

St. Matthew's Episcopal Church
Vestry Meeting Minutes - March 26, 2024 @ 6:30pm
Location: Wilson Room

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

Vestry Members Absent:

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:

The March 26, 2024, meeting of the Vestry of St. Matthew's Episcopal Church was called to order in the Wilson Room by the Rector Katie Wright at 6:35pm who determined that a quorum of members was present. We opened with a compline.

Approve CONSENT AGENDA ITEMS:

- Vestry Retreat meeting Minutes
- Commission/Committee/Council Reports
- **Stephanie moved to approve the Consent Agenda, and Bob seconded. Unanimously approved.**

NEW BUSINESS:

- **For Approval:** Motion to approve the Outreach Commission's recommended distribution of funds for 2024 Outreach grants, totaling \$30,000.
 - Pat explained that this is the second year the new policies and procedures were used to approve the grants. The processes use the identified passion areas for the congregation through the strategic plan. She went on to explain the rating system. This year, there was a challenge in that there were more applications than in prior years and less money than in prior years. She explained that it became clear the congregation is accomplishing amazing work.
 - There was a desire for the group to have more congregation participation. She explained that there is a hope for something like a ministry fair in the future where the congregation community can be introduced to all the activities and outreach of the Church.
 - **There was a motion to approve this by Steve and Jim Seconded. It was unanimously approved.** Mother Katy stated that there was great appreciation for the work and the changes in the way to disburse monies.
- Day School Board Candidates (Katie Wright for Stephanie McCullom)
 - Katie explained how the list of candidates is compiled and invited us to privately consult with her regarding any concerns we have with the candidates.
- Emergency Debrief (Christine)

- Pat was commended for her recent behavior during a medical incident during services a couple weeks ago. There questions about how things may have happened if the medical situation happened in a different area of the building or to a different person. Generally, there was great celebration for how Pat took charge and how the congregation behaved. The recipient recovered well and felt very tended to. The Safety Council will be conducting a debrief of the event and covering a few areas that are known to be improveable
- 2024 Goal Setting Plan (Katie)
 - Clergy with thoughts about having goals and planning are asked to reach out to Mother Katie and the Wardens. We were called to reference the strategic plan and the brainstorming exercise we did during the Vestry planning meeting.
- B&G Spring Work Day Suggestions (Christopher Hansen)
 - Chris reported that at the last meeting, there was recognition of great weather and a need to conduct the annual Work Day, which will be on April 13, 2024.
 - Painting the common urn, benches and other items will be accomplished on this day.

TREASURER'S REPORT: Lisa Ottenbacher

- Our Clergy Compensation is over budget by \$17,000 but is related to the timing of staff reductions that will go into effect soon. We get a substantive amount of annual gifts in February. Overall, we are doing very well with the budget by the end of February; however, Lisa stated that this is consistent with the cyclical nature of our budget. Our expenses in January and February were \$127,000 but we received many large gifts in February, and that a surge in gifts will not occur again until the end of the year. Each month 1/12 of the preplanned pledges will be added to the budget.
- The Solar project currently has about \$63,000 and still needs \$17,000, hopefully by Easter.
- The FEMA funds that were expended from the grant are expected to be reimbursed within 30 days.
- The detailed summary is broken out with more detail; nothing is notable in that breakout over the first two months.

BUSINESS MANAGERS REPORT: Chris Schumacher

- We fixed the fence we share between our places and the office buildings.
- After the leak, we had the plumbing cameraed and snaked. Also additional trash cans were added around campus.
- There are additional fire safety signs and tests added to the campus this year.
- In the last year, there have been two incidents of check theft that were discovered. There is a thought to put on a lock box on the mail box and the postal expert suggested simply not receiving mail Friday and Saturday when it cannot be retrieved quickly.
- The coffee maker in Huffman Hall is still not working but a more senior technician is coming.
- We need a 20 year guarantee on the roof before we can install the solar panels, but we have hail damage. The insurance company will provide \$140,000 to repair the roof. Although this seems good, it does complicate the timing of the solar panel. We are chasing the currently available rebates from the city and IRS. We are having a hard time connecting with the roofing consultant that would oversee the roofing work.
- We now have a vendor for remembrance tiles in the memorial garden.

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 (new business; see pre-read)
- Finance: Gary McNeil (none)
- Memorial Garden: David Kennedy (none)
- Day School: Stephanie McCollum (see pre-read)
- Invite/Welcome/Connect: Carole Taxis (none)
- Children & Youth: (see pre-read)

OLD BUSINESS:

- FEMA Grant Update (Lise)
 - The door and access control systems. Right now there are some paper signs. We have 300 FOBs to distribute. We reviewed the doors that have FOBS installed and crash doors. In the future we can add more door intercoms.
 - Four of 11 cameras have been installed so far. The uninstalled cameras are marked for installation. There is a lot of cabling to be run but it should be completed within two weeks. You can push the videos to law enforcement. The safety guard has expressed satisfaction with the way this allows him to perform his job better. There is one panel installed but not active. The server racks are delivered but not installed.

CLERGY COMMENTS: Rev. Katie Wright (Rector)

- The olive tree (presently a bush) is installed.
- Christine and Allan are accomplishing the communications work without a communications director, and it has been a lot of work. The vestry expressed appreciation.
- Chris Schumacher is leaving his employment at the end of April. He explained his work history in this congregation. There were expressions of sadness and celebration and thanks given to him.

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

- Jenny called us to sign up for work day and the Grande family reunion.

CALENDAR REMINDERS:

- March VESTRY OF THE MONTH:
- Next Vestry Meetings: (in B-14) *Sunday, April 14th, 12:30pm; Tuesday, April 23rd, 6:30pm
- Upcoming Events:
 - Thur., March 28, 7pm Maundy Thursday Foot Washing & Stripping of the Altar
 - Fri., March 29, 9am Wilderness Stations of the Cross @ Inga VanNynatten Memorial Trail; 12pm Good Friday Liturgy; 5pm Campus Stations of the Cross (Begin on Sanctuary Porch, walk together as a group); 5-6:30pm Children's Stations of the Cross (Sanctuary Basement, come any time, self-paced); 7pm Good Friday Liturgy with Choir
 - Sat, March 30, 8pm Holy Eucharist with Bells & Incense (Begins in Memorial Garden)
 - Sun., March 31 9am Easter Festival Eucharist; 10:15am Easter Egg Hunt (Begin in St. Matt's courtyard); 11:00am Easter Festival Eucharist with Baptisms; 12:15pm Easter Egg Hunts (Begin in St. Matt's courtyard)

Meeting Adjourned at 7:55 pm

We closed with small group prayer and the Lord's Prayer.

Submitted by Natalie Lynch, Clerk of the Vestry