



Vestry Meeting Minutes

2/25/2020

Opening

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7pm on 2/25/2020 in Beaudway Hall by Reverend Ellen Ekevag

Present

Reverend Ellen Ekevag (Co-Rector)
Reverend David Jackson (Co-Rector)
Kathleen Valenta (Senior Warden)
Katherine Valenta (2021)
Marc Borge (2021)
Sue Jasiak (2021)
Drew Beyer (2022)
Matt Longo (2022)
Rachel Rivera-Weaver (2022)

Cliff Egel (2023)
Dorren Gertsen-Briand (2023)
Kathy Lampert (2023)
Lily Dolliff (Youth Representative)

Non-Voting

Adam Harp (Treasurer)
Andy Dolliff (Clerk)

Absent

Marc O'Brien (Junior Warden)

Guests

None

Formation

- A. Minute of Sanity -**
- B. Opening Prayer – Kathleen Valenta – Trust in the Slow Work of God**
- C. On-Boarding (Vestry Retreat)**
 - a. Orientation Presentation by Reverend Ellen Ekevag
 - i. History of Vestry
 - ii. Vestry Assumptions/Roles

- iii. Vestry Calendar
- iv. Vestry Planning Retreat
 - 1. March 6th 7-9pm &
 - 2. March 7th 10am-2pm
 - 3. Retreat Topic Discussion/Options
- v. Four Principals as a Member of the Vestry
- vi. Vestry Locking-Up Schedule
 - 1. One Vestry Member/week
 - a. Vestry Meeting to remind of Lock-up Schedule at prior vestry meeting
 - 2. Volunteers for Concert Lock-Up
- vii. Counting – Vestry to count one month per week plus month's where there is a 5th Sunday.
 - 1. Two Teams determined
 - a. Sue Jasiak & Kathy Lampert
 - b. Matt Longo & Andy Dolliff
 - c. Substitutes
 - i. Kathleen Valenta
 - ii. Marc Borge
 - iii. Cliff Egel (Only Mondays)
 - 2. New Counting Spreadsheet- Matt is working on

Information & Discussion

A. January Minutes – Motion to Approve Kathleen Valenta & 2nd Kathy Lampert

B. Treasurer's Report –

- a. Operating Cash at \$50,000 at 1/31/2020, \$3,000 higher than January 2019. January 2019 figure included Endowment distribution. 2020 Endowment Distribution to be April 2020.
- b. Giving Income \$42,000 – Includes \$14,000 from 2020 pre-paid pledges and \$10,000 from one-time pledges paid in January
- c. January Operating Revenue vs Operating Expenses of \$26,000
- d. Organ Fund Balance at \$90,000 - \$56K in CDs & \$34K in EECLG Checking account
 - i. \$15K Notre Dame Concert deposit paid from Organ Fund
- e. Special Account Closed at Bank and allocated to Major Maintenance fund.
- f. Youth Programs Fund was reclassified from operating to restricted
- g. Budget adjusted to include higher budget figures in the higher giving income months {January, April (Easter) & December (Christmas)}
- h. Motion to Approve – Cliff Egel & 2nd Kathy Lampert
- i. Report Approved

C. Annual Meeting Recap/Feedback

- a. Have an annual meeting photo of all attendees

D. Committee Reports

E. POP Report

- a. Flyers and Posters
- b. Notre Dame Choir – need parishioners to house choir members
- c. Higher Priced-seats not sold
- d. Draft of Concert Budget analysis submitted for review.

F. Wardens

- a. Included within items above

G. Co-Rectors Report

- a. David Clark Visitation & Funeral 2/29/2020
- b. Rock (POP) Concert 3/13/2020
- c. Pastoral issues updates
- d. Vestry Practice of Gratitude

Discussion

A. Standing Committee Loan Presentation

- a. Not on Standing Committee Calendar yet
 - i. Either 2nd Wednesday in March or 1st Wednesday in April
 - ii. Co-rectors, Kathleen Valenta & Sue Jasiak to present

Decision

A. Approve Parochial Report – emailed to Vestry

- a. Motion to Approve – Kathy Lampert & 2nd Matt Longo
- b. Passed

B. Elect Clerk & Treasurer – Andy Dolliff (Clerk) & Adam Harp (Treasurer)

- a. Motion to Approve – Kathy Lampert & 2nd Cliff Egel
- b. Passed

C. Repairs to the Kensington Compass Center

- a. Bid from McMaster Painting – Paint to be donated. Labor at \$700 (one day of work)
 - i. Motion to Approve \$700 Painting Expenditure– Kathy Lampert & 2nd Matt Longo
 - ii. Passed
- b. Replacement Flooring - \$5,000 to 6,000
 - i. Approve up to \$6,000 to replace carpeting with Laminate Flooring?
 - ii. Decision deferred to March meeting
- c. KCC Business Plans discussed – Nothing decided

D. Quarterly Disbursement to Diocesan Pledge & Major Maintenance

- a. Remove from Vestry Agenda
 - i. Have Treasure Automatically make \$1,500 Quarterly payments to the dioceses pledge.
 - ii. Have treasurer Automatically make \$1,000 Quarterly payments to Major Maintenance Account

- b. Motion to approve Katherine Valenta, 2nd Dorren Gertsen-Briand
 - i. Passed

Review of Action Items

- A. Audit Committee – Still waiting to meet
- B. Canonical Loan Process
- C. Walk-Through of Locking-Up Process

Closing Prayer

Minutes submitted by: Andrew Dolliff, Clerk