

EMMANUEL
Episcopal Church



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Vestry Meeting Minutes

1/19/2021

Opening

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7:06 pm on 1/19/2021 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)
Sue Jasiak (2021)
Marc Borge (2021)
Matt Longo (2022)
Drew Beyer (2022)
Katherine Valenta (2021)
Kathy Lampert (2023)
Cliff Egel (2023)

Non-Voting

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

Absent

Hadley Weaver Rivera (Youth Representative)
Rachel Weaver Rivera (2022)
Dorren Gertsen-Briand (2023)

Formation

- A. Minute of Sanity –
- B. Opening Prayer – Matt Longo
- C. Check-Ins

Information & Discussion

- A. December Minutes – Motion to Approve Kathy Lampert & 2nd Sue Jasiak
 - a. Motion Approved
- B. Treasurer's Report (December) –
 - a. Operating cash balance of \$79k at December 2020 month-end, \$13k higher than November 2020 and \$36k higher than December 2019. (Note: The \$79k includes \$11k of 2021 pre-paid pledges.)
 - b. General giving income for the month of December was \$39k. December YTD general giving income of \$245k is \$25k below budget.
 - c. Total operating revenue for the month of December was \$41k. December YTD total operating revenue of \$293k is \$40k below budget.
 - d. Total operating expense for the month of December was \$28k. December YTD total operating expense of \$278k is \$57k below budget.
 - e. Organ fund month-end cash balance in the Emmanuel bank account was \$26k. Including the Friends of Casavant account, the total organ fund cash balance was \$46k. 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. The total remaining contractual payments due to the organ restoration vendors is \$47k.
 - f. 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 12/31/2020.
 - g. In December 2020, Emmanuel submitted its loan forgiveness application to FNBC Bank for the SBA Paycheck Protection Program (PPP) loan of \$24,330 received in April 2020. A final decision on the loan forgiveness application could take a few months.
 - h. Note that the 2020 budget and cash flow projections shown on the operating results summary do not reflect any adjustments related to the impacts from the COVID-19 pandemic.
 - i. Motion to Accept Treasures Report Marc O'Brien & 2nd Katherine Valenta. Motion passed.
- C. POP Report –
 - a. Organ is being finished. Weiler is Tuning
 - b. Keyboard Console has been installed and looks good.
 - c. Dedication Concert original scheduled for the end of January is being Delayed. Dates in Fall being discussed for rescheduling.
 - i. \$1,000 grant for the Concert should still be valid even if rescheduled.
 - d. Randy Valenta Exploring an online Queen of Hearts option. More info to follow.

D. Building & Grounds

- a. The KCC – is there any spare money for the replacement wooden floor? The ceiling has been painted in preparation and the wall dividers removed, and the wall patched and painted. KCC & Dave to look at options.
- b. Dave Knecht is still willing to replace at no cost to us, the 2 fans in the ceiling/bathrooms upstairs. He has been very busy this year.
- c. Stained Glass on West Interior door has cracked stained glass. Needs to be repaired. Kathy Lampert to get quotes.

E. Wardens Report.

- a. Touch Base with your Check-Ins buddies. Staying connected has been very important to the well-being of the church.
- b. Reverend Dave has been really good during the Pandemic.
- c. Three people have agreed to run for the three expiring vestry terms - 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 someone to fill the two one year terms. There is one candidate for the Junior Warden.
- d. Annual meeting set for January 31 st .

F. Rectors Report –

- a. Watching the Covid Numbers Closely to determine where we stand.
- b. Bishop Paula will be consecrated April 24th and will start working Late March.
- c. Standing Committee will be in charge until Bishop Paula starts. Bishop Lee is retired.

G. Discussion

- a. Toast to off-going Vestry members - Thank you to the outgoing members for their service to the Church during difficult times.
- b. Second Round PPP loan – The Assumption is that the loan will be forgiven if below a specific amount & we should be below the threshold. Decision was to not pursue.
- c. Amount to draw from POP loan – there is an approximately a \$50,000 Installment payment due. Motion to pull up to an additional \$20,000 from the Loan. With \$10,000 from Excess from year-end fund distribution.
- d. Annual Meeting - breakout rooms (15 mins)
 - i. What has gone well this year? What would you have changed?
 - ii. What would you like to see in Emmanuel's future (please be realistic)?
 - iii. How important do you think it is for Emmanuel to work toward racial justice and reconciliation?
 - iv. Discussion ideas: marketing, staffing needs, mission of the church, how to stay connected in times like this

H. Decisions:

- a. Decision made to still decorate for Palm Sunday, Easter. We will still be broadcasting even if there is no in-person service.

- b. The pricing for the columbarium price increase – up to \$4,500 for a single (from \$2,500) and then \$6,000 for a double (from \$3,000). Price increase to be delayed for now – until after the pandemic at the earliest.
- c. Transfer of year-end funds -- \$38,500 to the following Accounts
 - i. Gift to Endowment - \$15,000
 - ii. Money to Major Maintenance Fund - \$8,500
 - iii. Pay a portion of the Pop final vendor reserve – \$10,000
 - iv. Transfer to operating reserve - \$5,000
 - v. Motion to proceed by Kathleen Valenta & 2nd Kathy Lampert
 - vi. Motion Passed.
- d. Approve 2021 Budget
 - i. Motion to Approve the Budget Marc O'brien & 2nd Sue Jasiak
 - ii. Motion Passed
- e. Purchase of additional live-streaming hardware – Motion to approve approximately, \$3,000 to upgrade the streaming Software. Motion Kathy Lampert & 2nd Marc O' brien.
 - i. Motion Passed

Closing Prayer – Led by Reverend Dave.

Minutes submitted by: Andrew Dolliff, Clerk