

**St. Matthew's Episcopal Church**  
**Vestry Meeting Minutes - April 23, 2024 @ 6:30pm**  
**Location: Wilson Room**

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

**Vestry Members Absent:** David Kennedy and Rogene Tesar

**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), Connie Marks

**Observers:**

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The April 23,, 2024, meeting of the Vestry of St. Matthew's Episcopal Church was called to order in the home of Anne Webster by the Rector Katie Wright at 6:35pm 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.

**Approve CONSENT AGENDA ITEMS:**

- March Meeting Minutes
- Commission/Committee/Council Reports
- Jenny moved to approve the consent agenda, Stephanie seconded unanimously approved.

**NEW BUSINESS:**

**Approve:**

- Motion to move the approximately \$80k already received for the solar project into the capital fund.
- Jim moves to use the capital fund to help cover the solar costs until the rebates are received (estimated to be 6 months) with any excess funds at the conclusion of the project to be returned to the capital fund. Jenny seconded.
  - There was discussion by Bob about the roof portion but there was clarification that the roof expenses are unrelated to this money or request.
  - Unanimously approved.

**TREASURER'S REPORT: Lisa Ottenbacher**

- We did receive a few more pledges than expected in February.
- We are slightly over budget on the total expenses. Most of it is due to timing issues and things we budgeted for in the future. The insurance expense came in February instead of September. The memorial garden spent some money that is detailed in their reports. The \$80,000 for solar is reflected in the original place and will be moved according to the motion tonight.
- The Outstanding Endowments Grant report indicates funds by particular grants that are unused and must be used or given back to be used in other ways.
- There was a reminder that the FEMA funds are reimbursement and so we carry the invoices until the federal government pays us back.

- The bank has the proper signatories signed up. We got a 30-day CD so the funds for solar will be liquid again in 30 days at the bank.
- We are gearing up for some expensive HVAC requests.
- All the requests approved at the last meeting were dispersed last month.

#### BUSINESS MANAGERS REPORT: Chris Schumacher

- Pedro prefers to send his team through his company for a fixed price for repair items instead of being an employee.
- The financial audit is almost complete.
- Ken Ollinger is the roof construction manager but the damage wasn't reported right and we have a double layer roof and need to replace a double layer roof. Ollinger has already proved his worth. Ollinger will obtain bids from vendors.
- Our current HVAC is past its useful life and we have several quotes for review. This issue and bids came in since the building and ground meeting. There is an itemization of the several issues that need to be repaired. \$12360 is from the capital accounts but the other items will be a big hit to the operating expense budget. The five quotes are all from the same preferred vendor. There is a budget of \$10,200 for repairs and this will take a lot of that budget. There is no motion to approve this as the approval vehicles are in other places.

#### COMMISSION/COMMITTEE/COUNCIL REPORTS:

- Stewardship: Larry Simons (see pre-read)
- Buildings and Grounds: Christopher Hansen (see pre-read)
- Endowment: Rogene Tesar (none)
- Outreach: Pat Naeve (see pre-read)
- Finance: Gary McNeil (Monday meeting, TBD)
- Memorial Garden: David Kennedy (see pre-read)
- Day School: Stephanie McCollum (see pre-read)
- Invite/Welcome/Connect: Carole Taxis (see pre-read)
- Children & Youth: (see pre-read)
- Communications: Bob Ascot (none)

#### OLD BUSINESS:

- Jenny Watson moved to spend \$12,750 to hire Austech Roof Consultants, Inc. to manage the roof replacement, per the insurance company recommendation. Anne Webster seconded. The vestry approved via email.
- FEMA Grant Update - Keys (Lise)
  - The credential readers are at the doors and there are still some configurations to be done. It was suggested that we replace the doors but we were not able to afford that and equipment was put on old doors.
  - The clergy has a FOB and an app on their phones. A couple people also have off-site permissions but that will remain very limited.
  - There are also several cameras installed and they need some more work. The cameras are not monitored. The FEMA grant paid for 10 years of pre-planned video.
  - We are very close to wrapping up the FEMA grant projects.

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

- Katie reviewed the impressive number of activities that have occurred at the church and connected the community since our last meeting.

- The Diocese is going to do a book-read for Doyle's book, Citizen, to do reviews Diocese-wide.
- The Safety Counsel has a meeting soon.
- The Day School Board members got together and bought the church a solar panel.
- Mother Katie reiterated that while Allen Junek is now a priest, his position remains as a Curate.
- We previously had two day care workers for Sunday but we went back to the agency (Jovie) and to better ensure shifts are filled with consistent workers.
- The Day School is currently in the process of electing new members to its Board of Trustees.
- Mickie Dunn is overseeing the day-to-day work of David Duran, Pedro's guys, and Chef Robert.
- We hired Nicolas Campbell for special projects and we are going to increase Pat B's hours.
- Lise will take over the Memorial Garden administration activities.

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

#### CALENDAR REMINDERS:

- May VESTRY OF THE MONTH: Jim Fryer & Rogene Tesar
- Next Vestry Meetings: May 28th, 6:30pm (Pat Naeve - Snacks; Gary McNeil - Drinks)
- Upcoming Events:
  - o May 3-5: All Diocese Retreat at Camp Allen
  - o Sunday, May 5th: Family First Sunday, Newcomer's Lunch
  - o Sunday, May 12th: Mother's Day - Wear a hat
  - o Sunday, May 19th: Pentecost, Parish Lunch, Graduate Recognition

The meeting was prayerfully adjourned at 8:00 exactly.