

EMMANUEL EPISCOPAL CHURCH VESTRY MEETING MINUTES

MARCH 12, 2013

Present:	Rev. Larae Rutenbar	Absent:	Ann Hileman (secretary)
	Susan Cox		Linda Brongiel (treasurer)
	Bill Hoekwater		
	Mark Campbell		
	Mike McCrohan		
	Penny Longo		
	Jim Beyer		
	Jamie Workman		
	Mike Salisbury		
	Isabel Noth		
	David Shallow		
	Tom Lampert (guest)		
	Kathy Lampert (guest)		

The meeting was called to order promptly at 7pm by Rev. Larae Rutenbar with a prayer and subsequent scripture reading (Romans 5:1-5); subsequently a short discussion was had about hope and the warmth of God's presence. It was the consensus of the vestry that the community of Emmanuel is beginning to show more hope about the future.

Tom Lampert then presented his report on options for a new copier and service contract. Currently we are contracted with Konica Minolta for \$408/month for copier, supplies (except paper), and service. Our contract is soon to expire (5 months) and the service has been so bad that we are awaiting a credit on our fees. Tom presented an option of continuing with this company for \$414 / month which would provide us with a new printer and the same package (60 month contract). An alternative option was to go with Ricoh – a tentative contract for \$280-\$320/ month (pending when the contract is formalized) would provide us with a similar printer and substantial cost savings. A discussion was had about Ricoh's corporate responsibility; a brief Google search by Jim Beyer suggested they were of good corporate character. A motion to approve a new copier contract with Ricoh up to a maximum of \$320 / month was made by Jamie Workman / seconded by Jim Beyer and passed unanimously.

The February 2013 vestry minutes were approved with one additional modification – the stipulation that flower donations will be counted in addition to pledging totals and not against one's pledge. A confirmation of an emergency email vote confirming the authority to expend up to \$1000 on water cleanup for the Great Flood of the South Building

Treasurer's report was presented by Susan Cox. Linda Brongiel has been busy converting the financials over from Jeff Millikin and we are close to generating reports. Currently there is \$26,331 in the checking account, \$43,553 in the money market account, and \$2,300 has been donated toward the Great Flood

Clean Up effort. Pledges are currently at \$211,349 which is approximately \$12,000 below our predicted amount. This, plus the budgeted \$48,000 deficit puts us under budget by approximately \$60,000. On a positive note, the Beds rental has been extended which will bring in another \$5800 in income and the ECW antique show was a great success. With several additional pledges expected and a potential ECW donation towards our budget income, our projected deficit may be only \$30,000. It was felt this will be manageable as we “close the gap” with increasing free will donations, increased pledges, and several church fundraisers. A motion to approve the financial report was made by Jim Beyer, seconded by David Shallow and approved unanimously.

Jennifer Enriquez has been approached for the vacant vestry position and expressed a willingness to serve. She is relatively new to the Church but has served on several Episcopal boards in the past and is actively involved with Emmanuel’s youth programs currently. A Motion to accept Jennifer Enriquez to fill the vestry position vacated by Beth Jacobs (serving until 2015) was made by Bill and seconded by Mark. This passed unanimously.

The following committee reports were then discussed. See attached for submitted reports

--**Memorial committee** met and is moving forward toward appropriate funding and consolidating their checkbooks / funds with the Churches account. They will be meeting to discuss the youth scholarship awards soon. A tangent discussion ensued about whether the Vickery painting was insured; Bill H stated he will look into this.

--**Membership committee** is being formed. Penny Longo presented her report and a tentative outline of the years planned social events (see submitted report)

--**Formation committee** submitted a verbal report concentrating on two pressing issues

1. Jamie Workman discussed the children’s soft space concept. Several parishioners have voiced concerns that this will be distracting and take away from their Church experience. Jamie has asked the Diocesan formation resource liaison (Vicki Garvey) to come out and help us review our options. She will also meet with the Sunday school on 3/24/13. A discussion was had about a trial run at a soft space perhaps with stated rules and expectations for parenteral involvement / child behavior during the worship service

2. Mike McCrohan discussed the Keeping Gods People Safe program. We are currently noncompliant as our last class offering was at least 2 years ago and we believe we have never offered a level 2 program. A spread sheet was distributed on whom is expected to take the level 1 and level 2 training in addition to needs for background checks on select individuals (see attached). Currently the diocese is piloting an online level 1 class with subsequent discussion groups. Nydia McCrohan is a trained instructor and willing to lead the discussion groups. The level 2 training may be able to be held at Emmanuel with diocesan instructors. Mike McCrohan will make this a priority to hopefully get us ready to begin the training within the coming months.

-**Outreach committee** presented a verbal report on the ongoing St. Eulalias Easter Basket project, global outreach with the 2013 Sudan race (Marc O Brien will head this up) and potential local options with the Caring Place and potential ESL teaching opportunities

-**Stewardship committee** presented their plan for a year-round and unified fund raising campaign (see attached). This was reviewed and discussed with the suggestion that the 2014 pledge campaign needs to start earlier than December to allow the time for budget formation prior to the annual meeting. Mark Campbell then briefly discussed the desire to truly launch a capital campaign in 2014. He stated ideally you would need 5-6 families to pledge \$50,000 (each?) with a goal of having the remaining parish attempt to match that total. Traditionally these pledges will come from the board of trustees of the organization

-**Communications committee** presented their report as attached. Jim Beyer and Susan Cox stressed the need to use the drop box for announcements and update our committee pages on the Emmanuel website. Jim stated there are currently several different email lists in use at the present time and he will be looking into a replacement for constant contact to facilitate easier consolidation / management of emailing in the future.

-The **Junior Warden report** consisted of the following

- approval of new appointees to the David E Weaver IV Fund (Stan Jaziak (3 years) , Ann Hileman (3 years), James Lodolce (1 year))

- Vestry notification of a special meeting to be held on 4/16/13 to modify the bylaws of the DEW fund that resolutions may be passed by a vote of not less than 2/3 vestry members

- approval of a motion to move all restricted funds currently <\$100 into the general operating fund. If these funds are required, then the appropriate committee may request a line item budget distribution from the general fund

- motion to move the now defunct prayer group funds into the general operating fund. Balance is currently \$590.08 and there was no activity in 2012. Motion passed unanimously

A discussion about the Great South Building Flood of 2013. To summarize a valve broke in the men's washroom of the South Building in the evening of Thursday 3/7/12 and flooded the south building with hot water throughout the night. The leak was detected at 7am and upon inspection standing water was noted in the Southern classrooms, Deadman Hall, and hallways. Initial clean up expenses have been approximately \$1600 and it is estimated that carpet replacement will be approximately \$8300. Wood baseboards and some cabinetry have been damaged as well. Our insurance currently carries a deductible of \$5000. After a thoughtful discussion of options, Bill Hoekwater presented a motion to file a claim with the insurance carrier; this will allow a formal inspection for damages and complete replacement of necessary items destroyed or damaged by the flood. Mike McCrohan seconded the motion and it passed by a vote of 8 for / 1 abstaining.

Rector / Liturgy committee report was submitted (see attached) and then Mother LaRae briefly reminded all of the following

-Dick Houcks funeral service will be held Saturday March 16, 2013 at 1pm

-Holy conversations with the Bishop will be held on Tuesday March 19, 2013 at 6:30pm. Vestry members were asked to arrive by 6pm for a brief meeting with Jim Steen and Bishop Lee prior.

At 9:15 pm the vestry then met in Executive Session to discuss confidential issues concerning personnel and parishioners (minutes not available for public review)

At 10pm the meeting was closed with a prayer and adjourned

Respectfully compiled, typed, proof-read, re-typed, and submitted by Mike McCrohan – temporary secretary to the Vestry