

St. Matthew's Episcopal Church
Vestry Meeting Minutes - May 28, 2024 @ 6:30pm
Location: Zoom, due to weather

Vestry Members in Attendance: Jenny Watson (Senior Warden), Anne Webster (Junior Warden), Natalie Lynch (Clerk), Christopher Hansen, Gary McNeil, Stephanie McCollum, Steve Ryder, Bob Ascott, Carole Taxis, Larry Simons, Jim Fryer, Rogene Tesar, Debra Erck, David Kennedy, and Pat Brockie Naeve

Vestry Members Absent: none

Clergy in Attendance: Rev. Katie Wright (Rector), Rev. Allen Juneke

Business Manager: Connie Marks attending in this role

Treasurer: Lisa Ottenbacher (present)

Guests: Lise Harding (Exec Assistant to the Rector), Connie Marks (Interim Business Manager)

Observers:

The May 28, 2024, 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. We opened with a communal reading.

CONSENT AGENDA ITEMS:

- April Meeting Minutes
- Commission/Committee/Council Reports
- **Jenny moved to approve the Consent Agenda and Carole seconded the motion; it was unanimously approved.**

NEW BUSINESS:

Each of these was approved by the endowment committee:

- **For Approval:** Motion to approve \$7,593 for the Endowment Grant application called "Open Arms, Safe Communities expansion"
 - Approximately \$2,000 of this was previously approved, and only \$5,721 is newly requested. The request is related to the realization that having intercoms at all doors is incredibly important for safety and hospitality.
 - **Jim moved to approve and Rogene seconded the motion; it was unanimously approved.**
- **For Approval:** Motion to approve \$2,800 for the Endowment Grant application called "Nursing Room"
 - The room across from the Wilson room that has been used for storage and there is a request for a nursing space but the doors need to be corrected for privacy; there is electricity but no current refrigerator; the storage will be moved to a room with no windows; there is an interior window and it will receive blinds but not security film.
 - **Jim moved to approve and Rogene seconded the motion; it was unanimously approved.**
- **For Approval:** Motion to approve \$2,900 for the Endowment Grant application called "Cooking for Community First!"
 - **Natalie moved to approve and Gary seconded the motion; it was unanimously approved.**
- **For Approval:** Motion to approve \$15,996 for the Endowment Grant application called "Backstory Preaching Mentorship Program." This will cover all four staff clergy.

- **Bob moved to approve and Larry seconded the motion; it was unanimously approved.**

TREASURER'S REPORT: Lisa Ottenbacher

The other operation receipts look large but are holding the roof repair funds. Ministry Staff Compensation is larger from paying the recently departed staff for vacation and sick time; we are also at about \$10,000 in fixed expenses but there is a plan to bring that back in alignment with the budget soon; We have solar panel money on the books but not yet spent. There is a plan to make sure the ministries understand that they have some small funds that should be spent that is left over from other prior years. The capital balance sheet shows the CDs we purchased to make a little money until we are ready to spend money on solar and roofing projects. The insurance lines look a little off because we already made our June insurance payment. There was a celebration that Connie (interim business manager) and Pat are working well together to keep things going after Schumacher's departure.

BUSINESS MANAGERS REPORT: Connie Marks

Connie explained that the buildings and grounds department approved the itemization the vestry is now presented with. There was a dead animal in a day school room, and someone came out and deodorized it. We also had to do some spot cleaning after easter. There was also an issue with bad flashing going back into the sanctuary, but it is resolved and will be permanently resolved with the roof replacement. David Hogan will ensure this issue is resolved with the Roof project. Ken Olinger, the consultant, is preparing new specs and needs a month before the roofers get back to him.

The vestry confirmed that the solar installation had been approved. We will have parishioners with construction law experience review the contracts for this work. The roof and solar panels are expected to be up by the end of the year. There was a lot of work on the memorial garden recently.

There are plans to create systems to return items to the sanctuary to keep things orderly. We are looking at other companies that do fire monitoring systems. We had 110 instances of group use of our facilities this month.

COMMISSION/COMMITTEE/COUNCIL REPORTS:

- Stewardship: Larry Simons (none)
- Buildings and Grounds: Christopher Hansen (see pre-read)
- Endowment: Rogene Tesar (see pre-read)
- Outreach: Pat Naeve (see pre-read)
- Finance: Gary McNeil
 - They will begin meeting on the audit when the draft report is received.
- Memorial Garden: David Kennedy (see pre-read)
- Day School: Stephanie McCollum (see pre-read)
- Invite/Welcome/Connect: Carole Taxis (see pre-read)
- Children & Youth: Debra Erck
- Communications: Bob Ascot (see pre-read)

OLD BUSINESS:

- Jenny Watson moved to spend \$12,360 to replace the HVAC system servicing B18/19. Anne Webster has seconded. The vestry approved via email.
 - This is a confirmation that the vote was taken over email and adequately approved.
- **For Approval:** Motion to appoint the following individuals as voting members of the Day School Board: Cooper Drenner, Ann Hart, Emily Slaughter, & Joanna Sims
 - **Garry moved to approve and Larry seconded, the motion was unanimously approved.**
- FEMA Grant Update - Keys (Lise)

- Micky is sending out FOBs, so Micky is talking to people. We are not broadcasting our security and FOB distribution. We are working on an email to people who receive a FOB. The power supplies are still on backorder, so they are not paid and not reimbursed.

CLERGY COMMENTS: Rev. Katie Wright (Rector)

- June VESTRY OF THE MONTH: David Kennedy & Steve Ryder
- Next Vestry Meeting: June 25th, 6:30pm: (Debra- Snacks; Natalie - Drinks)
- **No July Meeting**
 - Katie is also traveling on her pilgrimage during this time.
- Upcoming Events:
 - VBS June 17-21

WARDEN COMMENTS: Jenny Watson (Senior Warden), Anne Webster (Junior Warden)

No comments.

The meeting was prayerfully adjourned at 7:36.





