



VESTRY MEETING MINUTES

Date: December 17, 2019

Attendees: Rev. Ellen Ekevag, Rev. David Jackson, Andy Dolliff, Kathleen Valenta, Drew Beyer, Marc Borge, Kathy Lampert, Matt Longo, Rachel Rivera-Weaver, Jenn Vince, (Adam Harp - Treasurer)

Secretary: Sue Jasiak, Call to order at 7:03 pm

Absent: Marc O'Brien, Katherine Valenta, Lily Dolliff

Agenda:

I. Formation

Opening Prayer by Kathy L

II. Information

- November Minutes – **Motion to approve November 19th minutes with suggested changes by Kathleen V, 2nd by Kathy L- Passed**
- Treasurer's Report –operating cash at \$23K as of 11/30, \$11K lower than Oct 2019 and \$19K higher than Nov 2018, year-end projection is \$18K as of 11/30; As of 11/30, YTD operating revenue is \$34K above budget and YTD operating expense is \$2K above budget; about \$90K in EEC organ fund, \$76K of that in CDARs and \$14k in main checking; \$33K gift from Anne Larberg estate was allocated as discussed at November meeting including funds going to the Diocesan Fund; **Motion to accept the Treasurer's report by Andy D, 2nd by Rachel R-W – Passed**
- Other Banking – In January, \$32,243 will be deposited into the main checking from the Endowment for the 5% contribution for 2020.
- Building & Grounds – Roof leaks were repaired over the chapel and in the South building by Roofing Solutions; **Motion to pay \$1046.14 invoice from Roofing Solutions by Kathy L, 2nd by Jenn V - Passed**
- POP – Dan Mottl and Kathy Clark to attend Wednesday breakfast for LG Business Association to discuss ND concert and to get on their calendar, suggestion was made to have ND concert announced in the Arts section of the Chicago Tribune; suggestion to have George T promote the ND concert to the organ guild (SAG); suggestion to get articles or other support/advertising in *Preservation* magazine (possibly Kathy Clark?), Gary Walther at Christ Church, Winnetka has many contacts with banks, etc. and he might be a good contact for ND concert support, possibly use French clubs at LT and Park to promote ND concert and ticket sales, POP should post a reminder that everyone's EOY giving statement should have the POP pledge on it to promote pledging and payment of pledges; develop a Facebook ad with a link to Arts People ticketing to promote ND ticket sales (possibly Cindy M?); a letter to the parishioners will be coming from the Wardens this week.

Executive Session from 7:56pm to 8:05pm

- Co-Rectors' Report – Raised over \$1K for Warrenville, Thanks to everyone who gave Stewardship talks, they were well done and well received, Annual meeting is on 1/26, will complete full budget at January meeting,

III. Discussion

- Preliminary Stewardship Report – Most pledge cards have been received, about 6-8 not in yet, there were many increases in pledges, currently there are 60 pledges for about \$180K (ahead of last year at this time), looks very good

IV. Decision

- Organ Restoration Loan – What is the impact, e.g. on Outreach, our community, our Diocesan commitment? We need more data if we are to commit. Vestry authorization is necessary. At this time, we need about \$300K to make all payments. Discussed that when we present a potential loan to the parish, we should come prepared to explain our decision in a positive light. To pass, we need 2/3 of all members over 16yo, and the remaining “parameters according to Canon law”; we will list the count (without names), all proxies will need to be received before the meeting. For any loan, we need to ensure that the bank documents match the financial statements so we need an audit. Opted to push final decision to Special meeting to take place on 12/29 after church.
- Audit Committee – Discussed potential members (they have to be someone that is not involved with the financials). Goal is for them to be finished by end of February. **Motion to appoint Randy Valenta, Stan Jasiak, and Jim Cienkus as Internal Auditors by Kathy L, 2nd by Matt L – Passed**
- Staff Salaries – presented and discussed a 1.6% increase for Rev. Ellen, Rev. Dave and Clarence, no salary increases for Judy or George but they will have increased vacation time (2 extra Sundays for George and 1 extra week for Judy). **Motion to accept staff salaries as presented including the clarification of Clarence's hourly wage rate by Andy D, 2nd by Kathy L – Passed**
- Housing Allowance – presented and discussed. **Motion to accept Housing allowances as written by Kathleen V, 2nd by Kathy L – Passed**
- 4Q Disbursements to Major Maintenance/Diocesan Pledge – presented and discussed. **Motion to move \$1000 to Major Maintenance fund and make a \$1250 payment towards our 2019 Diocesan pledge by Andy D, 2nd by Kathy L – Passed**

V. Review of Action Items

- Judy's new computer will arrive tomorrow, cost \$600, Microsoft Office was free (because we are a church)
- Counting – fine /Closing – keys for new red door have been made

VI. Closing Prayer

Meeting adjourned at 9:04pm

**Next Meetings: Special Meeting on December 29th after church
 Regular meeting moved to January 14th**
