

Emmanuel Episcopal Church

Rapid City, South Dakota

August 22, 2016

Opening Prayer: Fr. Chris and the Vestry prayed Evening Prayer in the choir stalls of the Church.

Call to Order: The meeting was called to order by Senior Warden Michael Luciano at 6:49 p.m.

Vestry members Present:

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| 1. Michael Luciano, Sr. Warden | 6. Lynn Von Wald |
| 2. Brian Allen | 7. Jamie Clapham |
| 3. Kelli Trebil | 8. Lynn Lafferty |
| 4. Richard Hatzenbuhler | 9. Peter Hansen |
| 5. Richard Jones | |

Vestry Members Absent:

- | | |
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| 1. Bob Ermish, Junior Warden | 3. Julie Grundhoffer |
| 2. Stewart Flanery | |

Non-Vestry members present:

- | | |
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| 1. Fr. Chris Roussell, Rector | 3. Kim Morey, Treasurer |
| 2. Deacon Virginia Bird | |

May Minutes:

The July, 2016 Minutes were distributed to Vestry members via email prior to the meeting.

ACTION TAKEN:

Motion and seconded to accept the July Minutes as written (*Allen/Hatzenbuhler*). Motion carries.

Treasurer's Report:

June-ending Treasurer's Report and Balance Sheet was provided to the Vestry via email prior to the meeting. Treasurer Kim Morey reported that revenues continue to be ahead of schedule for the year while expenses are below current budget.

Morey announced that a Finance Committee has been formed, consisting of parishioners Clark Moyle, Mary Helen Flanery, and Greta Chapman with Morey serving as Chair. The Finance Committee plans to meet three (3) times in preparing the proposed 2017 budget. The first meeting will be held Thursday, August 26. The committee has copies of 7-year expense trends originally created by Dave Janak two

years ago. The committee will first evaluate and budget non-discretionary expenses (i.e. electricity, insurance, etc.). Once the Strategic Plan recommendations have been accepted by the Vestry and passed on to the Finance Committee, the committee will add to the proposed budget the discretionary items (i.e. new staff positions, etc.). The proposed budget will be passed back to the Vestry for approval and distribution to the 2017 Stewardship Campaign Chair, Thom Hellmer.

Morey also pointed out that the current June-ending Treasurer's Report inaccurately reflects 125% of budget expenditure for the Diocesan Pledge Expense. The actual budgeted amount, which has been spent, is at 100%. Additional money to cover our commitment to the diocese is being drawn down from a surplus in the Grants Committee Fund (on the Balance Sheet) and should not be reflected in the budgeted amount on the Treasurer's Report.

Morey pointed out that by shifting bookkeeping operations from a staff member to an outside contractor, the budgeted amount for the staff bookkeeper at year-end will be far below budget while the line item for professional fees will far exceed the budgeted amount. At year-end, the two amounts should nearly off-set each other. Morey advised that two options are available. The first is to keep the budget as-is, simply noting at the end of the year why the underage and overage exists. The second option is to have a Vestry vote to change the budget, moving the remaining money in the staff bookkeeping line item to professional fees. The Vestry was in unanimous agreement to simply keep the budget as-is and to provide an explanation to anyone who requests information about the 2016 budget.

Lynn Lafferty raised a question regarding excess of expenditures in the Deacon's Expenses on the Balance Sheet. Fr. Chris explained that Deacon Jo had attended a Deacon's Conference which is not an annual conference. Her expenses for that conference were not budgeted at the beginning of the year, thus creating the overage.

Jamie Clapham asked about a discrepancy in dollar amounts found on the Balance Sheet, Item 1110.40 'Episcopal Church Women – ECW Account' (\$6,026.48) and Item 3400.20 'Episcopal Church Women – ECW Account Balance' (\$5,172.70). Morey believes that it may be an unfortunate naming of accounts that are too similar, but he will investigate and report back to the Vestry.

Morey also reported that work with Ketel-Thorstensen (KT) has been going very well. Their representative assigned to Emmanuel, Tami James, has been doing a great job which can also be attested to by Fr. Chris and Office Manager Nanette Branch. It was also noted that the month-end reports are lagging by one month because KT requires that all month-end reports drafted by Tami be reviewed in their office for certification. KT is licensed and bonded; therefore, they have liability issues with not releasing reports without certifying them properly.

Michael Luciano asked Morey to explain Tami's explanation about her experience with Food Certificates program at another church she serves. Morey explained that the process at the other church is a simpler, more stream-lined process compared to what

Emmanuel currently uses. Morey does not yet have the details of the superior process, but knows that all money flows through that church's general fund account which guarantees oversight and accountability. Morey will get more specific information and report back to the Vestry.

ACTION TAKEN:

A motion was made and seconded (*Lafferty/Von Wald*) to accept the Treasurer's Report as provided. Motion carries.

Senior Warden Report:

Strategic Planning:

Senior Warden Michael Luciano deferred the conversation to Fr. Chris who reviewed a calendar outlining the overlap and simultaneous work of the remaining Strategic Planning Committee, the Vestry, the Finance Committee, and the Stewardship Campaign. As the work of these various entities converges, the Vestry was advised that the September meeting should be moved to a day/date when extra time can be given to the large volume of material to cover. The Vestry determined it will meet on **Sunday, September 25th at 12:00 noon**. Lunch will be provided.

Luciano led discussion of Ron Senne's proposed contract extension. A full discussion had been held at the August meeting, some of which was revisited by reading the August minutes. The contract will be for \$600.00 per month, not to exceed three (3) months, running concurrently from September through November, 2016.

ACTION TAKEN:

A motion was made and seconded (*Von Wald/Jones*) to accept the contract extension proposal by Ron Senne of Ron Senne and Associates. Motion carries.

Food Certificates Program

Luciano revisited the Food Certificate Program discussion which had been tabled for numerous months and culminated in an explanation of the program by Food Certificate Coordinator Mary Olson at the July meeting. Luciano reminded the group that the decision before the Vestry is not the efficacy or significance of the program, rather the issue before the Vestry is about oversight of the account and who should be responsible for determining how the raised funds are to be spent.

Several Vestry members agreed that a primary concern of the program is the general expectation of most parishioners that the money raised by Emmanuel is for Emmanuel's use. History has shown that for many years, the money earned by Emmanuel has oftentimes been donated to other organizations or remitted back to the sponsoring agency, Church Response.

Morey reminded the group, as is reported in the July minutes, that Olson agreed that oversight was needed and that the program should be under the authority of the Vestry.

Kelli Trebil pointed out that much of the current discussion in the Strategic Planning process revolves around communication and planning. She suggested that if the Vestry does not act on this issue, there is risk that the program could become an outlier without proper structure, communication, or planning.

ACTION TAKEN:

A motion was made and seconded (*Lafferty/Allen*) that the Vestry have checking account oversight and accountability and fund allocation governance by transferring the Food Certificate checking account to the General Fund Account beginning in January, 2017. Motion carries.

ECW Facility Use Plan

A copy of the suggestion by the ECW had been sent to the Vestry members for the July meeting and is included as Appendixes 'A' and 'B' in the July Minutes. Fr. Chris stated that he had discussed the proposal with parishioner and attorney David Lust. Lust offered some helpful insights and suggestions. Fr. Chris requested that no action be taken until Junior Warden Bob Ermish returns from his forest fire fighting gig so that he can be included in the conversation. Fr. Chris also plans to gather more information for the Vestry's consideration.

Luciano suggested that the information gathered be sent to the Vestry via email for their review. Luciano also suggested that due to the Strategic Planning work yet to be done that the Facility Use Plan discussion and decision be tabled until the November, 2016 meeting.

Junior Warden Report:

In the absence of Junior Warden Bob Ermish, Fr. Chris reported that Bob and Jan Rathbun continue to discuss the changes to the alley entrance. Parishioners Key Parker and Les Koss have worked together on a door replacement which will include a stained glass window insert. The design of the stained glass insert is being discussed with Jan Rathbun. No further work is being done until Ermish's return.

Fr. Chris also reported that parishioner Les Larson has offered a proposal to Ermish regarding the repaving of the East parking lot. Details of the proposal will be shared with the Vestry upon Ermish's return from his deployment. Lafferty pointed out that if the parking lot is to be redone, the entrance ramp should also be included so that vehicles no longer bottom-out.

Rector's Report:**FDR Celebration:**

Fr. Chris reminded the Vestry that the FDR 80th Anniversary celebration and prayer service is scheduled for Tuesday, August 30th at 11:00 a.m.

Framed Print:

Someone recently gave Emmanuel a charcoal schematic of a proposed Stained Glass Window that was done in 1972 at the request of Mrs. Max (Jane) Kuehn. Mrs. Kuehn's daughter discovered the print among her deceased mother's possessions and offered the large print to Emmanuel. Fr. Chris is having the print framed so that it may be hung in the Parlor. Fr. Chris identified the undesignated Memorial Gift Account for Wendline Ehli which matches the amount needed for framing. Fr. Chris spoke with Wendline's daughter, Linda Hayward, and requested permission to use the remaining balance of her father's memorial account for the framing of the print. Linda agreed to use the funds for this purpose.

KOTA Advertising Proposal:

Parishioner Karen Psiaki has offered an opportunity for radio ads at KOTA-AM to promote the FDR Celebration. The Vestry discussed the cost and the timing of the ads and determined that they would not pursue the offer.

ACTION TAKEN:

A motion was made and seconded (*Hatzenbuhler/Lafferty*) to adjourn at 8:13 p.m. followed by the Lord's Prayer.

****Next Vestry Meeting will be Sunday, September 25 at 12:00 noon.**