

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, August 24, 2020

7:00 p.m. – Virtual Meeting

Present (Via Zoom): The Rev. Jesse Perkins (Rector), The Rev. Lisa Erdeljon (Associate Rector for Christian Education), Kirk Chan (Senior Warden – 2021), Ann Kimes (Junior Warden – 2021), Gene Dawson (2021), Bill Ferry (2021), Suzanne Fleer (2021), Michele Phillips (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: None

1. Call to Order

There being a quorum present, Kirk Chan called the meeting to order at 7:01 p.m.

2. Opening Prayer

Fr. Perkins offered the opening prayer.

3. Approval of Agenda

Ann Kimes moved and Ric Lindeen seconded that the Agenda be approved as presented. There being no objection, motion carried.

4. Approval of Minutes

Gwynne Johnston moved and Steve Barnum seconded that the Minutes of the July 27, 2020 Meeting of the Vestry be approved as presented. There being no objection, motion carried.

5. Financial Report – July 2020 Recap

John Davis provided a verbal summary of the year-to-date July 2020 Financial Statements included in the Vestry meeting packet. The pandemic has adversely impacted St. Michael's pledge revenue, which is ~\$43,000 less than anticipated at this point for 2020, and has disrupted revenue to the Little Angels Christian Preschool. However, a reduction in spending has resulted in expenditures of ~\$76,000 less than anticipated thus far in 2020.

Discussion followed regarding proposed reductions in Outreach grants for 2020 and the anticipated fiscal impact on St. Michael's as a result of reduced Preschool enrollment for the 2020/2021 school year. Fr. Perkins advised that Caren Hunter, Director of Little Angels Christian Preschool, and he have had

discussion regarding strategy and impact pertaining to necessary changes to Preschool operations due to the pandemic.

During further discussion it was noted that potential liability with respect to the possibility of any students getting sick is being addressed through adherence to State of Illinois guidelines. Also, the actual fiscal impact will depend on whether the Preschool operates with the maximum number of students allowed.

The Vestry expressed thanks to John Davis and Carol Hebert for their work on the financial statements.

6. New Business

Salary and Hourly Employees for September (Nursery)

Continuation of pay for St. Michael's nursery staff was discussed. In order to be prepared to resume nursery operations when allowable and needed, pay for nursery staff will continue as budgeted for 2020.

Parish Administrator Job Search Update

Fr. Perkins provided an update on the search process for the position of Parish Administrator. Two more candidates are scheduled for interviews. Currently, a parishioner is volunteering to assist with phone calls and visitors to the church building.

7. Old Business

None

8. Committee Reports

Buildings and Grounds

Bill Ferry provided an update regarding HVAC maintenance at St. Michael's buildings, including the church, rectory, 128 Hillside, and Sturtz House. This service will be provided by Ahrens & Condill for all four buildings at a cost of \$3,200. In reply to a question, it was noted that HVAC replacement at the rectory is scheduled for September. The Vestry thanked Bill Ferry and Kim Curtis for their work on the HVAC needs.

The Vestry discussed a draft capital equipment maintenance and improvement plan for parish facilities. The draft plan focuses on heating and air conditioning equipment, water heaters, roofing, and the church parking lot, and includes dates of installation, life expectancy, projected replacement dates, and estimated costs. Bill noted that work to refine the plan will continue and that a plan for budgeting is needed. Gwynne Johnston urged that going forward the parish budget include a line item reflecting the expense associated with the maintenance and improvement plan.

The Vestry thanked Bill for shepherding this initiative.

9. Rector's Report

Fr. Perkins thanked Kirk Chan for his assistance in preparing the Vestry meeting agenda. Fr. Perkins noted that work on the annual parochial report is beginning, provided an update on the anti-racism initiative, and commented on the recent passing of parishioners Phyllis Stevens and Bill Hannay. He also reported on planning needs related to 'Trunk or Treat', the stewardship campaign, and St. Michael's Day.

10. Senior Warden's Report

None

11. Closing Prayer

Fr. Perkins offered the closing prayer.

12. Motion to Adjourn

Gwynne Johnston moved and Ric Lindeen seconded that the meeting be adjourned. There being no further business and no objection, the meeting adjourned at 8:04 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk