

St. Matthew's Episcopal Church
Vestry Meeting Minutes - February 3, 2024 @ 2:30pm
Location: Wilson Room

Vestry Members in Attendance: Jenny Watson (Senior Warden), Anne Webster (Junior Warden), Natalie Lynch (Clerk), Christopher Hansen, Gary McNeil, 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: Carole Taxis

Clergy in Attendance: Rev. Katie Wright (Rector)

Business Manager: Chris Schumacher (present)

Treasurer: Lisa Ottenbacher (not present)

Guests:

Observers: Christine Brunson and Allen Junek

The February 3, 2024, meeting of the Vestry of St. Matthew's Episcopal Church was called to order in B-14 by the Rector Katie Wright at 2: 50 pm who determined that a quorum of members was present. Bob opened the meeting by reading a devotional that was fun but poignant and related to an analogy of modern activity and the activities of the Pharisees.

Garry moved to approve the previous meeting minutes, and Jenny seconded. They were unanimously approved.

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. **Anne made a motion, seconded by Gary, and passed unanimously.**

TREASURER'S REPORT: Chris S.

The end-of-year report in 2023 is the same as the current treasury report. Revenue was on target, although the sources of gifts were different than expected. The non-pledge amounts were higher than expected and the pledge amounts were lower than expected, but the total collected was somewhat equal.

The definitions of the pension and compensation lines were described as they relate to clergy. The Diocese compensation contributions are never a figure we know until it is received. The report in the documentation is a much more straightforward example of the operating lines and more informative than the summary. We don't go through those line items in detail but there was a second daily reminder that there is an expectation the vestry reviews documents before attending the meeting.

In the Balance Sheet, Chris explained all the sources of the funds that the reports come from, for example, the various bank accounts we use for different purposes. There was an explanation that the Vanguard account is intended to be used simply as a receiving place for donors who prefer to transfer equities to us through that account. Chris clarified that we don't own any Vanguard funds but have committed to receiving some funds this way. If there were a credit card debt, it would appear here but we do not have any. Chris also explained the restricted and unrestricted accounts that have intended expenditure purposes.

The Endowment balance sheet indicates we have \$685,000 but our funds and accounting that is balanced and it is triple balanced with the bank account weekly. There are stringent rules about using the corpus of the endowment fund. Our Capital Reserve funds are for capital investment and we can see a legacy gift given at the end of the year.

BUSINESS MANAGER'S REPORT: Chris Schumacher

A reserve study should be delivered to Chris in 6 days. There is a report about the updated rental use of various groups that do and do not pay a rental fee. The rates displayed are the annual rates and have been increased over previous years. Chris suspects there is tolerance for the groups to continue increasing the rates. Chris called to make sure he and Lise have everyone's updated email address. He also requested that every associated St. Matthew's subgroup report monthly to Pat so that we have fiscal insight into every group every month. We have severed our agreement with the HVAC vendor and with the waste management company will likely be canceled. We have in-sanctuary lighting groups that have fixed many lights, and some were quite precarious to repair. We will start recording new data as part of our requirements for the FEMA safety group. Our FEMA reimbursement request for \$69k has been approved and will be received within the month. Spectrum has an upgrade and a discount but it does not work with our current hardware but that situation is scheduled to be repaired. Chris will check in with pledges that have not been fulfilled. Pat has sent year-end pledge donation receipts. The Memorial Garden tile issue may be fixed as Chris found a new vendor and is expecting a replacement sample soon. The electrical invoice came in higher than expected and we will get a higher reimbursement from the insurance company as a result.

NEW BUSINESS:

1. Katie reported curates are paid half by us and half by the diocese but we need to execute an agreement with the diocese again for the year to continue the agreement for Alan. This agreement was passed around to sign during the meeting.
2. Jim and Sharon W. were nominated to be voting members of the Outreach Commission; Larry moves and Paul seconds.
3. Anne Webster was nominated by Bob to be junior warden, and Anne accepted. There was a vote of acclimation that was unanimously approved.

4. The assignment of vestry to committees as follows:

Buildings and Grounds	Christopher Hansen
Clerk	Natalie Lynch
Communications	Bob Ascott
Day School	Stephanie McCollum
Endowment	Rogene Tesar
Finance	Gary McNeil
Invite Welcome Connect	Carole Taxis
Memorial Garden	David Kennedy
Outreach	Pat Brockie Naeve
Stewardship	Larry Simons

5. Katie reported that there may be a higher need for communications support in the near future. We did also make additional salary adjustments to resume prior income amounts because of an unexpected end-of-year gift.
6. Vestry of the Month and other essential things, like snacks, will be signed up by vestry members. Jenny quickly reviewed the process of overseeing the collection of the funds. Everyone needs to sign up for two months to be assigned VOM duties and also a time to bring snacks. Also, we come at 6:00 for monthly meetings to communicate over the snacks before the business of the vestry.
7. Mother Katie explained she would train the Vestry who are not certified on Safeguarding principles since the system is still down.

Katie ended with small group prayer in a way that encouraged each person to request a prayer and another person to offer a prayer for that thing.

Meeting Adjourned at 4:00 pm

Submitted by Natalie Lynch, Clerk of the Vestry