

Vestry Meeting Minutes
October 9, 2017

In Attendance: Fr. John Dwyer, Jeff Jensen, Barb Swanson, Karen Hartman, Cindy Lee, Jan Fillmore, Darlene Cross, Mike Sirany, Mark Brilowski, Ann DePaolis-Jones

Not in Attendance: Chris Huntley, Elizabeth Grayden, Becky Lucas

Volunteer for Pulse of the Parish: Mike at 8:00, Mark at 10:30

Approval of September 18th Minutes: Darlene made a motion that we approve as September minutes as written and Barb seconded the motion. The minutes were approved as written.

Additions to the Agenda: None

Financial Report: Fr. John reported that we are at 75% of the year. Our income totals are at 73.85% and the expenses are at 71%. We are \$4,307 in the red for the month and \$11,381 in the black for the year, so we are in good shape overall. We haven't had to touch the surplus from last year.

Ongoing Business

Endowment Guidelines– Approval of Updates and Revisions: The Endowment guidelines were rewritten in 2012. Two years later, we moved the endowment fund to the ECMN pooled investment fund (PIF) and we no longer had an endowment board. The guidelines were never rewritten after the board was disbanded. The endowment guidelines were updated by the rector and wardens to reflect this change. Another change was included in the guidelines. This was to distinguish between voluntary upgrades to the building and mandatory improvements that must be made to keep the building sound. If there are voluntary capital improvements, we will be able to take a loan from the PIF and repay the funds borrowed. If there is an emergency improvement, such as for structural or mechanical issues, the endowment funds can be used as needed with a goal to seek replacement of the funds to the extent possible. It would not be required to pay back the funds in this situation. Jan made a motion that we adopt the new endowment guidelines and Mark seconded the motion. The motion was approved unanimously. The PIF is doing well. We had a net income of \$35,000 this year from the PIF.

Sewer Project: We received a third bid for the sewer project from Frerichs Construction. They are ready to start next week if they can get a permit and they estimate that it should take about three weeks to get the work done. We won't be able to use the sewer system for one day during those three weeks so it should have minimal impact on the daycare. Frerichs is a large commercial contractor that Cindy has worked with in the past and she believes they do high quality work. The first two bids we received were very different from each other. The third bid is \$169,000. Frerichs will request payment in full at completion of the project. Jeff called for a motion. Mark shared that Valley Rich did some camera work at the start of the process, so we will likely receive a bill from them. Mike made a motion to approve the third bid from Frerichs Construction and Darlene seconded the motion. John added an addendum, that we add 10% for a contingency in case of cost overages. Any more than 10% over the bid should return to finance and vestry for approval. The motion was approved with the addendum.

Jeff then made a motion that the vestry approves \$169,000 plus up to a 10% contingency to be taken from the endowment with the understanding that the vestry write a letter to the parish asking for donations to the project that will go back to the endowment. Karen seconded the motion and the motion was approved. Mark will follow up with first two contractors.

Silent Auction: We received a fundraising request to combine a fall German Dinner with an auction event. Sheiks, Warkenteins, and Cynthia Verhey will be heading up the dinner. Mary Pendergrass and Carole Duff will be organizing a pared down silent auction that will focus on events and raffles. The finance team recommended approval to the vestry. Vestry members are asked to donate a bottle of wine or other libation and a gift card for the raffle. We will ask the parish to help by donating gift cards. Darlene will make the gift card tree for the raffle and Jeff will help organize the raffle. Cindy made a motion that we approve the fundraising request for the dinner and auction and Karen seconded the motion. The motion was approved. The dinner will be held on Nov 18th, with the auction continuing to the 19th.

2018 Budget and Stewardship: The first stewardship mailing will go out this week. It will include a letter from finance with proposed budget and pledge card. The first "Why I Give" speaker will be on the 22nd, and a letter from the wardens will follow that week. There will be a second Sunday speaker followed by a letter to those who haven't yet pledged. Sunday, November 12th will be the last day for pledges. Finance and vestry members will be asked to make calls to follow up with those who haven't pledged. There will not be an ingathering Sunday during the transition.

New Business

Volunteers: We will need volunteers to cover the rector's miscellaneous tasks during the transition. This will include opening and closing the building on Sunday mornings, etc. Cindy will circulate an email with a list of tasks to establish a rota. The wardens will write the Pulse of the Parish.

Hourly Pay for Mary Rowe: Mary has agreed to take on tasks related to liturgy and pastoral care until the transitional priest arrives. She will be in the office on Wednesdays. She will also continue working with the SWAT group. We will need to pay her an hourly wage and the diocesan guidelines are \$55/hr. Mary is willing to do it through the end of the year if needed. She will step back when transition priest arrives. Barb made a motion that we pay Mary an hourly wage consistent with the diocesan guidelines. Mike seconded the motion and the motion was approved.

Severance Payment for Father John: There was a discussion on whether to provide a severance pay for Father John, paying his salary and healthcare through October. Father John also requested we pay his healthcare coverage through November so he will not have any gaps in coverage. He offered to reimburse the church for the November cost of the healthcare.

---- Fr. John left the meeting ---

Wardens recommend providing the severance, and Mike proposes that we do not ask him to reimburse us for November health coverage. We will likely be expected to pay healthcare expenses for the transition priest. Jeff made a motion that we pay Father John's salary through the end of October and Cindy seconded the motion. This motion was approved. Jeff then moved that we continue Father John's health insurance through the end of November, with the intent that Fr. John will reimburse the parish for the November amount. Mike seconded the motion and it was approved.

Transition Process: Karen Olson, Missioner for Ministry at ECMN joined us for the last part of the meeting. Karen then shared with us the written guidelines for faith community transitions from the ECMN. She then walked us through the process of transition to a new priest. After learning about a parish survey available to us, Jeff moved that the vestry approve spending \$500 to administer the parish survey through Holy Cow Consulting. Karen seconded the motion and the motion was approved.

Shoutouts:

Many thanks to Mark Brilowski for his excellent work coordinating the sewer bidding process
Those who volunteered for Habitat for Humanity this month
Father John for his wonderful years of service to St. Christopher's

Rector and Warden Comments
Member Comments and Concerns

Submitted by Ann DePaolis-Jones