

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, August 17, 2026

7:00 p.m. – Conference Room and Virtual

Present – In Person: Bob Hoyler (Junior Warden - 2027), Sam Adams-Lanham (2027), Lynn Mayberry (2027), Craig W. Anderson (2028), Jeff Tolle (2028), Bob Wonder (2028), Cathy Koehlinger (2029), Pat Okonek (2029), BJ Seagrist (2029), John Davis (Treasurer), Craig G. Anderson (Clerk)

Present – Virtual: None

Absent: Liz Gabis (Senior Warden – 2027), Wes Kimes (2027), The Rev. Ralph Osborne (Priest in Charge)

1. Call to Order and Confirmation of Quorum

There being a quorum present, Junior Warden Bob Hoyler called the meeting to order at 7:00 p.m.

2. Opening Prayer

The Vestry members Junior Warden, and Clerk offered the opening prayer in unison.

3. Approval of Agenda – August 17, 2026

Sam Adams-Lanham moved, and Bob Wonder seconded, that the revised agenda for this evening's meeting be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

4. Approval of Minutes

Vestry Meeting of July 20, 2026

Lynn Mayberry moved, and Craig W. Anderson seconded, that the revised July 20, 2026, Vestry meeting minutes be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

5. New Business

Preparing for Arrival of Fr. Nathan Huddleston

Junior Warden Bob Hoyler and Vestry members discussed preparations for the arrival of Fr. Huddleston, including the agenda for the Vestry meeting on September 21, 2026. Contemplated agenda items include more detailed self-introductions from Vestry members; Fr. Huddleston's vision for St. Michael's; mission statement development for our parish; differences and commonalities within our parish; and possibly undertaking a high-level SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for St. Michael's. Junior Warden Bob Hoyler will follow up with Fr. Huddleston regarding planning for the September meeting.

Junior Warden Bob Hoyler reported on the need for replacement of computer equipment for use by Fr. Huddleston. Following discussion, Craig W. Anderson moved, and Cathy Koehlinger seconded, that replacement of the subject computer equipment be approved at a cost of approximately \$3,700. Upon a voice vote: All Ayes; No Nays. Motion carried.

Veterans' Recognition Plaque Proposal

Parishioners Judy Tammi and Larry Quinlan have proposed the creation and display of a memorial plaque at St. Michael's to recognize and honor those who have served in the United States military. After an opportunity for review and discussion, there was concurrence among the members of the Vestry to proceed with creation and display of a Veterans recognition plaque in St. Michael's library.

Employee Handbook

A draft revised employee handbook for St. Michael's staff has been prepared and distributed to the members of the Vestry for review and approval. During discussion need for some revisions was noted. Vestry action was deferred to allow the revisions to be addressed.

Building Security Policy

Junior Warden Bob Hoyler offered that St. Michael's building security policy needs review to address access to St. Michael's chapel, including options for off-hours access for St. Michael's members and other persons to pray or visit the chapel columbarium. Review and discussion by Vestry members determined that a plan to facilitate off-hours access needs to be prepared for approval and added to the building security policy.

6. Old Business

Ice Cream Social

Pat Okonek and the other Vestry members reviewed the feedback received regarding the St. Michael's Neighbor Appreciation Ice Cream Social Open House event on Saturday, August 8, 2026. The consensus is that while some adjustments are necessary, the event was well-received, helpful in letting neighbors know about St. Michael's, and should be continued going forward; it was a job well done by all who assisted.

Building and Grounds Update

Craig W. Anderson noted rectory improvement items remaining to be addressed, including unanticipated floor replacement in some areas; replacement of basement stair planks; some wall patching; and installation of some bathroom components.

Sam Adams-Lanham moved, and Cathy Koehlinger seconded, that an additional expenditure of up to \$12,000 be approved for rectory floor improvements. Upon a voice vote: All Ayes; No Nays. Motion carried.

BJ Seagrist advised that the patio adjustment needs to be completed. Also, some other items need repair or replacement, including a dining room window, an upstairs windowsill, some window cranks, and a flush mount ceiling fan.

August 29th Kickoff Weekend

Junior Warden Bob Hoyler provided an update on plans for the August 29th weekend BBQ and appreciation event for Fr. Osborne, including parking arrangements. There has been good response to the request to parishioners for volunteers to assist with this event.

Plans for Goodbye to Fr. Ralph Osborne

Junior Warden Bob Hoyler noted plans for St. Michael's goodbye to Fr. Osborne.

Financial Report

Following discussion, Junior Warden Bob Hoyler moved, and Jeff Tolle seconded, that there be a contribution to Fr. Osborne's farewell purse in the amount of \$5,000 from St. Michael's. Upon a voice vote: All Ayes; No Nays. Motion carried.

Treasurer John Davis provided a summary overview of St. Michael's July 2026 financial report distributed to the Vestry, noting that revenues and expenditures are generally as anticipated, including pledge receipts.

Craig W. Anderson moved, and Cathy Koehlinger seconded, that the July 2026 Financial Statements be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

Little Angels Christian Preschool Update

Cathy Koehlinger noted teacher hirings, outreach at an event in Citizens Park, and work to streamline the enrollment process. Lynn Mayberry noted that she is looking forward to folks coming to preschool.

Transition Update

Junior Bob Hoyler provided an update on staff transition and noted a need for some part-time personnel to assist with technology implementation.

7. Closing Prayer

The Vestry members, Junior Warden, and Clerk offered the closing prayer in unison.

8. Motion to Adjourn

Cathy Koehlinger moved, and Bob Wonder seconded, that the meeting be adjourned. Upon a voice vote: All Ayes; No Nays. Motion carried.

The meeting was adjourned at 8:32 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk