

**St. Matthew's Episcopal Church**  
**Vestry Meeting Minutes - February 27, 2024 @ 6:30pm**  
**Location: Wilson Room**

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

**Vestry Members Absent:** Gary McNeil

**Clergy in Attendance:** Rev. Katie Wright (Rector), Rev. Christine Brunson, Rev. Allen Junek

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

**Treasurer:** Lisa Ottenbacher (present)

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

**Observers:**

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The February 27, 2024, meeting of the Vestry of St. Matthew's Episcopal Church was called to order in by the Rector Katie Wright at 6:35pm who determined that a quorum of members was present. Katie opened the meeting by reading Compline with the participants and then Christine read Palms 31.

**Approve Consent Agenda Items:**

The first order of business was to approve the consent agenda items provided in the pre-read folder, including the Vestry Budget Meeting Minutes, Annual Parish Meeting Minutes, and Commission/Committee/ Council Reports. **Natalie made a motion, seconded by Carole, and passed unanimously.**

**NEW BUSINESS:**

1. **For Approval:** Motion to instruct Natalie Lynch as Clerk of the Vestry to draft a Resolution authorizing Jenny Watson (Senior Warden), Anne Webster (Junior Warden), Joyce Statz (Immediate Past Senior Warden), and Lisa Ottenbacher (Treasurer) as authorized signers for St. Matthew's banking and brokerage accounts. Further, to authorize Chris Wilson (Portfolio Manager) and Russell Hur (Portfolio Manager) as authorized signers for St. Matthew's brokerage accounts, with authority to transfer within St. Matthew's accounts. (draft resolution in folder)
  - a. Bob made a motion, seconded by Garry; there was no discussion, and the motion was unanimously approved.
  - b. This task was completed on paper and via Docusign in the moments following the approval.
2. **For Approval:** Motion to designate the 2024 Good Friday Offering to the National Church to support the ministry of the four dioceses of the Province of Jerusalem and the Middle East.
  - a. Jenny made a motion, seconded by Bob; there was no discussion, and the motion was unanimously approved.
3. **For Approval:** With the advice and consent of the Rector, motion to appoint as voting members of the Finance Commission for 2024: Vestry member Gary McNeil as Chair, Lisa Ottenbacher as Treasurer, Jenny Watson as Senior Warden, and Members-at-Large Amy Novak, Doug Webster, Shelly Kirkgard, Joyce Statz, and Ann O'Connell. Non-voting members include Chris Schumacher, Business Manager, and Katie Wright, Rector.

- a. Anne made a motion, seconded by Bob; there was no discussion, and the motion was unanimously approved. Garry abstained.
- 4. **Two motions by the Endowment Committed were handled Jointly. For Approval**
  - Motion to approve \$200 for the Endowment Grant application called "Gallery Systems Art Display Hanging System".
  - Motion to approve \$1,110 for the Endowment Grant application called "CPR/AED/First Aid Training".
- b. Bob moved, Chris seconded, no discussion, unanimously approved both motions jointly.
- 5. Resolutions for Recognition of Extraordinary Performance
  - a. All agreed to execute these documents unanimously. These were executed on DocuSign in the moments after approval
- 6. EOS Metrics Review: Katie and Lisa
  - a. These metrics are evaluated in weekly staff meetings and reviewed with the vestry. There was a breakout of the 222 church goes this weekend. We had 5 youths in services participating. Several other breakouts were also discussed. There was a general discussion of additional informational metrics and information we wish to have. There was a discussion of 'sending letters' between congregations as well as a review of the trends in increasing participation over time.
- 7. Safeguarding: Anne
  - a. We need to read the policies around safeguarding in our own time as the diocese still does not have online programmatic certification programs yet. They are located in the entry folder for February. Ann explained that lots of the programmatic updates were around social media.
    - The most important takeaways are:
      - 1. Knowledge = Power;
      - 2. We need to protect the vulnerable within our populations.

**TREASURER'S REPORT:** Lisa Ottenbacher

The budget is not yet in Realm for the fiscal year so next month we will have more reporting. We recognized 1/12 of the pre-paid pledges in the month in review. The cuts in clergy compensation will not be reflected until next month. The outstanding \$67,000 is from FEMA and was received in February. There was an explanation of the restricted accounts and that they can only be spent on the designated items. This month was relatively routine. There was a question about the amount of money collected for solar and we are indicating we have collected \$5,750 by the end of January. Income was down in February, and that will be reflected next month.

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

We continue to have increased use of the facility for a rental fee. The highschool kids have created a property inventory by video for insurance documentation purposes. We discussed the series of toilet overflows that have happened recently. We have narrowed the problem down to one pipe with issues. There was a history discussion of the lift station with the plumbing; however, it was also clarified that the current issues are unrelated to that tank. We use an average of 60 gallons per day, which is impressively minimal for a facility the size of our campus. FEMA did pay us our \$67,216 in two weeks, and Chris reported that our Treasurer, Pat, knew how to work the submission system that system to receive fast payment. There is a request for a new camera in the youth center that will be part of security and not related to the FEMA grant. There have been some unauthorized use of the youth center, and we hope we can determine who is causing those problems. Doug Webster got us a deal on the new internet

package. We are waiting for proof on the tile for the remembrance wall. Michael Kalish, a possible roofing vendor, found hail damage that we will seek to remedy.

There was a discussion about the desired camera for the youth room. There is a thought to position the camera such that it will capture that room's internal and external exits. There is a desire to do the labor included with installing all the other cameras. The wardens will make the ultimate decision on this.

#### COMMISSION/COMMITTEE/COUNCIL REPORTS:

Stewardship: Larry Simons (no update)  
Buildings and Grounds: Christopher Hansen (see pre-read)  
Endowment: Rogene Tesar (see pre-read)  
Outreach: Pat Naeve (see pre-read)  
Finance: Gary McNeil (no update)  
Memorial Garden: David Kennedy (see pre-read)  
Day School: Stephanie McCollum (see pre-read)  
Invite/Welcome/Connect: Carole Taxis (see pre-read)  
Children & Youth: (in progress)  
Safety Council: Jenny/Anne (maps in rooms)

OLD BUSINESS: none

#### CLERGY COMMENTS: Rev. Katie Wright (Rector)

We have seven people who attending EPN and April Kerwin is also attending with her own funds. The women's dinner is beginning again, and the next talk will be on Christine's spiritual journey. Larry added that life is like toilet paper, and the closer to the end, the faster it goes, so we realized that all the holidays seemingly coming early is normal.

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

#### CALENDAR REMINDERS:

March VESTRY OF THE MONTH: Gary McNeil & Debra Erck

Next Vestry Meeting: March 26th at 6:30pm (in B-14)

Upcoming Events:

Wed, Feb 28 - Lenten Dinner 6pm, Speaker 7pm - Sharon Watkins (owner of Chez Zee)

Thurs, Feb 29 - Women's Gathering - Wilson Home, C. Brunson speaker

Wed, Mar 6 - Lenten Dinner 6pm, Speaker 7pm - Michael Barnes (author and columnist)

Mar 6-9 - EPN Conference in Houston (Katie, Christine, Allen)(Jenny W, Larry S, Pat N)

Wed, Mar 20 - Lenten Dinner 6pm, Speaker 7pm - Frank Cooksey (former Austin Mayor)

Sun, Mar 24 - Palm Sunday (start at St. Matthew's and walk to Westover)

#### Wardens Comments

We are hoping people are going to go to the Grande Family reunion instead of a church retreat. Garry and Deborah are VOMs this month.

**Larry moved to adjourn, and Jenny seconded. Katie ended by finishing the compline and exercise of small group prayer.**

Meeting Adjourned at 8:05 pm

Submitted by Natalie Lynch, Clerk of the Vestry