

**St. Matthew's Episcopal Church**  
**Vestry Meeting Minutes - February 6, 2023 @ 6:30pm**  
**Location: Hybrid in-person in B-14 (Wilson Room) and on Zoom**

**Vestry Members in Attendance:** Joyce Statz (Senior Warden), Bob Ascott (Junior Warden), Natalie Lynch (Clerk), Ann O'Connell, Armando Ruiz, Blythe Wilson, Carole Taxis, Christopher Hansen, Gary McNeil, David Kennedy, Stephanie McCollum, Jenny Watson, Steve Ryder and Carole Taxis

**Vestry Members Absent:** Jason Bagshaw and Anne Webster

**Clergy in Attendance:** Rev. Katie Wright (Rector)

**Business Manager:** Chris Schumacher (present)

**Treasurer:** Jack Robertson (present)

**Guests:** Lise Harding (Exec Assistant to the Rector)

**Observers:** None

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The February 6, 2023 meeting of the Vestry of St. Matthew's Episcopal Church was called to order by the Rector Katie Wright, at 6:35 pm, who determined that a quorum of members was present. Katie participated via Zoom as a result of the ongoing pandemic. Katie opened the meeting with prayer, and informed the Vestry that, at future meetings, she would like one member to be the leader for a Devotional. A schedule is on Google Drive for folks to sign-up for a slot to perform the devotional. Katie then authorized Senior Warden Joyce Statz to preside over the meeting.

CONSENT AGENDA ITEMS were approved in the following manner:

- Vestry Budget Meeting Minutes
  - Joyce Moved, Ann O'Connell Seconded, unanimously approved
- Annual Parish Meeting Minutes
  - Jenny moved, Joyce seconded, unanimously approved
- Commission/Committee/Council Reports
  - None to review or approve

OLD BUSINESS:

- The Communications Commission created by the Vestry as part of the Strategic Plan was previously approved.
  - o Jenny relayed that it is important to communicate more effectively and align messaging with the strategic plan; Information about who we are (and related concepts) is essential to consistently disperse to help others message our offerings in a synthesized manner
    - Relatedly we acknowledge 1) online, 2) face-to-face, and 3) family attendees are not necessarily receiving the same information;
    - Also relatedly, engagement to the outside community should be consistently messaged
  - o Bob asked how this relates to the director of communications, and there was an acknowledgment that the work of this commission still needs to be synthesized with that position.
  - o Armando asked if the commission is related to engagement, but the intent of the commission is more aimed at informing the congregation than engagement.
  - o Jenny mentioned that the plan includes goals to develop the plan further, revise the website, and facilitate engagement, particularly with the online community;
  - o Joyce stated that there is possibly overlapping responsibility for connecting folks with activities.

- o Ann pointed out that we occasionally receive requests to update the Weekly Word to be more engaging and professional; Joyce pointed out that improvements were made recently, and Chris stated that he can now read the text more easily.
  - o Katie acknowledged that this action is already approved;
- Designation of new Vestry member Jason Bagshaw to serve the unfulfilled term (1-year).
  - o Katie noted that Jason requested to be placed in the one-year term, and he is then eligible next year for a subsequent three-year period;
  - o The information about terms is available in the vestry's Drive information.

#### **NEW BUSINESS:**

- Election of Junior Warden. Joyce informed the Vestry that Bob was willing to stand for election for the Junior Warden position. There was a brief discussion about the job responsibilities of the Junior Warden role. Joyce made the motion, Jenny seconded, and the motion passed unanimously.
- Determination of new Vestry Clerk. Joyce informed the Vestry that Natalie was willing to stand for an appointment for the Clerk of the Vestry position. There was a brief discussion about the job responsibilities of the Clerk role. Katie moved to appoint Natalie to Clerk of the Vestry, Joyce seconded, and the motion passed unanimously.
- For Approval: Motion to instruct the Business Manager to have the banking entities authorize Joyce Statz (Senior Warden), Bob Ascott (Junior Warden), Jack Robertson (Interim Treasurer), Lisa Ottenbacher (Treasurer), and Ann O'Connell (former Senior Warden) to be added as authorized signers for St. Matthew's operating and capital fund accounts as well as for both the Memorial Garden and Endowment Committee TD Ameritrade brokerage accounts. Following a brief discussion, the motion was made by Gary, and Carole seconded it. The motion passed unanimously.
- For Approval: Motion to authorize Ann O'Connell to continue in her role as St. Matthew's "Authorized Official" for the awarded FEMA NPSG federal grant throughout the grant. Following a brief discussion, the motion was made by Chris, seconded by Carole.
  - o Ann reported that, per the grant verbiage, she is the "authorized official" but needed this formality to confirm that Vestry continues to authorize her role.
  - o The motion passed unanimously.
- For Approval: Motion to authorize Ann O'Connell to continue in her role as a representative of St. Matthew's to the Travis County District Attorney's Office and Travis County Attorney's Office concerning a pending criminal matter. Following a brief discussion, the motion was made by Jenny, seconded by Bob.
  - o Ann reported the nature of the matter and that she is listed as liaison to the victim on police records.
  - o The motion passed unanimously.

#### **TREASURER'S REPORT:** Jack Robertson

- The Operations Summary for December was shown; the assets and liabilities are still in alignment;
- We reviewed the annual summary of actuals compared to the budget; The budget anticipates expenditures to be about \$60k over receipts, which can be funded by several accounts that are reserved for such overages;

- Jack explained that these accounts would be discussed more thoroughly in the subsequent deeper dive into the financial affairs;
- In the Capital balance sheet, there was a discussion that the depreciation number does not influence the cash flow;
- The endowment balance sheet through November 30th; this accounting is done every three months; Jack explained the discussion of the moving average of 12 quarterly evaluations to determine the amount released each year for dispersal;
- The financial resources list at St. Matthew's will be aligned with dollars in the deeper dive;
- There is an expectation that all will be well with diligence, as per our norm;
- There were no actions to approve.

#### **BUSINESS MANAGER'S REPORT: Chris Schumacher**

- Chris deals with the facility and the resources and vendors;
  - For example, with last week's storm, there were vendors lined up on other projects that wanted to help us clean the storm debris;
  - We will need to repair some storm damage related to the lights in the trees; however, insurance may cover a portion;
- We installed a new fire alarm system in the Sanctuary; we got a good price and did it without ripping out walls; the work took a very long time but was very successful;
  - The original quote was \$240k but we did the work for \$12k by David Duval because he has a good relationship with us;
- The AC continues to be a problem, but we deal with that one issue at a time;
- Jenny asked why we have so many skunks; Chris said the kids bring candy, and there are lots of periods of quiet; he cut the price of pest control in half because of the relationship;
- Every year we hire an Anderson High School disabled kid who needs job skills; they work \$7.25/hour for 2-3 hours per week

#### **COMMISSION/COMMITTEE/COUNCIL REPORTS & ASSIGNMENTS:**

There is recognition that appointments may be updated but as of this meeting they are as follows:

- Joyce Statz - Senior Warden
- Bob Ascott - Junior Warden, Stewardship Commission Member
- Natalie Lynch - Clerk of the Vestry, Stewardship Commission Member
- Ann O'Connell - Outreach Commission Chair
- Armando Ruiz - Endowment Committee Vestry Rep
- Blythe Wilson - Stewardship Commission Chair
- Christopher Hansen - Buildings & Grounds Commission Chair
- Gary McNeil - Stewardship Commission Member
- David Kennedy - Memorial Garden Committee Vestry Rep
- Anne Webster - Communications Commission Chair
- Stephanie McCollum - Day School Board Vestry Rep
- Jason Bagshaw - Invitation/Welcome/Connection Commission Chair, Stewardship Commission Member
- Carole Taxis - Stewardship Commission Member
- Jenny Watson - Finance Commission Chair, Strategic Planning Council Vestry Liaison, Stewardship Commission Member
- Steve Ryder - Stewardship Commission Member

#### **CLERGY AND WARDEN COMMENTS:**

- According to Katie:
  - Justin is no longer with St. Matthew's; he was asked to find another home church. Rather than Justin, we will have a nighttime cleaning person and a part-time handyman;

- It is likely that rooms will not be set correctly for a while; and the vestry was asked to contribute to correcting this.
- o Katie updated the vestry regarding several upcoming actions:
  - Katie is traveling to multiple ordinations in the next few days.
  - This Sunday at 3, we have a funeral;
  - La Noche for the school - There is a plan to clear the chairs from the worship space, and a crew will clean the floors;
    - Without wax, the floors look very updated, and so we decided to discontinue waxing the tiles;
    - The school will set up its fundraiser: La Noche
    - The school cleans up on Saturday night for Sunday services
- According to Joyce:
  - o Joyce wants to be as efficient as possible and asks that we pre-read things before meeting and encourages folks to read all committee reports prior to our meetings; Vestry should expect to spend an hour reading before meetings and writers are expected to put reports in the drive two days before any meeting;
    - Reports should be read and written such that they can be on a consent agenda without needing further explanation. If a decision of the vestry is necessary, that item needs to go onto the agenda separate from the report;
  - o There is a strong preference that people attend vestry meetings in person
  - o The parochial report was postponed because of the storm damage;
    - The diocese just wants it in time for the diocesan council and the delay will not affect the delivery;
  - o Everyone acknowledged that they can get into the documents in the vault and realizes that the Vault@ email address is used to distribute vestry information.

Katie proclaimed us adjourned at 7:56

#### **CALENDAR REMINDERS:**

February VESTRY OF THE MONTH: Anne Webster and Ann O'Connell

Next Meeting: Vestry Orientation is this Thursday, February 9th from 6:30-8:30pm in B-14 and Zoom

Next Next Meeting: Tuesday, February 28th at 6:30pm (Hybrid: B-14 and Zoom)

Katie closed the meeting with a prayer. The meeting Adjourned at 8:30pm

Submitted by Natalie Lynch, Clerk of the Vestry