , which would put Clarence’s hourly rate up to \$15.87 (from \$15.67) for his generally designated hours between 25-30 hours per week, calendar dependent, Motion made by Marc O’Brien and seconded by Kathy Lampert. Motion Passed
- c. Rev. Dave’s housing resolution will remain the same, motion to accept made by Sue Jasiak and seconded by Marc O’Brien. Motion Passed.

Closing Prayer – Led by Reverend Dave.

Minutes submitted by: Andrew Dolliff, Clerk and Church Administrator Judy Staiano