

Emmanuel Episcopal Church

Vestry Meeting Minutes

September 20, 2016

Present: Rev. Ellen Ekevag, Penny Longo, Cindy Mottl, Rob Ekroth, Mary Pat Anderson, Dorren Gertsen-Briand, Hendrik Noth, Jean Owen, Vicki Roe, (Larry Brongel - Treasurer, Meredith Gebhart - Jr. Vestry Member, Kathy Lampert-Guest)

Absent: Dave Jackson, Andy Dolliff, Lisa Enright, Jenn Vince, Sue Jasiak - Clerk

1. Formation

- a. Call to Order – 7:10pm
- b. Opening Prayer – Dorren Gertsen-Briand (Seek Ye First/Matt. 6:33 song)

Jump to 2.b.; will return to Book Study

2. Information

- b. Treasurer's Report – Larry Brongel
 - i. Balance of approx. \$23K in Operating Fund on 8/31
 - ii. We should have a surplus of \$12k at year end (we discussed whether we should announce this to the parish). We should view year as break even.
 - iii. We will get back \$500 from the pre-paid Sexton life insurance.
 - iv. Line of Credit paperwork will be completed by the bank in about two weeks. Penny and Cindy to sign as Larry will be away. Penny and Cindy to check that the terms are the same as the original LOC.
 - v. The Memorial Fund has given \$800 to youth group, \$2,000 to cover the lighting upgrade, and \$2,000 for the garden project.
 - vi. October statements will be late since Larry will be out of town.
 - vii. Line of Credit
 1. Would be \$25K for 3 years, cost for 3 year LOC was supposed to be the same as a 1 year LOC (\$500)
 2. Collateral would be the Columbarium fund
 3. Vestry would need to approve any use of the LOC
 4. Paperwork will be completed by the bank in about two weeks. Penny and Cindy to sign as Larry will be away. Penny and Cindy to check that the terms are the same as the original LOC.
- Mary Pat moved to accept the treasurer's report. Jean seconded. The report was unanimously accepted.

Return to 1.c. – Book Study

1. Formation

- c. Book Study – Rev. Ellen
 - i. Some Highlights from Ch. 6 – Finding a place for prayer is important in the church and equally important in your home. The chapter points out that it is difficult to be an effective rector. Emmanuel embodies the principle of the congregation loving one another-the hardest thing is to love those who irritate us.

2. Information

- a. August Minutes – Motion by Dorren Gersten-Briand to approve August minutes as amended. Seconded by Jean Owen. Motion Carried
- b. Treasurer’s Report – see above
- c. We need to research the Emmanuel Constitution on what notice is needed to be given to the congregation to amend the Endowment Trust Agreement. Penny to research. We plan to have a separate meeting directly before or after the October Vestry Meeting to approve the amendments to this agreement.

c. Individual Reports

i. Senior Warden – Penny Longo

- 1. We discussed the new coffee hour procedures. Penny to send updated coffee hour procedures. We discussed that vestry members need to close up the entire church when they host coffee hour including the south building. We also debated the merits of keeping the one way sign on Kensington during the church service and who should bring that sign in. It was decided that we should keep the street “one way” due to safety reasons. Penny to talk to ushers about whether that is something they will do. It was asked if we can store some coffee hour items in back of church-this will be researched. We should cover up food at 9am to prevent people eating during the service and after the 8am coffee hour is over.

ii. Junior Warden – Cindy Mottl

- 1. Looking for help with the Advent Art Show since Bill Rimkus cannot do as much this year as he has in the past. Please contact Cindy directly if you can help.
- 2. Cindy already has some applications for the Advent Art Show. There will be no fee charged of the artists-this is considered outreach.
- 3. It has been challenging to get art students for the painting classes.
- 4. Hendrik said they had a great birthday party combining Rachael’s art class with games in the Swamp. We may want to market that combination to other parents. Would need to come up with a fee structure and procedures.

iii. Committee Liaison Report Highlights

- 1. Christian Formation – Hendrik Noth a.
Nothing additional to report
- 2. Outreach – Dorren Gertsen-Briand
 - a. We discussed the volunteer t-shirts that Dorren will be ordering. Aprons were an alternative and possibly remaking the silk-screened ones with the Emmanuel image. Dorren will get samples of t-shirts and aprons for the congregation to see.
- 3. Parish Life – Lisa Enright
 - a. We discussed the purchase of table-tops (see below)
- 4. ECW/Antique Show – Vicki Roe
 - a. Jackson Square Mall had an event-Dealer

suggested we have more of our event outside in the future. LaGrange art show is outside and has 10x10 booths.

b. Vicki requested an aspirational budget of \$1,000 for ECW events in 2017.

5. Welcoming – Jean Owen

a. Nothing additional to report

6. Christian Formation – Jenn Vince

a. Nothing additional to report

iv. Rev. Ellen

1. Ellen will be away from Emmanuel Oct 24th-28th to attend Myers-Briggs training (paid for by Diocese)

2. Stewardship Campaign kicking off soon - Vestry to put Stewardship in-gathering Sunday on calendars and plan to attend.

3. Locking up-If you are hosting coffee hour, you need to lock up not only the church, but the south building as well.

4. Vestry retreat – September 23rd-25th at Sienna Retreat Center

5. Discussed issue of BEDS client trying to sleep in the church. If that happens, contact Tina Rounds or Bruce from BEDS. Both numbers posted on door to Emmanuel.

6. Train Show – Concern about engines that are not electric being started in the church. Andy to call to make sure that Emmanuel is on the show's insurance policy.

3. Discussion

a. Meredith Gebhart attended meeting to represent the youth and was voted in as a voting Jr. Member of the Vestry.

b. A/C completed. Plan to have the boiler cleaned and serviced by October 1st.

c. It was brought up that with the change in coffee hour to the back of the church, more coffee needs to be brewed and we need to use both the large coffee pot and the smaller one. Since you can only use one outlet at a time in Beaudway Hall kitchen, this is dangerous and we need to investigate rewiring the Beaudway Hall kitchen. Tom Lampert to get quotes.

d. Kathy Lampert explained that the signs that we put up in front of the church are heavy and asked that they be taken down shortly after the events occur as part of the event clean-up process. Kathy also asked that people keep the mailroom neat.

e. We discussed increasing rent for renters. Needs to be looked into by Buildings and Grounds.

f. We discussed attendees for November's Diocesan Convention. Jean, Penny, Andy and Meredith to attend with Dorren as alternative.

g. Dave Jackson requested that Emmanuel do background checks on anyone working with the youth and requested \$300 to cover this.

4. Decision

a. Need to have a special meeting of the Vestry to approve the changes to the Endowment Trust document. Will have meeting night of October Vestry Meeting.

b. Motion was made by Penny to create a youth position on the Vestry. This will be a one-year voting position. The role is to be a representative of the youth. Cindy seconded the motion. Motion Carried. The vestry warmly welcomed Meredith Gebhart as Jr. Vestry Member and thanked her for her interest in participating.

- c. Cindy made a motion for Penny, Jean, Andy and Meredith to attend the Diocesan Convention. Dorren will attend as an alternate. Hendrik seconded. Motion Carried.
 - d. Dorren made a motion to allocate \$300 to pay for background checks for anyone who will be working with the youth. Cindy seconded. Motion Carried.
 - e. Mary Pat made a motion to hire a cleaning crew to clean the entire church building for \$1,000 in September. Jean seconded. Motion Carried. Penny to schedule the cleaning.
 - f. Mary Pat made a motion to purchase 10 high top tables for social events and to be rented out for weddings. Eight hundred of the money will come from the Memorial Fund. The operating fund will cover the remainder. Jean seconded the motion. Motion Carried.
 - g. It was decided to take metal chairs and tables that are no longer useable in the Undercroft to scrap yard in order to get salvage value. Mary Pat offered to do this when she has the time.
 - h. The vestry formally thanked Kathy Lampert for all her work organizing the mail room and Kim Gebhart for all of her work transforming the garden.
5. Closing Prayer – Rev. Ellen
6. Meeting Adjourned – 8:58pm

Upcoming Meeting/Event Schedule:

Thu, 10/13/16 7:00pm – Rev. Ellen’s Installation and Reception

Tuesday, 10/18/16 7:00pm – Vestry Meeting – Opening Prayer – Rob, Read Chapter 7

November 20th – Stewardship In-gathering Sunday party

Upcoming Coffee Hour Schedule:

October 2 – Penny

October 9 – Dorren

October 16 – Jean

October 23 - Cindy

Action Items:

- Andy to call the train show coordinator to make sure we are on their insurance policy.
- Cindy and Penny – Confirm the interest rate for the LOC is as described in the motion
- Penny – Research parish announcement requirements needed to amend the Endowment Trust document
- Rev. Ellen – Post announcement about the special meeting to approve the Endowment Trust document
- Judy to make church Breezeway keys for Hendrik and Rob
- Tom Lampert to get quote to rewire Beaudway Hall kitchen
- Look into current rents and see if any need to be adjusted – Buildings and Grounds
- Create procedures and fee structure to rent out swamp as part of Art Class Parties-Wardens
- Mary Pat to take old metal chairs to be salvaged
- Lisa to purchase high tables for parties
- Penny to send out updated coffee hour procedures

Minutes submitted by Penny Longo (for Sue Jasiak)