

## **Diocese of Milwaukee Executive Council Minutes**

**January 2, 2024 6:30 p.m. via ZOOM**

### **Roll Call was taken.**

**Present:** Ms. Janice Pauc, Vice-President of the Executive Council; Ms. D'Arcy Becker, Diocesan Treasurer; the Rev. Matthew Buterbaugh; Ms. Barbara Eckblad; the Rev. Don Fleischman; the Rev. Nancy Hodge; the Rev. Bobbi Kraft; the Rev. Esther Kramer; Ms. Christine Krueger; Ms. Judith Miller; Mr. Roger Mukasa and the Rev. Debra Trakel

**Others present:** Ms. Caroline Senn, Chief Financial Officer and Mr. Greg Bell, Representative for the Standing Committee

**Absent:** Mr. Mark Ehrmann, Esq., Chancellor; Dr. John Johnson; The Rev. Scott Leannah, Canon to the Ordinary; The Rev. Pippa Lindwright, President of Commission on Ministry; the Rev. David Mowers, President of the Standing Committee and the Ven. Charles Zellermyer, Executive Director of Trustees of Funds & Endowments

**Guest:** Ms. Graicey Van Spankeren, Administration Manager

At 6:32 p.m. Ms. Janice Pauc, Vice-President of the Executive Council, called the meeting to order and asked Mother Bobbi Kraft to lead the EC in prayer.

Ms. Pauc noted that she was altering the agenda to allow the guest presenter to leave early.

### **DeKoven Center/Archives**

Ms. Pauc called on Ms. Graicey Van Spankeren, Administration Manager, for her report on archival alternatives.

Ms. Graicey Van Spankeren summarized the result of her research.

--She presented the background information on the Claretian's facility.

--She also listed the benefits of using the Claretian facility:

- Cost savings when compared to DeKoven
- Allows opportunity for collaboration or troubleshooting with Diocese of Chicago since their archives are held in the same facility and tended by an experienced archivist who can consult on Milwaukee's collection
- Can take advantage of less expensive student archivist labor-- the archival staff of the Franciscans can provide necessary oversight to hire student archivists enrolled in graduate programs in the Chicagoland area
- Temperature controlled, large space with opportunity to use shared reading room onsite
- Materials would be more local; avoid the optics of hosting WI archives out of state (especially in a diocese where the rural/urban divide might loom

large in people's perceptions)

- Maintains relationship with historic Episcopal site and continuity of archival oversight by the same staff archivist who has handled collection for years

(From: Archive Options Summary and Proposed Next Steps in Google Drive)

Ms. Graicey Van Spankeren noted the current issues with using the DeKoven center:  
--It is not now an Archival Service; it is simply a place to store archival documents.  
--There was no formal agreement entered into between the Diocese and DeKoven.  
Ms. Caroline Senn contributed further information regarding expenses DeKoven is charging the Diocese. She also said that the finance committee was in complete agreement with Ms. Van Spankeren's findings and has submitted the following resolution:

**Finance Committee Recommends the following be resolved by Executive Council:**

- 1 - Reimbursement for actual expenses incurred supported by invoices or similar documented evidence of payments made. We will not reimburse for the theoretical time of unpaid volunteers from the past.
- 2 - In the absence of evidence of actual expenditure, then a goodwill payment of \$1,000
- 3 - We need our boxes of documents returned as soon as this can be arranged
- 4 - We will pursue a formal archival relationship with the Claretian Archives in Chicago as soon as we achieve clarity on the Trialogue future on May 4<sup>th</sup> 2024.

Ms. Van Spankeren concluded by asking that the resolution be amended to omit the time element.

Discussion followed regarding the relationship with DeKoven, the kind of materials that are currently at DeKoven and recommending that the resolution be amended to include the names of those who are to pick up the boxes of documents.

The Rev. Bobbi Kraft offered the following:

--that the above resolution as presented by the finance committee be amended to include that Ms. Graicey Van Spankeren or any member of the diocesan staff as designated by the Diocese would be the individual(s) to pick up the boxes and that item # 4 would be deleted.

Further discussion occurred.

\*\*\*The Rev. Bobbi Kraft moved and the Rev. Matthew Buterbaugh seconded an amendment resolution designating Ms. Graicey Van Spankeren, Administration Manager and Dr. Randy Miller, Diocesan Historiographer, and others they deem necessary, as the individuals to collect the boxes of archival materials from DeKoven; and deleting #4, the time element.

A vote was taken. The motion passed.

A vote on the original resolution as presented by the finance committee and now amended, as above, was taken. The resolution, as amended, passed.

### **Additions to Agenda**

Ms. Pauc referred the EC to the last page of the minutes for the Norms for Executive Council Meetings.

Ms. Pauc announced that Mr. John Johnson was reappointed to EC, per Canon 6, Section 6 of the Constitution and Canons: *A vacancy in any of the above elective offices shall, except as otherwise provided, be filled by the Bishop, or by the Ecclesiastical Authority, to serve until the next meeting of the Convention*, to replace a member who was not able to complete his service.

### **December 5, 2023 EC Minutes**

Deacon Marge Kiss asked if there were any additions, deletions or changes to the Executive Council minutes of the December 5, 2023 EC meeting. Hearing nothing, Ms. Pauc called for a vote to approve the minutes as presented. The minutes were so approved.

### **Election of Vice President**

Ms. Pauc noted that, each year a Vice-President for the EC is elected. She is willing to continue, but the position is open. She checked with a member who had expressed interest in the position, but they declined.

\*\*\*Ms. Barbara Eckblad nominated Ms. Janice Pauc for another term as Vice-President of the EC. Ms. Pauc accepted the position.

### **Financials**

Ms. Pauc called on Ms. Caroline Senn, Chief Financial Officer, for her report.

Ms. Caroline Senn stated that there was nothing odd in the current financials. She did note that the \$400,000.00 for St. Mark's loan/grant was still in reserve and will be paid out when requested.

Ms. Barbara Eckblad expressed her appreciation of the condensed version of the financials. A discussion ensued regarding how to analyze/evaluate loans; how the EC functions in terms of analysis and strategic planning and its relationship to the diocesan staff and finance department.

Ms. Caroline Senn presented the details of the St. Alban's loan:

--capital projects loan (roof and sidewalk) of \$16,000.00

--6-year term

She also noted that the loan amortization schedule was in Google Drive; that it is a modest loan and will not cause stress to the parish.

She stated that the loan was contingent on the diocesan finance department receiving St. Alban's balance budget document.

Because a Committee brought the resolution, it was considered moved and seconded.

Ms. Pauc called for a vote. The St. Alban's loan resolution carried.

In accordance with the IRS, the Executive Council is required to pass the 2024 Housing Resolutions for the Rev. Christian Maxfield and the Rev. Julian Hills as presented below:

Housing Resolution for 2024 for  
The Rev. Christian Maxfield

RESOLVED, that of the total compensation to be paid to The Rev. Christian Maxfield during 2024, \$10,000 shall be designated as housing allowance (in lieu of the Episcopal Diocese of Milwaukee providing and maintaining a furnished residence for him), to be excludable from taxable income, within the meaning of Section 107 of the Internal Revenue Code, to the extent that said housing allowance is spent by The Rev. Christian Maxfield for expenses of renting or providing a furnished home for himself and family, including rental or mortgage payments, insurance, utilities, furnishings, maintenance and repairs and other related expenses, up to the fair market rental value of said home, including furnishings and utilities. This housing allowance designation will apply to calendar year 2024 and all future years unless otherwise provided.

Housing Resolution for 2024 for  
The Rev. Julian Hills

RESOLVED, that of the total compensation to be paid to The Rev. Julian Hills during 2024, \$22,422 shall be designated as housing allowance (in lieu of the Episcopal Diocese of Milwaukee providing and maintaining a furnished residence for him), to be excludable from taxable income, within the meaning of Section 107 of the Internal Revenue Code, to the extent that said housing allowance is spent by The Rev. Julian Hills for expenses of renting or providing a furnished home for himself and family, including rental or mortgage payments, insurance, utilities, furnishings, maintenance and repairs and other related expenses, up to the fair market rental value of said home, including furnishings and utilities. This housing allowance designation will apply to calendar year 2024 and all future years unless otherwise provided.

Ms. Pauc called for a vote on the Housing Resolution for the Rev. Christian Maxfield. It passed as presented.

Ms. Pauc called for a vote on the Housing Resolution for the Rev. Julian Hills. It passed as presented.

**Report from the Canon to the Ordinary**

Ms. Janice Pauc referred the EC to Google Drive for the report from the Rev. Scott Leannah, Canon to the Ordinary.

**Standing Committee**

Ms. Pauc called on Mr. Greg Bell, Representative for the Standing Committee, for his report.

Mr. Greg Bell reported on some activities of the Standing Committee:

- consented to the election of a bishop
  - interviewed final two candidates for ordination: Robert E. Davis and Hunter James Farrow
  - dealt with the final construction hurdle at SFH and approved the continuing of the financial campaign
  - dealt with the fund drive for Newala
- He also noted that Trialogue was moving forward.

**Proposed Resolution re: Clergy Serving in Representative Capacity**

Ms. Pauc stated that Mr. Mark Erhmann was not able to attend the meeting, but his proposed resolution re: clergy serving in representative capacity has been in Google Drive for the EC to review. She asked if there were any questions. Hearing none, she asked for a motion.

\*\*\*Ms. Barbara Eckblad moved and Mr. Roger Mukasa seconded the approval of the following proposed resolution regarding clergy serving in representative capacity

*NOW THEREFORE, BE IT RESOLVED, that no clergy canonically resident in the Episcopal Diocese of Milwaukee (a "Resident Clergy") shall serve as an executor of the estate of, or as a personal representative or a power of attorney for, any person with whom such clergy has, had or could have a pastoral relationship (a "Pastoral Subject"), nor shall any such Resident Clergy serve as a trustee or other legal representative for any trust or other legal entity created or managed by or on behalf of such Pastoral Subject*

**Explanation of Resolution:**

The Episcopal Diocese of Milwaukee is proposing the following resolution:

WHEREAS, from time to time clergy are requested to serve as representatives on behalf of parishioners and other individuals with whom they have pastoral relationships;

WHEREAS, the existence of such pastoral relationships could create a conflict of interest if the clergy were to serve in such representative capacities; and

WHEREAS, the Episcopal Diocese of Milwaukee desires to clarify its policy and adopt a resolution relating to the foregoing.

Discussion followed with some clergy expressing their appreciation of the resolution and noting how they assist individuals, who come to them, with a list of possible options. A vote was taken. The motion carried.

**Final Items**

Ms. Pauc stated that, because of the clergy retreat in February, the next EC meeting would be March 5<sup>th</sup> 2024. Mr. Roger Mukasa suggested that, based on the previous discussion addressing visioning and strategic analysis, there be an interim meeting. Ms. Caroline Senn offered the in-depth parish financial analysis (over a 12-year period) along with trends and projections materials she had developed. January 30<sup>th</sup>, 6:30 p.m. is the next meeting date.

Ms. Janice Pauc gave the closing prayer.

Deacon Marge said the dismissal.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Rev. Margaret (Marge) M. Kiss

Executive Secretary & Recorder of the Minutes

## Appendix I

2024 Executive Council Meeting Dates -- First Tuesday at  
6:30p.m. via ZOOM

January 30

March 5

April 2

May 7

June 4

July 2

August 6

September 3

October 1

November 5

December 3

## Appendix II

### 2021 Norms for Executive Council Meetings

Begin with prayer

Start and end on time

Receive and Review material one week ahead of time of meeting

Respectful communication

- Assume good/best intentions

- Seek to model reconciliation

- Look for the best in others

- Give the best we have

- Gentleness first

Recuse oneself, leave the room and abstain from matters in which one has a conflict of interest

Respect the “confidential nature” of the discussion (Identify if confidential)

All responsible for the process at the table; Pay attention/Be actively engaged

All members of Executive Council are authorized to raise their hand, to call for a pause in the process, and to ask for a moment of prayer from the Bishop

We are always The Church.