

EMMANUEL EPISCOPAL CHURCH
MINUTES OF THE VESTRY
January 22, 2013

<u>Vestry Member</u>	<u>In Attendance</u>	<u>Absent</u>
Rev. LaRae Rutenbar	X	
Marc O'Brien, Senior Warden	X	
Susan Cox, Junior Warden	X	
Mark Campbell	X	
Lisa Enright	X	
Bill Hoekwater	X	
Beth Jacobs	X	
Michael McCrohan	X	
Isabel Noth	X	
Vicki Roe	X	
Michael Salisbury	X	
David Shallow	X	
Jeff Millikin, Treasurer	X	
Ann Hileman, Clerk	X	

Deacon Bill X

The January meeting opened with a Bible study of Mark 9:30-37 followed by a prayer by Mother LaRae. Kathy Lampert then presented the Vestry with copies of her report on the columbarium indicating niches available and updated prices with the exception of St. Dunstan's parishioners who have a set fee (see attached). Kathy also asked the Vestry to move any funds left in her family's memorial fund to the general operating fund. Paul Mumford will be informed.

Mother LaRae then discussed the proposed Vestry Covenant (see attached) which addresses how a Vestry should operate.. This is a draft document which will be reviewed at the next meeting with input from the Vestry members. Mother LaRae next discussed the role of a process person who would be charged with keeping the Vestry moving forward during each meeting. After discussion, Mother LaRae moved to accept Mark Campbell as the process person, and motion passed. Susan Cox moved to accept the December Vestry minutes as presented. Marc O'Brien seconded.

Bill Hoekwater moved to have \$20,000 of the interim rector's salary be set aside for housing. David Shallow seconded. Motion passed.

E-mail Committee Reports (see attached). Reports received are as follows: Building and Grounds, 2013 Budget, and Outreach.

Treasurer's Report (attached).

Jeff presented the December Treasurer's Report with an ending balance of \$10,327. Major Maintenance, Chapel of the Resurrection and Disability funds have been repaid with an outstanding payment of \$10,000 due to the air conditioning fund. Income was strong in December including facility usage and contributions for Christmas music and flowers. Jeff then discussed Expenses which included an additional \$12,000 in expenses for Rev. Terri not budgeted in 2012 but part of her contractual agreement and an increased payment for insurance due to the Diocesan policy term change to 14 months this year. There being no further discussion, Marc O'Brien moved to accept the December, 2012 Treasurer's Report. Mike McCrohan seconded. Motion passed.

Interim Rector's Report. Mother LaRae presented a summary of her moving expenses (see attached). She presented her business card to the Vestry and indicated she looked forward to the Annual Meeting.

Ongoing/New Business.

Mother LaRae asked that a Finance Committee be formed to meet approximately once a quarter and work with the Treasurer. Mike Salisbury moved to appoint Marc O'Brien chair with Rob Eckroth and Chris Meyer as members pending their approval. Mark Campbell seconded. The Vestry then discussed the role of this committee. Mother LaRae stated there are often recommendations from the Diocese to review and the committee would only make recommendations to the Vestry. The possibility of potential conflict of interest if members of the Endowment Fund were appointed was discussed as well as opening the positions to the parish with a job description. A Mission Statement for the committee was also discussed as well as possible candidate names. The previous motion was withdrawn. Mike Salisbury then moved to appoint Marc O'Brien as chair of the Finance Committee. Mark Campbell seconded. Motion passed. Marc was asked to bring the names of three candidates for the committee to the next Vestry meeting.

Mother LaRae indicated one of the roles of the interim is to implement National Canons and review parish bylaws. She met with both wardens, Beth Jacobs and Jeff Millikin to review the need to have all checks, records and financial materials maintained in-house. Jeff has indicated he will continue as Treasurer until a new Treasurer is appointed and will aid in the transition, but will be resigning his position. Marc O'Brien moved to appoint Beth Jacobs as Assistant Treasurer. Lisa Enright seconded. Motion passed.

Mother LaRae announced Church Windows will become effective as of January, 2013. She, Beth and Jeff will meet with the First National Bank of LaGrange to effect transfer of banking activity to them. She also indicated the national church requires two signatures for any checks written over \$500, and at Emmanuel she proposed the two wardens, Jeff and Beth be on the account. This will also require a change to the bylaws. Mark Campbell moved that this be done. Lisa Enright seconded. Motion passed.

The need to increase remote access to Church Windows was discussed since, at this time, only one person has this ability. Vicki Roe explained that another port would need to be opened and that only Mother LaRae and Susan Cox are designated to call to have this

work done which would be at an hourly rate. Marc O'Brien moved to add a second port. Isabel Noth seconded. Motion passed. Mother LaRae and/or Susan will follow up.

Senior Warden's Report.

Marc O'Brien thanked the Vestry for their support. He noted there are many issues still be addressed including the Capital Campaign, but will look forward to the work of Mother LaRae and the new Vestry members.

Junior Warden's Report.

Susan Cox thanked Marc for his work during this time of transition; Vicki for her service, especially her contributions with Communication; and Lisa for her service with Emmanuel's social activities and her hospitality.

2013 Budget and Stewardship.

Jeff presented the 2013 Budget (see attached). Regarding Income, \$196,000 in pledges have been received. Open offerings have been decreased since, per the Canons, one offering per month is to be directed to the Rector's Discretionary Fund. Facility income is down because BEDS will probably be moving mid-year. Under Music and Flowers, as per previous years, \$500 will be subsidized to each fund. The \$10,327 carryover includes the \$10,000 owed to the air conditioning account. Mark Campbell moved to reallocate the \$10,000 air conditioning fund to the operating fund. Susan Cox seconded. The Vestry discussed restricted vs. non-restricted gifts. Since this is a restricted gift, it was agreed to contact the family and therefore, the motion was tabled. It was also agreed not to change the deficit amount.

Jeff indicated the deficit is \$48,103, and the Vestry discussed ways to fund the deficit such as meeting with the Endowment Fund and the ECW. The ECW has stated a substantial portion of the Antique Show profits would be allocated to the operating fund. Mother LaRae indicated the Canons state no group in a parish should have a separate checking account, and this information needs to given to the ECW. It was discussed if this would be a responsibility of the Finance Committee, and the Vestry decided that Mother LaRae and Susan Cox would meet with Kate Letarte and Anita Sexton of the ECW. ECW support through residual funds and fund-raising was also discussed. Kate Letarte, President of the ECW, will be invited to the next Vestry meeting.

Jeff continued with Expenses for the 2013 Budget. The Search Committee line item of \$1,000 is for the Interim Rector search. There are no major capital expenditures budgeted. Items offset by income and thus self-funded are Confirmation, Youth Group, Global and Local Outreach. Salary for the Administrative Assistant reflects a return to original hours. The Diocesan pledge is the final pledge for 2012 and does not include any expense for a 2013 pledge.

Mother LaRae then discussed emergency needs to use a credit card and asked about an Emmanuel credit card. This will be added to the agenda for the February Vestry. The Vestry then discussed the present deficit and options available including the Endowment Fund, ECW and a church fund-raiser. Lisa Enright also discussed IRA options available

for parishioners 70 ½ or older. There being no further discussion, Susan Cox moved to approve the 2013 Budget. Marc O'Brien seconded. Motion passed.

After dismissing the Clerk and Treasurer, Mother LaRae and the Vestry moved into Executive Session at 9:00 p.m.

Respectfully submitted,

Ann Hileman
Clerk of the Vestry

Attachments:
Vestry Covenant
Columbarium Report
Interim Reimbursement Request
December, 2012 Treasurer's Report
2013 Budget