

## Vestry Meeting Minutes

2/16/2021

### Opening

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7:00 pm on 2/16/2021 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)

#### Non-Voting

Adam Harp (Treasurer)

Absent - Hadley Weaver Rivera (Youth Representative)

Drew Beyer (Junior Warden)

Terry O'Neill (2022)

Kathy Lampert (2023)

Andy Dolliff (2024)

Diane Coutr -Clark (2022)

Cliff Egel (2023)

Leslie Stahulak (2024)

Judy Staiano (Administrator)

### I. Formation

A. Minute of Sanity

B. Opening Prayer - Marc

C. Check -In

### II. Information

A. January Minutes - Motion to Approve Marc O'Brien & 2<sup>nd</sup> Drew Beyer - Motion Approved

B. Treasurer's Report - Motion to Approve (Dorren Gertsen-Briand ) & 2<sup>nd</sup> Kathy Lampert) - Motion Approved

#### Full Report

1. Operating cash balance of \$70k at January 2021 month-end, \$9k lower than December 2020.
2. General giving income for the month of January was \$23k, including \$11k of 2021 pledges which were pre-paid in 2020 and recorded as income in 2021.
3. Total operating expense for the month of December was \$20k.
4. The annual distribution from the Endowment Fund was received in January (\$33,560).
5. Organ fund month-end cash balance in the Emmanuel bank account was \$45k. Including the Friends of Casavant account, the total organ fund cash balance was \$67k. Note that a portion of this cash must be held in reserve for Queen of Hearts payouts and potential refunds for the canceled Notre Dame choir concert. The total remaining contractual payments due to the organ restoration vendors is \$47k.
6. 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 1/31/2021.
7. Emmanuel is still awaiting a response from FNBC Bank on its application for the forgiveness of the SBA Paycheck Protection Program (PPP) loan of \$24,330 received in April 2020. A response from the bank is expected in the next few months.
8. Per the January Vestry meeting, the following Operating Cash surplus transfers were completed in January:  
Receiving Fund Amount Endowment Fund (\$ 15,000) Organ Fund (\$ 10,000) Major Maintenance Fund (\$ 8,500)  
Operating Reserve (\$ 5,000) Total (\$ 38,500)

### C. POP Report

#### Full Report

1. Organ Repair is over 90 % complete.
2. As of the beginning of February, we had about \$44K in the EEC organ fund and \$22,735 in the FOC fund for a total of about \$67K. Rev. Dave, Marc, Drew and Adam will propose a final amount to draw on the loan.
3. Clive Driskell-Smith concert for Saturday, 9/25.
4. George will first reach out to artists that we had booked before Covid
5. We also discussed a letter to go out in June
6. We discussed a party in June (we proposed a Sunday afternoon, 6/6, 6/13, or 6/20) as a celebration for our members (prior to the Clive D-S concert).

#### **D. Building & Grounds**

1. Waiting to get back into church - estimate for new second flooring
2. Looking for bid on window repair of stained glass

#### **E. Wardens' Reports**

1. Thank you to the annual meeting participants and for putting together the report.
2. Thank you, Kathy and Tom, for delivering the reports in person.

#### **F. Rector's Report: COVID update**

1. Numbers are continuing to go down in Region 10. Phase 4 - 100 people or 25% of occupancy which is about 85 people. No one should feel bad about not feeling comfortable attending church in person. We do have an ionizing system with a circulating pump which we are running 24/7. All surfaces are cleaned before services. We will take all the precautions. Due to sanitizing, we will not move to the second service as of yet. 9:15 services

### **III. Discussion**

#### **A. "Vestry Buddy" call list**

- a. A new list has been created. Plan to call your vestry buddies once per month. Check on their contact information during your first call.

#### **B. Prayer schedule & Vestry Meetings**

February 16 – Marc O'Brien

March 16 – Drew Beyer

April 20 – Matt Longo

\*\*May 11 – Kathy Lampert

June 15 – Cliff Egel

\*\*July 20 – NO MEETING

August 17 – Dorren Gertsen-Briand

September 21 – Leslie Stahulak

October 19 – Andy Dolly

November 16 – Mary Borge

\*\*December 14 – Terry O'Neill

January 18 – Diane Coutré-Clark

#### **C. Counting Schedule and Lockup Schedule - tentative**

- a. Week 1 – Marc & Leslie
- b. Week 2 – Andy & Terry
- c. Week 3 – Matt & Drew
- d. Week 4 – Kathy & Doreen
- e. Week 5 and Subs - Kathleen & Mary

## D. Staff Holidays

- a. New Year's Day - Friday, January 1
- b. Martin Luther King- Monday, January 18
- c. President's Day - Monday, February 15
- d. Easter Monday - Monday, May 31
- e. Memorial Day - Monday, May 31
- f. Juneteenth - Friday, June 18
- g. July 4 - Monday, July 5 observed
- h. Labor Day - Monday, September 6
- i. Day Before Thanksgiving - 3:00 pm Wednesday, Nov. 24
- j. Thanksgiving - Friday, November 26
- k. Day after Thanksgiving - Friday, November 26
- l. Christmas Eve - Friday, December 24

## E. IV. Decisions

### A. Appointment of Treasurer and Clerk for 2021

**Adam Harp - Treasurer and Kathleen Valenta - Clerk  
Motion to Approve Kathy Lampert & 2<sup>nd</sup> Drew Beyer - Approved**

### B. Parochial report - amended and approved **Motion to Approve Drew Beyer & 2<sup>nd</sup> Doreen - Approved**

### C. Resolution to name signatories for bank accounts

Resolved, that the authorized signatories for Emmanuel's operating account at FNBC be wardens Marc O'Brien and Andrew (Drew) Beyer and treasurer Adam Harp and Ardith Barr. Prior signatories to include, Andrew Dolliff and Kathleen Valenta.

**Motion to Approve Andy Dolliff & 2<sup>nd</sup> Kathy Lampert - Motion Approved**

### D. Resolution regarding the acceptance of bequest to Endowment

Resolved, that the Vestry of Emmanuel Episcopal Church of La Grange, Illinois accepts the bequest from the Beaudway estate for deposit into the Emmanuel Episcopal Church Endowment Fund. Warden's Marc O'Brien and Andrew Beyer are authorized to execute all required documents and receipts.

**Motion to Approve Mary Borge & 2<sup>nd</sup> Terry O'Neill - Motion Approved**

## F. Closing Prayer -Closing Prayer – Led by Rev. David

Minutes submitted by: Kathleen Valenta, Clerk