

## Vestry Meeting Minutes

10/19/2021

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7:00 pm on 10/19/2021 via hybrid in-person and Zoom (due to COVID-19 pandemic) 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

?

### I. Formation

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

### II. Information

- A. September [Minutes](#) - Motion to Approve (Kathy Lampert ) & 2<sup>nd</sup> ( Cliff Egel) - Motion Approved
- B. Treasurer's Report - Motion to Approve (Kathy Lampert ) & 2<sup>nd</sup> ( Marc O'Brien) - Motion Approved

[Full Report](#)

### Quick Recap

1. Operating cash balance of \$67k at September 2021 month-end, \$4k higher than prior month.
2. General giving income for the month of September was \$21k. September YTD general giving income of \$158k is \$11k below budget.
3. Total operating revenue for the month of September was \$21k. September YTD total operating revenue of \$239k is \$16k over budget.
4. Total operating expense for the month of September was \$17k. September YTD total operating expense of \$181k is \$34k below budget.
5. The organ loan monthly payment of \$1,456 was made on 9/7/2021. The remaining principal balance is \$129,054.
6. Organ fund month-end cash balance in the Emmanuel bank account was \$24k. Including the Friends of Casavant account, the total organ fund cash balance was \$55k. Note that a portion of this cash must be held in reserve for potential refunds or the canceled Notre Dame choir concert.

### C. POP Report

[Full Report](#)

- As of the beginning of October, we had about \$24K in the EEC organ fund and \$30,302.93 in the FOC fund for a total of about \$54K. Monthly payments on the loan are being paid regularly. We want to keep two numbers in front of us regularly, the remaining loan balance and amount needed to be held in reserve for ND tickets that were not refunded (we are working on getting that number, thought to be \$14-15K).

- Plaques were unveiled at the organ re-dedication concert on 9/25, which by all reports was a big success. We had roughly 90-95 in person and 15-20 who watched the live broadcast. The organ guild was very complimentary.

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

1. **Perma-seal Update** – Perma-seal will begin work on the basement sump pump Thursday, November 18<sup>th</sup>.
2. **Grounds** – for the ‘weed’ pit in the enclosed area - Kim G has a quote for \$1,105.00 for a landscape company to remove the old mulch and debris, wood surround, and then fill with soil, level, and seed. Although they want to bring a big truck to deliver the soil, Kim is worried about the truck churning the grass as it is so wet, also it is getting a bit late in the season to seed the new grass. She is thinking of waiting to seed until next spring. She may also get another quote that does not involve a big semi??? Do we want to authorize the expenditure now? (Note: this work was approved on November 1st via an e-mail vote.)
3. **Windows** – Botti visited us on Thursday, Oct 14<sup>th</sup> and at first report, there is no real urgency and the windows, the majority of them anyway, are in good shape. A full report will be available soon.
4. **Lightbulb project** – Diane and Terry have been working diligently on the lighting around the church. Some bulbs have been changed and some are still a work in progress.

Just FYI, I just found a document/receipt from 1953 for the Dossal Curtain – it was \$2,323.00 We have a new endowment fund set aside for a new curtain beginning at \$9,300 and is now around \$11k\* and growing, so when the time comes we should be good.

\* figures amended from actual report at Nov meeting

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

Nothing to report.

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

Nothing to report.

### **III. Discussion**

- A. Idea from POP Committee - a very generous donor has expressed interest in setting up a matching gift to help fund the antiphonal division for the pipe organ. More information will be provided at next month’s meeting.
- B. Installation date: 1/22 @ 11am - a reception will be held afterwards. Invitations in December.
- C. Thank You cards - the Vestry discussed cards to be sent out.
- D. Stewardship - the annual stewardship campaign will run November 7th-21st. Packets will be mailed out the week prior. Three speakers have been lined up: Dorren, Drew, and Kathy -- and we really appreciate them volunteering!

### **IV. Decisions**

- A. Approve Minutes and accept Treasurer’s Report - see above
- B. Move funds in Rector’s Discretionary Fund - move \$750 from the Rector’s Discretionary Fund held in the main church account to the stand-alone checking account to balance the funds. Motion by Drew Beyer, Second by Leslie Stahulak - Motion approved.
- C. Pay \$800 to Diocese for CCD - to cover Dorren and Drew’s attendance at CCD. Motion by Kathy Lampert, Second by Marc O’Brien - Motion approved.
- D. Authorize purchase of new microphone(s) - approx. \$1,500-\$2,000. The music microphone for the livestreaming system cuts in and out. We believe this to be due to it operating on 2.4 GHz and interference from other Wi-Fi devices in the room. It diminishes the at-home experience of the hard work put in by our musicians. A new

microphone on a different frequency should solve the problem (and could be returned if it doesn't). Motion by Kathy Lampert, Second by Cliff Egel - Motion approved.

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

**Minutes submitted by Kathleen Valenta, Clerk**