

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, July 27, 2020

7:00 p.m. – Virtual Meeting

Present (Via Zoom): The Rev. Jesse Perkins (Rector), Kirk Chan (Senior Warden – 2021), Ann Kimes (Junior Warden – 2021), Gene Dawson (2021), Bill Ferry (2021), Suzanne Fleer (2021), Gwynne Johnston (2022), Cam Sells (2022), Lindsay Taylor (2022), Charley Wickman (2022), Steve Barnum (2023), Kathi Frelk (2023), Ric Lindeen (2023), David Rauschenberg (2023), John Davis (Treasurer), Craig Anderson (Clerk)

Absent: Michele Phillips (2021)

1. Call to Order

There being a quorum present, Kirk Chan called the meeting to order at 7:00 p.m.

2. Opening Prayer

Fr. Perkins offered the opening prayer.

3. Approval of Agenda

Suzanne Fleer moved and Kathi Frelk seconded that the Agenda be approved as presented. There being no objection, motion carried.

4. Approval of Minutes

Ann Kimes moved and Lindsay Taylor seconded that the Minutes of the June 15, 2020 Meeting of the Vestry be approved as presented. There being no objection, motion carried.

5. Financial Report

John Davis presented a summary of the May 2020 Financial Statements included in the Vestry meeting packet. He noted that the May report provides St. Michael's year-to-date financial picture. John provided specific comment on pledge revenue and noted the reduction in the preschool contribution due to effects of the pandemic.

Gwynne Johnston reminded that pledge payments tend to lag in the summer. John Davis reported that the work being done by Carol Hebert is enabling St. Michael's to be getting closer to having real time information with respect to revenue receipts and expenditures. He noted that expenses are down as a result of the church building not being open. However, he suggested that consideration be given to disbursing outreach grants at a level less than budgeted in light of ongoing concerns about the potential effect of the pandemic on revenues anticipated for 2020.

Gene Dawson inquired as to the cost for the bookkeeper hired via the staffing agency earlier this year. John Davis advised that the cost was ~\$18,000. In response to another question from Gene, John noted that the staffing agency did not provide any reimbursement to St. Michael's, and that the arrangement just did not work out. Fr. Perkins reviewed the responsibilities of the staffing agency and St. Michael's with regard to the placement and letting go of the bookkeeper, and indicated that staffing agency did a good job.

John Davis reviewed the information included in the Vestry packet regarding use of the Payroll Protection Program loan received by St. Michael's. Also, he expressed concern with respect to the reduced income for the Preschool and St. Michael's pledge revenue being at ~10% less than anticipated thus far. John noted the great accounting work being done by Carol Hebert.

Gwynne Johnston observed that considering the extensive fiscal impact of the pandemic, St. Michael's is in reasonably good shape. However, there is still need to be cognizant of potential additional impact.

During further discussion and comment, it was noted that the parish balance sheets are in better shape than earlier in the year. Additionally, appreciation was expressed for April and May tuition payment donations to the Preschool.

Concern regarding the effect of the pandemic on the Preschool was then discussed, including anticipated revenue and expenditures. The consensus of the Vestry is to keep the Preschool open.

John Davis provided additional comment regarding the Actual Expense and Actual Payments detail presented in the Payroll Protection Program loan information.

Gwynne Johnston moved and Steve Barnum seconded that the May 2020 Financial Statements and the Payroll Protection Program loan use report be accepted. There being no objection, motion carried.

6. New Business

Salary and Hourly Employees for August (Nursery)

Steve Barnum moved and Gene Dawson seconded that St. Michael's nursery staff continue to receive pay through August 2020. Upon a roll call vote: 13 Yes; 0 No. Motion carried.

Executive Session – Staffing Decision

Gene Dawson moved and David Rauschenberg seconded that the Vestry enter into closed session at ~7:45 p.m. pertaining to a matter of staffing. Upon a roll call vote: 13 Yes; 0 No. Motion carried.

Following discussion of the matter at hand, Steve Barnum moved and David Rauschenberg seconded to end the closed session and return to open session at 8:30 p.m. Upon a roll call vote: 13 Yes; 0 No. Motion carried.

7. Old Business

None

8. Committee Reports

Buildings and Grounds

No report.

9. Rector's Report

Fr. Perkins advised that the return to in-person worship services and live-streaming of those services has gone well. He noted that the Peace and Justice Committee has been discussing development of a response to address the matter of racial unrest, the job description and recruitment advertisement for the part-time position of Parish Administrator has been prepared and posted, and work is underway with respect to how to reopen preschool. Also, Fr. Perkins reported that he has been calling parishioners to see how they are doing and that preparation of the parish calendar for this fall is in progress.

Gwynne Johnston thanked Fr. Perkins for his calls to St. Michael's parishioners.

10. Senior Warden's Report

Kirk Chan extended thanks to Fr. Perkins and Mtr. Erdeljon for their work to reopen the church and to return to in-person worship. He also thanked Cam Sells for her work on St. Michael's website.

11. Closing Prayer

Fr. Perkins offered the closing prayer.

12. Motion to Adjourn

Gene Dawson moved and Suzanne Flee seconded that the meeting be adjourned. There being no further business and no objection, the meeting adjourned at 8:42 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk