

Emmanuel Episcopal Church

Rapid City, South Dakota

February 22, 2016

Call to Order: The meeting was called to order by Senior Warden Michael Luciano at 6:30 p.m.

Opening Prayer: Fr. Chris and the Vestry prayed the Strategic Planning Prayer

Vestry members Present:

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| 1. Michael Luciano, Senior Warden | 6. Peter Hansen |
| 2. Bob Ermish, Junior Warden | 7. Stewart Flanery |
| 3. Brian Allen | 8. Richard Jones |
| 4. Kelli Trebil | 9. Lynn Von Wald |
| 5. Richard Hatzenbuhler | 10. Jamie Clapham |
| | 11. Julie Grundhoffer |

Vestry Members Absent: Lynn Lafferty; Treasurer Kim Morey

Non-Vestry members present:

1. Fr. Chris Roussell, Rector
2. Deacon Virginia Bird
3. Ron Senne, Consultant
4. Strategic Planning Committee Members:
 - a. Marie Luciano
 - b. Steve Flanery
 - c. Candise Hollis
 - d. Key Parker
 - e. Nyle Hedin

January Minutes:

The January, 2016 Minutes were distributed to Vestry members via email prior to the meeting. Motion and seconded to accept as written (*Jones/Hatzenbuhler*). Motion carries.

Treasurer's Report:

January Treasurer's Report and Balance Sheet was provided to the Vestry via email prior to the meeting, including Treasurer's Notes offering explanation of items which were significantly over/under budget. Senior Warden Michael Luciano read an email from Treasurer Kim Morey which highlighted that although one month (January) does not establish a trend, it is a positive sign that revenues are at 14% of budget while expenses are at 7% of budget. Commendation to the Vestry for good budgeting was offered.

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

Strategic Planning Update:

The Vestry was provided via email prior to the meeting a document written by Ron Senne of Ron Senne and Associates titled "Emmanuel Episcopal Church Strategic Planning Report: An Interim Report for the Parish Annual Meeting – January 2016". Ron reviewed information contained therein, including:

- Why We Plan
- Deliberate, Inclusive, and Transparent Participation
- Emmanuel's Values
- I-Teams: Communications; Teaching; 2-Pillars (Fellowship and Keystone)
- Goals of I-Teams
- Accomplishments to Date
- Next Steps
- Questions Vestry Should Ask of Committee Chairs

Committee Reports

1. 2-Pillar Committee:

Lynn Von Wald reported on the 2-Pillar Team of Fellowship and Keystone (Keystone includes Vestry, Grants Committee, and Outreach). Focus Groups are divided among:

- Social Committee and ECW – Candise Hollis and Greta Chapman
- Celebration Dinner and Moms of the Bible – Barry Jones and Jamie Clapham
- Grants, Outreach, and Vestry – Steve Flanery and Lynn Von Wald

Focus Groups are being staggered so that parishioners are not over exhausted. Goal is to have Focus Group questions finalized by early March and scheduling completed by end of April.

2. Communications:

Key Parker reported on the purpose of the Communications Committee, specifically that evaluation of how Emmanuel communicates inside and outside the parish is done. This includes determining how Emmanuel currently communicates and how Emmanuel should communicate in the future.

Focus Groups have been formed, questions determined, and some FG have already met. FG leaders from the committee are:

- Wiley Hughes and Vicki Sweet
- Michael Luciano and Ron Senne
- Key Parker and Caroline Landry

Responses from parishioners have been positive. People want to be involved in the process, however, the biggest obstacle is scheduling to accommodate everyone's calendar. Currently, 10 FG have been formed, 9 scheduled, and 3 completed. Goal for FG is to be done by end of March.

Once completed, the Communications Committee will consolidate information, put it into an understandable format for the Vestry, make recommendations to the Vestry, and offer budget requirements for implementation of the recommendations.

Vestry members noted that all Committee recommendations should be accompanied by estimated costs. It was also noted that multiple recommendations by each committee will have to be prioritized followed by prioritization against the recommendations of the other committees.

3. Teaching:

Nyle Hedin reported on the work of the Teaching Pillar I-Team. Though this team is behind the other two teams in its progress, it is making good use of the information provided by the other two teams to catch up in its work.

FG that have been established are:

- Book Groups and Bible Studies and Library
- Health/Wellness and Adult Forums
- Sunday School and VBS
- Youth Group

The purpose of the committee was then shared and discussed.

Questions from Vestry members for Ron Senne were offered:

- Kelli Trebil: Is there an existing framework to identify synergies so that recommendations can be prioritized?
 - RS: Yes, there is an existing framework which will be offered as we get closer to that part of the process.
- Bob Ermish: How does the plan maintain longevity year after year, especially as Vestry members rotate on and off each year?
 - RS: Institutionalization of the process will help give stability over time. Also, the Vestry itself has a built-in structure whereby only a few members rotate off at a time which guarantees historical knowledge being maintained.
- Jamie Clapham: Does the annual election process for Vestry help or hinder the process of passing along vital information over time?
 - Richard Jones: That is the 'institutionalization' of which we previously spoke.

- Michael Luciano: The Strategic Planning Process will serve as a roadmap, not only for the current Vestry, but future Vestries as well. The goal is to: Plan-Implement-Assess-Repeat.

The Vestry thanked Ron Senne for his work and that of the committee members present. Ron and the non-Vestry committee members were then excused from the meeting.

Senior Warden Report:

Senior Warden Michael Luciano provided an updated Vestry member contact list, asking each member to verify the accuracy of their information.

A lock-up sheet was provided with brief instruction on lock-up procedures following services on Sunday, other holy days, and events.

Lynn Von Wald pointed out that August 30, 2016 will be the 80th Anniversary of President Franklin D. Roosevelt's visit to Emmanuel Episcopal Church. It was suggested that some form of acknowledgement should be celebrated at that time. Junior Warden Bob Ermish suggested that the original doors be opened for any celebration held for the anniversary.

Michael provided copies of the proposed contract extension/renewal for Ron Senne and Associates. Discussion was held regarding the good and economical work Ron has offered Emmanuel thus far in the process. A motion was made and seconded (*Flanery/Clapham*) to accept the proposed contract as noted with a typographical error corrected as pointed out by Julie Grundhoffer.

Michael also ensured that each Vestry member, especially new members, have a copy of Christopher Webber's book *The Vestry Handbook* as well as Vestry pins to wear.

Lynn Von Wald stated that ECW has suggested that the stage curtain in the Parish Hall needs replacement. She questioned whether that should be run through the Vestry or not. It was then suggested that because it is a facility issue, it should definitely run through the Vestry via the Junior Warden prior to purchase and placement, even if ECW is providing funding for the project.

Junior Warden Report:

Junior Warden Bob Ermish reported that an online banking questionnaire was recently received. Emmanuel's security rating is problematic and needs to be addressed. Bob will provide more information on costs after researching further.

Bob stated that a date needs to be chosen for the Annual Spring Cleanup (which was held on May 17 in 2015). Bob also requested that Vestry members take note of areas of concern which need cleaning and repair. Lynn Von Wald acknowledged the good work provided by Sexton Marcus Flavin in keeping things very clean and tidy.

Bob also suggested that because the Deadwood Grant has a deadline which could potentially expire prior to the work of the tuck-pointing (for which the grant has been awarded), Emmanuel has in the past permitted an invoice from the company prior to work so that the grant award is not lost. It was also suggested that since the grant covers only half the total cost of the project, a request should be made to the contractor to invoice for half the project in advance which can then be used to receive and spend the grant money.

Rector's Report:

Fr. Chris reported that a parishioner requested the placement of an advertisement on the Emmanuel bulletin board for the Vagina Monologues which is a fundraiser for a local non-profit. Discussion was held with unanimous agreement that advertising such a contentious and foul-languaged play is not in the best interest of Emmanuel or its parishioners.

Fr. Chris reported that Fr. David Cameron will preside at the upcoming Sunday, February 28th services while Fr. Chris and his family travel to Florida for a brief mid-winter break.

Fr. Chris concluded by requesting that all Vestry members be mindful about their Sunday attendance since the first two months of 2016 has seen a decline in Average Sunday Attendance. Fr. Chris also asked Vestry members to inform him of anyone they notice is consistently absent so that he can follow up with a friendly phone call to check on them.

Kelli Trebil pointed out that an error message was received when she tried to click on an Adult Forum video on YouTube recently. Michael Luciano stated that he would look into it if she could let him know which video it was she was trying to access.

A motion was made and seconded (*Hatzenbuhler/Clapham*) to adjourn with the understanding that a post-adjournment prayer would be said. Motion carries.

The Vestry adjourned at 8:20 p.m.

Next Vestry Meeting: Monday, March 21 at 6:30 p.m.