

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, December 15, 2025

7:00 p.m. – Conference Room / In-Person with Virtual Attendance Option

Present -In Person: The Rev. Ralph Osborne (Priest in Charge), Liz Gabis (Senior Warden – 2026), Bob Hoyler (Junior Warden-2026), Paul Carrubba (2027), Jeff Tolle (2027), Cathy Koehlinger (2028), Pat Okonek (2028), BJ Seagrist (2028), John Davis (Treasurer), Craig G. Anderson (Clerk)

Present – Virtual: Sam Adams-Lanham (2026), Lynn Mayberry (2026)

Absent: Wes Kimes (2026), Craig W. Anderson (2027)

1. Call to Order and Confirmation of Quorum

There being a quorum present, the meeting was called to order at 7:01 p.m. by Fr. Ralph Osborne.

2. Opening Prayer

Fr. Ralph Osborne and the Vestry offered the opening prayer in unison.

3. Approval of Agenda

Fr. Ralph Osborne requested that Chapel Rug be added to the agenda.

Junior Warden Bob Hoyler moved, and Pat Okonek seconded, that the agenda for this evening's meeting be approved as amended to include Chapel Rug under New Business. Upon a voice vote: All Ayes; No Nays. Motion carried.

4. Approval of Minutes – November 17, 2025

Senior Warden Liz Gabis moved, and BJ Seagrist seconded, that the minutes of the November 17, 2025, meeting of the Vestry be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

5. Old Business

Stewardship Pledge Update

Jeff Tolle reported that this year's stewardship/pledge effort has been completed. The overall response was excellent, including response to follow-up calls.

Treasurer John Davis noted that there are 114 pledges for 2026, which is close to the pledges for 2025, which are 119. Also, the total pledge amounts for 2025 and 2026 are very similar.

Preschool Update

Cathy Koehlinger advised that Janelle Aynessazian, the new Director of the Little Angels Christian Preschool, is on board. Work underway includes exploring enrichment areas that perhaps can be made available for children at the Preschool.

Sound System Update

BJ Seagrist reported that installation of the new microphones in the choir area is on track for this week. Also, the new permanent sound board is scheduled for installation this week.

Building and Grounds Update

Paul Carrubba noted that there will be some repair and improvement requests to consider for 2026, work is underway to address some more immediate maintenance needs, and St. Michael's is ready for a reinspection by the State Fire Marshal.

Treasurer John Davis asked that estimated funding needs be provided for inclusion in the 2026 draft budget.

Liability Insurance for Church Properties Update

Cathy Koehlinger advised that obtaining cost quotes for expected and potential coverage needs for St. Michael's, including flood coverage, is underway. Current coverage will be extended as might be needed. There is potential for some increase in coverage costs.

Search Committee Update

Sam Adams-Lanham reported that information collected from the CAT Survey and the small group discussion sessions is being synthesized. It is possible that the parish profile draft document might be ready by mid-January. The Office of Transition Ministry of the Episcopal Church is an available resource for assistance to parishes and clergy involved in a search process.

Vision/Mission Statement

Sam Adams-Lanham noted that Betsy Wintringer will assist Wes Kimes, Jeff Tolle, Renee Buxton, and her with development of a new Vision/Mission Statement for St. Michael's.

Upcoming Events

Senior Warden Liz Gabis advised that upcoming events at St. Michael's include a St. Nicolas celebration on December 21; a farewell recognition for Paul and Betty Carrubba on December 21; an Epiphany service and coffee hour on January 11; and an email distribution of a Legacy Fund update prior to Christmas. Liz noted the great willingness of St. Michael's parishioners to step up and help for events and other needs.

6. New Business

Finance Report

Treasurer John Davis provided a summary review of the October 2025 Financial Statements and the November 2025 Financial Statements. He noted that the budgeted revenues/expenditures position of St. Michael's for 2025 is better than anticipated at this point in the year; fiscal support from parishioners who do not pledge is more than anticipated; and the Preschool revenues/expenditures position has improved.

Senior Warden Liz Gabis moved, and Sam Adams-Lanham seconded, that the October 2025 Financial Statements and the November 2025 Financial Statements be approved, subject to Vestry receipt and review of the statements by December 22, 2025. Upon a voice vote: All Ayes; No Nays. Motion carried.

Recommendations for Policies to Account for Gains

Treasurer John Davis presented recommendations for policies to account for financial gains generated when St. Michael's long-term investments were moved to the Episcopal Church Foundation (ECF), as well as recommendations for policies and practices moving forward for investment accounting. Following review, discussion, and some revision, the following actions were taken:

Sam Adams-Lanham moved, and Lynn Mayberry seconded, that the Realized Gain of \$128,071 in the Invested asset portfolio be retained and added to Designated Funds. The Legacy Designated Fund will be allocated its percentage of 17.83% of the gain and be reflected in a new designated fund, the Interest & Realized Gain Legacy Designated Fund, and the remainder of the gain will be allocated its percentage of 82.17% to a new designated fund, the Interest & Realized Gain All Other Designated Funds. Upon a voice vote: All Ayes; No Nays. Motion carried.

Paul Carrubba moved, and Sam Adams-Lanham seconded, that for 2025 the Interest and Dividends received by the Legacy Designated Funds be retained in the Legacy Designated Fund, thereby allowing the Legacy Funds to grow. All other Interest and Dividends received by all other invested assets will be recognized as Operating income for the budget. Upon a voice vote: All Ayes; No Nays. Motion carried.

- The Spending Policy of the Legacy Fund allows the Vestry to draw 5% of the Legacy Fund Value (with a 4% minimum and a 6% maximum). Given the renewed efforts to grow the Legacy Designated Fund, we recommend that no draw be taken from Legacy Fund earnings in order to build the balance. The decision to make a draw will be reviewed by the Finance Committee annually and recommended to the Vestry.

BJ Seagrist moved, and Paul Carrubba seconded, that beginning in 2025 and going forward, St Michael's begin reflecting the invested assets Mark to Market (MTM) value on its Balance Sheet as an Unrealized Gain/(Loss) at year end. At year end only, the asset would be increased or decreased to the invested assets market value and the offsetting liability would be reflected in two new Designated Funds. One would reflect the Legacy Funds portion of the MTM Gain/(Loss) and the other would reflect All Other Designated Funds Portion of the MTM Gain/(Loss). Upon a voice vote: All Ayes; No Nays. Motion carried.

Chapel Rug

Fr. Ralph Osborne requested approval from the Vestry to return to the chapel a rug which had been stolen from the chapel some years ago, subsequently returned to St. Michael's, and then stored at another location within St. Michael's.

Following discussion, Junior Warden Bob Hoyler moved, and BJ Seagrist seconded, that the chapel rug and a wall hanging that previously was in the chapel be returned to the chapel. Upon a voice vote: 8 Ayes; 1 Abstention; No Nays. Motion carried.

Additional Vestry Meeting

Treasurer John Davis requested that an additional Vestry meeting be scheduled for the week of January 12, 2026, for review of the proposed 2026 budget so that it can be finalized and voted on at the regular meeting of the Vestry on January 19, 2026.

There being no objection, a meeting of the Vestry was scheduled for **January 14, 2026, at 6:00 p.m.**

7. Closing Prayer

Fr. Osborne and the Vestry offered the closing prayer in unison.

8. Motion to Adjourn

Sam Adams-Lanham moved, and BJ Seagrist seconded, that the meeting be adjourned. Upon a voice vote:
All Ayes; No Nays. Motion carried.

The meeting adjourned at 8:43 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk