

St. Matthew's Episcopal Church

Vestry Meeting Minutes – May 31, 2022 @ 6:30 pm

Meeting by Zoom

Vestry Members in Attendance: Ann O'Connell (Senior Warden), Lise Harding (Junior Warden), Kelli Hughes, Jim Michael, Joyce Statz, Christian von Wupperfeld, Vickie Blumhagen, Gary McNeil, Stephanie McCollum, Blythe Wilson, David Kennedy, Anne Webster and Armando Ruiz.

Vestry Members Absent: Nicole Banister, Christopher Hansen

Clergy in Attendance: Rev Katie Wright (Rector), Rev Christian Hawley (Associate Rector)

Business Manager: Chris Schumacher (present)

Treasurer: Charlie Smith (present)

Guest: Jack Robertson

The May 31, 2022 meeting of the Vestry of St. Matthew's Episcopal Church was called to order at 6:34 pm by Rector Katie Wright who then led the vestry in the first half of a Compline Service. Upon concluding the scripture reading, Mother Katie asked Senior Warden, Ann O'Connell, to preside over the meeting. Ann determined that a quorum of members was present.

CONSENT AGENDA ITEMS

The first order of business was to approve the April meeting minutes provided in the pre-read folder. A motion was made and seconded to approve minutes and the **motion passed unanimously**.

The vestry then considered the Commission/Committee/Council reports. A motion was made to accept the reports, was seconded and **passed unanimously**.

NEW BUSINESS

(1) Endowment Grant Application

- The vestry considered a motion to approve an Endowment Grant Application to approve a payment of \$19,600 to a Strategic Planning consultant to assist in the next phase of strategic planning for the parish.
- Kelli Hughes and Christian Von Wupperfeld provided background on the factors the Endowment Committee took into consideration in making the application. They explained the Strategic Planning Committee interviewed three potential consultants before selecting this one who is local. Christian said he felt the work could be completed by December of 2022 because some of the work done in 2021 during the search for a

new rector could be folded into this planning effort along with some parts of prior strategic plans. The **motion passed unanimously.**

(2) In-House Investment Portfolio Managers

- The next item was a motion to approve the In-House Investment Portfolio Managers Job Description & Qualifications.
- Lise Harding explained that the parish did not have a document which specifically described the duties or qualifications of the in-house portfolio managers. Lise also explained the investment objectives or guidelines for the parish were set out in a separate document which the vestry adopted previously.
- Ann O'Connell provided a brief summary of the decision of the vestry to stop relying on an outside investment manager and instead have the vestry select qualified individuals so management would be handled in house. **The motion passed unanimously.**

(3) HVAC Repairs

- The last item of new business was a motion to approve repair of the leaking underground refrigerant line which services the HVAC equipment for the Wilson Room and replacement of refrigerant in the line at a cost of \$6,328. Chris Schumacher explained that no A/C units, compressors or air handlers need to be replaced at this time. A motion to approve the expenditure was made, seconded and **passed unanimously.**

TREASURER'S REPORT

- Charlie Smith presented the Treasurer's Report and began by saying that the parish is currently in good financial shape. He explained the primary categories of both revenues and expenditures which are primarily responsible for the current status.
- A question was asked about inclusion of "Advance Contributions" as a liability. Charlie advised that the auditor has indicated that he has some items (possibly including this one) which he will discuss with the vestry in June and that would be the best venue for vestry members to make inquiries or express concerns.
- Charlie also mentioned later that July would be the best time for the midyear review of finances because the books for June will have been closed by that time.

BUSINESS MANAGER'S REPORT

Chris Schumacher presented the business manager's report and covered the following items:

- The new phone system (with enhanced functions) will be installed in July, followed by the installation of fiber optic cable we have previously discussed.
- Movie filming in the basement is set for June 6-8; Katie said the filmmaker was very cooperative in explaining its theme and it poses no problems for our church.

- Chris mentioned has met with the property manager of the commercial property next door to the campus to discuss ideas for security and repair access along the common property line.
- Chris, Mother Katie and Page Race met with the new principal of Anderson High School and had a good discussion on shared concerns and possible collaborations.
- Jim Michael is measuring expansion joints on the campus. He also explained the vendor with the slightly higher per foot replacement cost seems to have a better product and that the project would likely be done taking one area of the campus at a time.

COMMISSION/COMMITTEE/COUNCIL REPORTS

- Blythe Wilson reported the Stewardship Committee would be meeting again in the next week or so and will be ramping up for the fall and providing some additional revenue generating ideas to the vestry.
- Armando Ruiz reported that Outreach would like to increase awareness of its work and involve more (and different) parishioners in service work. They will feature an Outreach Ministry of the Month to enhance awareness of the ministries St. Matthew's has. Ann O'Connell suggested attempting to get the youth of the congregation involved as well.
- Christian von Wupperfeld said he is looking forward to beginning Strategic Planning activities. He feels we can build on the work that was done during the Salt and Light effort. He, Mother Katie and Jenny Bailey will be meeting very soon with the consultants.

OLD BUSINESS

None

CLERGY COMMENTS

- Mother Katie spoke of the fruitful discussion she, Page and Chris had with the new Anderson High principal. She hopes that will provide the basis for mutual collaborations in the future.
- She advised that Father Christian has accepted the position as rector of a parish in San Marcos. She will provide a timeline for the transition as soon as possible. She expressed the feelings we all have of sadness at losing a dear friend, as well as happiness for a new opportunity for him. (Reviewer Note: He will be the Rector of St. Mark's Episcopal Church in San Marcos, TX. His last day at St. Matthew's is Sunday, June 26, 2022).
- Father Christian said he is so grateful for the support St. Matthew's members have given him and for the wonderful relationships he has developed. He also mentioned that he felt the St. Matthew's Memorial Day activities were just great.

WARDEN COMMENTS

- Lise Harding showed pictures of the signs planned for St. Matthew's and explained the thought process in choosing the images which are to be used. The vestry members were most impressed with the product.
- She also mentioned she would put a summary document on the Google Drive of the Security Self-Assessment that the clergy, business manager and several vestry members participated in taking (others may participate if they desire). She asked the information be treated as Vestry Confidentially given its sensitive nature.
- Ann O'Connell advised the last piece of the application for the security grant had been submitted by the May 23 deadline.
- She also spoke to the need for a lot of vestry and volunteer involvement with keeping the campus secure. Although we don't yet have a final security plan, she feels it will take ongoing involvement and awareness to implement. It will not only entail some physical alterations to the building, but also training of key volunteers and consistent use of proven techniques for the plan to work. She suggested reading the book, "Open Arms, Sake Communities" by Jeanie Garrett of Austin. She welcomed vestry members to join a webinar on security on June 7 from 10:00 am till noon. Please email Ann for sign-up information.

Mother Katie concluded the meeting with completion of the compline.

The meeting adjourned at 8:35 pm.

Next meeting June 28, 2022 @ 6:30 pm – by Zoom.

Submitted by Gary McNeil, Clerk