

**St. Michael's Episcopal Church**

**Barrington, Illinois**

**Minutes of the Vestry Meeting of Monday, December 14, 2020**

**7:00 p.m. – Virtual Meeting**

**Present (Via Zoom):** The Rev. Jesse Perkins (Rector), The Rev. Lisa Erdeljon (Associate Rector for Christian Education), The Rev. Timothy Murray (Deacon), Kirk Chan (Senior Warden – 2021), Ann Kimes (Junior Warden – 2021), Gene Dawson (2021), Bill Ferry (2021), Suzanne Flear (2021), Michele Phillips (2021), Gwynne Johnston (2022), Cam Sells (2022), Lindsay Taylor (2022), Charley Wickman (2022), 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 7:06 p.m.

**2. Opening Prayer**

The opening prayer was offered by Fr. Perkins.

**3. Approval of Agenda.**

John Davis requested that 'Continuation of Nursery Staff Payment' be added to the agenda under New Business. Ann Kimes moved and Suzanne Flear seconded that the Agenda be approved with the requested amendment. There being no objection, motion carried.

**4. Approval of Minutes – November 16, 2020**

Gene Dawson moved and Michele Phillips seconded that the Minutes of the November 16, 2020 Meeting of the Vestry be approved as presented. There being no objection, motion carried.

**5. Financial Report – November 2020**

John Davis provided a verbal review of the November 2020 Financial Statements. He advised that revenue for November was slightly more than anticipated, the fiscal picture for the Little Angels Christian Preschool is pretty good at the moment, and overall expenditures for St. Michael's remain less than planned. John also reported that the Diocese granted a four-month pension payment waiver, noted that total pledge revenue for December 2020 is not yet known, and reiterated the importance of the Paycheck Protection Program for St. Michael's fiscal well-being. In response to a question from Charley Wickman, John estimated a pledge revenue shortfall of ~10% for 2020.

With respect to the Little Angels Christian Preschool, Gwynne Johnston asked how many students are currently enrolled. Fr. Perkins advised that the current enrollment is ~80 students.

Gwynne also asked if there is a chance that there could be an increase in student enrollment. John offered that not much change is expected for the remainder of the 2020/2021 school year, but more normal enrollment is anticipated for the 2021/2022 school year. Fr. Perkins observed that a recruitment effort will be needed.

Gwynne Johnston moved and Bill Ferry seconded that the November 2020 Financial Statements be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

## **6. New Business**

### Ann Ryba and Outreach Concerns Regarding Rectory Improvements

Kirk Chan indicated that Ann Ryba expressed concern to him about the allocation of \$20,000 for rectory improvements from the recent undesignated gift of \$50,000 to St. Michael's, in light of the reduced budget appropriation for Outreach. Kirk advised Ann that her concern would be discussed by the Vestry.

During discussion, Gwynne Johnston noted the importance of improvement of the rectory as part of the need to protect St. Michael's assets. Bill Ferry offered that the rectory project has been delayed for a long time and concurred with the necessity to protect assets. Suzanne Fleer commented that the improvement plan should proceed. John Davis reiterated that the \$50,000 given to St. Michael's was a gift, not a pledge payment, and placed in a designated fund, from which there is not a 10% contribution to Outreach.

The allocations will remain as previously determined by the Vestry.

### Youth Van

Fr. Perkins advised that the passenger van owned by St. Michael's is old and not reliable transportation for the Youth Group. It is used infrequently and rental of a suitable vehicle should be sufficient for activities when travel is required. In light of these factors and costs of ownership, it is recommended that the van be sold. During discussion it was noted that rental of a mini-van should work when transportation is needed.

Ric Lindeen moved and Kathi Frelk seconded that Fr. Perkins be authorized to sell the van on behalf of St. Michael's with the assistance of a member of the Vestry. Upon a voice vote: All Ayes; No Nays. Motion carried. Ric Lindeen volunteered to assist Fr. Perkins.

### January 31, 2021 – Annual Meeting via Zoom

Fr. Perkins requested approval of January 31, 2021 as the date for a virtual 2021 Annual Meeting.

Ann Kimes moved and Ric Lindeen seconded that January 31, 2021 be the date for the 2021 Annual Meeting and that the meeting be virtual. There being no objection, motion carried.

Reevaluate Outreach Appropriation, Diocesan Contribution, and Staff Bonuses

John Davis reviewed 2020 parish budget concerns related to effects of the pandemic and actions previously taken to address those concerns. He commented that St. Michael's now has a somewhat better idea regarding anticipated pledge revenue for this year. He noted that St. Michael's has not yet made its usual annual contribution of 10% of pledge revenue to the Diocese, asked if restoration of 50% of the funding hold-back for Outreach should be considered, and asked if restoration of the funding for staff bonuses should be considered. Discussion followed.

Gwynne Johnston moved and Lindsay Taylor seconded that 50% of the Outreach funding hold-back be restored. Upon a voice vote: All Ayes; No Nays. Motion carried.

Gwynne Johnston moved and Ann Kimes seconded that St. Michael's annual contribution to the Diocese be deferred until the total 2020 pledge revenue amount is known. Upon a voice vote: All Ayes; No nays. Motion carried.

Ric Lindeen moved and Suzanne Fleer seconded that the funding for staff bonuses be restored. Upon a voice vote: All Ayes; No Nays. Motion carried.

Sturtz House Condensing Unit

Kirk Chan advised that \$4,000 remains from the \$20,000 allocation for funding of the Sturtz House air handling unit project. He asked that the remaining \$4,000 be reallocated for funding of the condensing unit project at that location. Use of the Sturtz House was discussed.

Michele Phillips moved and David Rauschenberg seconded that the \$4,000 remaining from the \$20,000 allocation for funding of the Sturtz House air handling unit project be reallocated for funding of the Sturtz House condensing unit project. Upon a voice vote: All Ayes; No Nays. Motion carried.

2021 Vestry Members and Junior Warden Slate

Kirk Chan requested approval of the 2021 slate of nominees for Vestry member and nominee for Junior Warden. There still remains a vacancy for another nominee for Vestry member for a three-year term.

Ric Lindeen moved and Lindsay Taylor seconded that the slate of nominees for Vestry member, Melissa Buckley for a three-year term, Carol Berman for a three-year term, Greg Mears for a three-year term, and Gwen Weibel for a two-year term, and the nominee for Junior Warden, John Garcia, be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

The Vestry expressed thanks for the work of Ann Kimes and Kirk Chan on the slate.

Continuation of Nursery Staff Payment

During discussion it was confirmed that the nursery staff payments will end after December 2020. However, it is contemplated that the draft 2021 parish budget will include nursery staff payments for the months of September through December.

## **7. Old Business**

### **Stewardship Update**

Lindsay Taylor provided an update on the results of this year's stewardship calls thus far. She advised that ~100 responses have been received. John Davis noted that at this point ~\$459,000 has been pledged for 2021. The Vestry discussed the process for moving forward with follow-up and reminder calls.

The Vestry thanked Lindsay for shepherding the stewardship campaign.

### **Dave and Katy Pepper Memorial**

Bill Ferry reviewed the options for the memorial and presented a rendering of the design which is proposed for construction. The comments offered by the Vestry were positive. Construction of the memorial is anticipated to begin in early spring 2021.

## **8. Committee Reports**

### **Buildings and Grounds**

Bill Ferry advised that review of options for the rectory kitchen improvements is continuing, including floor plan and functionality of the overall design of the kitchen.

## **9. Rector's Report**

Fr. Perkins reported on the 2021 Diocesan Convention, the Election Convention for Diocesan Bishop, the recent funeral for Wendy Nagy, and the upcoming funeral for Bill Hannay. He commented on scheduled parish Zoom events, provided an update on plans for worship on Christmas Eve, offered congratulations to Mtr. Erdeljon on the December 6 anniversary of her ordination to the priesthood, and advised that the bell tower lighting currently is blue in recognition of Advent.

## **10. Senior Warden's Report**

Kirk Chan asked that any Vestry nominee ideas for the remaining vacant three-year Vestry member term be forwarded to Ann Kimes and him.

## **11. Closing Prayer**

Fr. Perkins offered the closing prayer.

## **12. Motion to Adjourn**

Suzanne Fleer moved and Ric Lindeen seconded that the meeting be adjourned. There being no further business and no objection, the meeting adjourned at 8:29 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk