

EMMANUEL EPISCOPAL CHURCH  
MINUTES OF THE VESTRY  
May 21, 2013

<u>Vestry Member</u>	<u>In Attendance</u>	<u>Absent</u>
Rev. LaRae Rutenbar	X	
Susan Cox, Senior Warden		X
Bill Hoekwater, Junior Warden	X	
Jim Beyer	X	
Jennifer Holt Enriquez	X	
Penny Longo	X	
Michael McCrohan		X
Isabel Noth	X	
David Shallow	X	
Jamie Workman	X	
Linda Brongel, Treasurer	X	
Ann Hileman, Clerk	X	
Deacon Bill		X
Rev. MJ Leewis-Kirk	X	

The May meeting was called to order at 7:15 p.m. Mother LaRae led Celtic worship with an evening liturgy from the Iona Abbey Worship Book. Jamie Workman was appointed process person for the evening. Jim Beyer reminded members of the Vestry Covenant which states there should be no side discussions during the meeting. Jim Beyer moved to accept the April minutes as presented. Jamie Workman seconded. Motion passed.

**E-mail Vote**

Bill Hoekwater moved to accept a three-phase plan to improve Deadman Hall (Phase 1, remove existing asbestos and provide new flooring; Phase 2, look at ceiling and lighting options; Phase 3, replace window treatments) and that the Vestry request \$7,000 from the Memorial Committee to fund Phase 1. Motion passed on 4/23/2013.

After presenting the request to the Memorial Committee, Bill Kintigh responded that the Memorial Fund approved \$7,000 of undesignated funds to be used for Phase 1.

**Treasurer's Report:** Linda Brongel presented the Cash Statement from January 1-April 30, 2013. She explained the information in the statement. Under Income, Prepaid Pledges shows four months' amount which is \$4,543.81 over the budgeted amount. The statement also includes the ECW donation of \$34,687.00 with the caveat that \$2,500 be set aside for sidewalk repair. The ECW also anticipates the purchase of drape material for Deadman. Rental income is listed by group. The increased AA payment reflects an added contribution by the group to help during Emmanuel's financial crisis. Building & Grounds' income includes most of the insurance settlement. Music and Flowers have

been broken down and was reviewed with costs under Expenses. To date, Easter costs were \$2,150 with \$1,945 collected.

Expenses reflect payments as of April 30<sup>th</sup> but do not include expected and current May bills.

Jim Beyer asked for details of the IT budget, and Linda will provide details. Penny Longo asked about the Parish Life budget and what supplies are included. The budget is \$150, but Bill Hoekwater explained supplies such as cups, dishwashing soap, etc. would be part of Building & Grounds. Requests for these items should be made to Bill or Fidel.

The final darkened section on Page 3 includes the insurance settlement and the ECW contribution, so in actuality Emmanuel has a deficit of approximately \$10,000 with a budget deficit of \$16,000.

Jim Beyer stated he had contacted Church Windows tech support to little avail, and he and Linda will discuss this further, perhaps having a tech consultant come to Emmanuel for a half-day. Jim then moved to accept the January-April Cash Statement as presented. Jamie Workman seconded. Motion passed.

**E-mail Committee Reports (see attached).** Reports received are as follows: Building and Grounds, Christian Formation, Interim Rector, Senior Warden, Junior Warden, Membership/Parish Life.

**Building & Grounds.** Bill moved to rename Deadman Hall Memorial Hall per the request of the ECW. Penny Longo seconded. Discussion ensued with the suggestion a memorial plaque be purchased. It was discussed that Mr. and Mrs. Deadman's name should be first and this would be an ongoing memorial where names would be added. A celebration and dedication was discussed, possibly at the time of David Clarke's retirement party August 23. Decisions will be made after renovations are completed. There being no further questions, motion to rename was passed.

Bill moved to provide \$14,475 from the Major Maintenance fund to replace the existing ejector pumps and sump pump. Jim Beyer seconded. Bill explained the history of the project and noted this would be an allocation from Major Maintenance. As of May 1, there was \$28,381, and Bill expects depletion of the fund at the end of the summer. After discussing the necessity of this expense, motion passed.

Bill moved to provide \$1,875 from Major Maintenance to determine our needs to repair existing roof leaks to the Sanctuary and Main Building. Jamie Workman seconded. Isabel asked if this money would be returned if the company was awarded a contract to do the repairs. Bill explained repairs would be piecemeal but he will try to negotiate with the company which was chosen for its knowledge of slate roofs. Motion passed.

Mother LaRae informed Bill that the deposit of \$2,000 for driveway work not completed was received.

**Christian Formation:** Jamie indicated 60 letters have been sent out to parishioners needing to complete Keeping God's Children Safe's online modules and tests. Mike McCrohan and he have also set discussion dates at Emmanuel to complete the training.

Jamie next discussed the Confirmation Class agenda. Some of the 5<sup>th</sup> and 6<sup>th</sup> grade parents who were contacted felt their children were too young. Jamie explained this would then delay Confirmation to possibly 9<sup>th</sup> grade. The Vestry agreed a meeting with all parents should be scheduled. Mother LaRae and Jim Beyer noted the House of Bishops' national recommendation is for Confirmation at age 16-18. After discussing the role of the Youth Group, volunteer resources available and a possible parish review of when confirmation should occur, LaRae suggested a Christian Education Committee be formed. Jamie also noted Ben Nesler is setting up a curricular sequence for Sunday School which is greatly appreciated.

Jamie then discussed his soft space presentation given 5/12 available on YouTube. Mother LaRae said there will be another presentation 6/9 since attendance was compromised in May because of Mother's Day. She also indicated any parishioner with questions to Vestry members should be directed either to her or the Christian Formation committee. The age of children using the soft space was discussed, possibly 18 months through elementary school age. Potential staffing was also discussed, whether it would be parents or other volunteers. Jamie indicated the nursery would still be in place. Possible expenses were also reviewed as well as the necessity to have expectations and parameters in place. Bill indicated he had received Diocesan information on another matter which stated current guidelines and added "this is a work in progress." Mother LaRae explained that this would be under the description of the Rector's decision, but nothing would proceed without Vestry support.

**Communications:** Jim Beyer discussed the status of the phone system. Tony Enriquez has lent his expertise in reviewing the hardware situation which is greatly appreciated by Jim and the Vestry. Tony is getting quotes to install a Category 5 cable system for phone and cable, and Jim hopes to present these at the next Vestry meeting. After a question about the need for phones versus Internet alternatives, Jim explained in a structure like Emmanuel the only secure system would be with wire. He also indicated this would be an attractive option for potential renters bringing in their own systems. The need for a phone in the nursery and classrooms was discussed, and Jim said this would be easily accomplished since the phones themselves are inexpensive.

Jim indicated Facebook and E-news are working well. However, the current web provider has not matched Emmanuel's needs. He is looking at the possibility of replacing this source or developing a site that could be used without a technician.

**Outreach:** Isabel Noth first discussed Area Outreach. She is waiting for a date from St. Eulalia's to have a BBQ with the people benefiting from the St. Eulalia food pantry. Children's games would be included as well as a cooking demonstration for healthy, low cost meals. This was originally set as a Parents and Caregivers event, but after Vestry input, it was decided this would be an excellent opportunity for the Emmanuel

congregation to visit St. Eulalia's. Invitations will be sent when a date is set, and Parish Life could be involved in the planning.

For Local Outreach, Isabel has had discussions with several people regarding a summer activity with Caring Place. Due to time constraints and lack of volunteers, this will be deferred but possibly one activity could be scheduled this summer.

Mother LaRae discussed the need for all Vestry members to establish committees that meet and plan activities in their designated areas and then come to the Vestry for notification of events and/or approval. The lack of volunteers was discussed, and Jim suggested setting up a Volunteer sign-up possibly the Sunday after Labor Day.

Isabel then discussed Global Outreach. She will meet with Marc O'Brien this Thursday to discuss the 5K Race for Sudan. Isabel then discussed Elliot Borge's mission trip to Kenya on 6/9 where he will work at a sports camp and also help bridge children with local churches. Isabel moved to support Elliot Borge with a gift of \$500 from the Global Outreach fund. Jim Beyer seconded. After discussion of Outreach needs, especially seed money for the race, the motion passed.

**Parish Life:** Jennifer Enriquez and Penny Longo asked Vestry members to look to parishioners to sign up for coffee hour during each Vestry member's designated month. There will be a 1<sup>st</sup> Friday event in June.

**Stewardship:** David Shallow reported he is a committee of one, and he needs people to move this committee forward.

**Junior Warden:** Bill Hoekwater moved to nominate Susan Galletti to fill Mike Salisbury's unexpired term of 8 months. Penny Longo seconded. Motion passed. Bill also indicated Susan would like to work on Stewardship.

Mother LaRae discussed the need to find a new Vestry member to replace Mark Campbell and asked the Vestry to help search for possible candidates.

Bill then moved to approve funding of the programs approved by the David E. Weaver IV Endowment Fund Committee as detailed in his report. Jamie Workman seconded. Motion passed.

**Interim Rector:** Mother LaRae summarized her e-mail report and asked that the Vestry review her discussion regarding a priest in charge as well as the list of goals for Deacon Leewis-Kirk.

**Senior Warden:** Susan Cox was unable to attend, but her report by e-mail included discussion of South Building renovations, rental requirements, financial recordkeeping, a discussion with Jim Steen regarding selection of a rector, the Youth Group, as well as the ECW requests and the establishment of a committee to research the cost of new curtains.

Mother LaRae asked the Vestry to acknowledge Isabel Noth's valuable work on decorating the South Building.

**Ongoing/New Business:** Jim Beyer moved to change the Vestry meetings to the second Tuesday of the month. Penny Longo seconded. He discussed that moving to the second Tuesday would give the Vestry fresher financial reports to review. In order for Vestry members to review their calendars, this motion was tabled. Jim will send an e-mail to the Vestry regarding this issue.

Mother LaRae reminded Vestry members they need to provide calendar dates to Susan Aldridge by next month since the calendar is scheduled to go out in August. A preliminary calendar was provided to Vestry members. Upon review, it was decided to ask Susan to notate who had scheduled each event.

There being no further business, Jamie Workman moved to adjourn. Jim Beyer seconded. Motion carried, and the meeting was adjourned with a prayer at 9:10 p.m.

Respectfully submitted,

Ann Hileman  
Clerk of the Vestry

Buildings and Grounds Committee Report with DMI Proposal, Clark Roofing Proposal  
Christian Formation Report  
David E. Weaver IV Statement  
Interim Rector's Report  
Junior Warden's Report  
Membership/Parish Life Report  
Learning Covenant with Rev. MJ Leewis-Kirk  
Senior Warden's Report  
Susan Aldridge Report