

Emmanuel Episcopal Church

Rapid City, South Dakota

October 19, 2015

Call to Order: The meeting was called to order by Junior Warden Key Parker at 6:32 pm.

Opening Prayer: Fr. Chris offered a prayer from a portion of Eucharistic Prayer D of the Rite II liturgy in the Book of Common Prayer (p. 373).

Vestry members present:

- | | |
|------------------------------|--------------------|
| 1. Key Parker, Junior Warden | 4. Lynn Von Wald |
| 2. Tim Pederson | 5. Lynn Lafferty |
| 3. Jamie Clapham | 6. Richard Jones |
| | 7. Michael Luciano |

Vestry members absent with notice:

1. Steve Flanery, Senior Warden
2. Brian Allen
3. Rory Hammerbeck
4. Richard Hatzenbuhler

Non-Vestry members present:

1. Fr. Chris Roussel, Rector
2. Deacon Virginia Bird
3. Kathy Peterson, Interim Treasurer
4. Kim Morey, Proposed Treasurer

September Minutes:

The September, 2015 Minutes were distributed to Vestry members via email prior to the meeting. Motion and seconded to accept as written (*Pederson/Von Wald*).

Treasurer's Report by Kathy Peterson:

Month-end September 2015 Financial Statements were emailed to Vestry members shortly before the meeting. Those statements were reviewed by Kathy and discussed.

Kathy reported that Episcopal Church Women (ECW) has their own checking account. Traditionally, checks written to Emmanuel for ECW have been deposited with a check from Emmanuel's account remitted to ECW. Kathy has met with ECW Treasurer Vicki Sweet and both have agreed that beginning immediately all checks made out to Emmanuel but intended for ECW will simply be endorsed and given to ECW for their deposit.

After reviewing monthly invoices and bill payments, Kathy has directed that some bills which fluctuate in amount each month will no longer be paid by direct electronic

transfer, but will require the issuance of a check. The purpose is to allow oversight by Vestry leadership who are check signers. Direct payments do not afford them the opportunity to regularly monitor those bills. Periodic bills which are consistently the same will continue to be paid by electronic transfer.

Kathy explained that the negative amounts reported on the 30 September 2015 Balance Sheet for the Outreach Committee are a result of previous misreporting. Once appropriate transfers from the General Fund to the amounts budgeted for Outreach are done, the inaccuracies will be rectified.

Discussion about the negative balance for Celebration Dinner ensued. Vestry Member Lynn Von Wald, Co-Chair of Celebration Dinners, explained that Youth Group attendees are not charged for the meal. As Youth Group has grown, so has the expense absorbed by Celebration Dinner. Lynn explained that in 2014, Youth Group allocated a portion of the budget to Celebration Dinner to offset the costs. In reviewing the Balance Sheet, it was noted that (item 3005.11) Kitchen Cleaning Contract ECW/CD Balance of \$335.00 has been carried over for two years. That account is no longer necessary as Sexton Marcus Flavin takes care of that responsibility.

- A motion was made and seconded to close account 3005.11 and transfer the full amount to Celebration Dinners (account 3005.10) (*Von Wald/Clapham*). Motion passed.

Kathy reported that she plans to investigate Black Hills Community Bank's advertising of 2% APR on checking accounts to determine if Emmanuel is eligible. The current rate Emmanuel is offered is .02%.

The Treasurer's Report shows that Income is at 80% of the budgeted amount on the year which Kathy described as "awesome."

Key Parker questioned the overage on Worker's Comp Insurance. No explanation was available, though Kathy or Fr. Chris will investigate and report back to the Vestry.

A discussion was held regarding dormant accounts which the Vestry attempted to use during the 2015 budgeting process to balance the budget. Many of the accounts which had been earmarked for use in filling the budget gap have not been closed. Kathy explained that the attempt to close fund accounts to balance the budget "technically should not have been done."

- A motion was made and seconded to accept the Treasurer's Report (*Luciano/Jones*). Motion passed.
- Kim Morey was introduced by Fr. Chris as having accepted the invitation to serve as Emmanuel's Treasurer. Kim has extensive accounting, bookkeeping, and non-profit organization experience. A motion was made and seconded to name Kim Morey as Treasurer (*Peterson/Lafferty*). Motion passed.

- A motion was made and seconded to allow Kim Morey as Treasurer to sign on all Emmanuel accounts and speak to and access information from financial institutions on behalf of Emmanuel Episcopal Church (*Lafferty/Clapham*). Motion passed.

Discussion ensued regarding the planning for the 2016 Budget. Great concern was voiced that serious consideration be given to the Strategic Plan as it pertains to the upcoming budget so that the plan does not delay nor disintegrate. It was suggested that “place holders” be incorporated into the budget for as yet unforeseen needs of the Strategic Plan and its committees. Although it had been the hope of the Vestry to have entered into a different model for budgeting for 2016, it was acknowledged that time will not allow it this year. It was also suggested that the model used last year which evaluated 5-year trends be utilized again in the upcoming year. Another suggestion was made that the budget be presented to the parish as a “Transitional Budget” for 2016 so that some leeway can be granted the Vestry during the course of the year’s development as it pertains to the Strategic Plan.

The Vestry agreed that the Finance Committee should begin working on the proposed budget. Fr. Chris noted that he will speak with Dave Janak to gauge his interest in remaining as Chair of the committee. If he desires to step down, Fr. Chris will approach Brian Hammerbeck about chairing the committee.

Ron Senne Strategic Planning Report:

The Ad-Hoc Committee Chairs met on October 12 to begin preliminary discussion of their proposed committee members. Each group will have an orientation meeting with Ron Senne no later than November 15. Individual Committees report on membership recruitment:

Lynn Lafferty – Teaching Ministry Ad-Hoc Committee

David Lust
Kaitlyn Riggs
Nyle Hedin

Key Parker – Communications Ad-Hoc Committee

Caroline Landry
Wiley Hughes
Michael Luciano
Vicki Sweet

Jamie Clapham; Lynn Von Wald; Steve Flanery – Ministries Review Ad-Hoc Committee

Mara Vucurevich
Thom Hellmer (To Be Determined)
Greta Chapman
Rory Hammerbeck (To Be Determined)
Candise Hollis (To Be Determined)

Other potential parishioner names were proposed and discussed as alternates if necessary.

Junior Warden Report:

Junior Warden Key Parker reported on several facility and maintenance issues.

KT Connections has moved the wires and cords which were tripping hazards in the office. They have also removed inoperable wires, boxes, routers, etc. from the furnace room in the basement. KT Connections is not a licensed electrician, therefore one electrical cord remains in the office area as a tripping hazard. A bid was secured from Mr. Electric to rewire the area for electrical access.

The following actions were taken by the Vestry:

- Motion and second to accept the proposal from Mr. Electric in the amount of \$430.01 for the work described therein (*Luciano/Clapham*). Motion passes.

Key Parker also reported that he has spoken with Sexton Marcus Flavin about shoveling snow on sidewalks during the winter months at his usual hourly wage. Marcus has agreed. The contract for plowing the parking lots will remain in place. Lynn Von Wald suggested that Fr. Chris monitor Marcus' annual hours since Episcopal Church Canon Law requires that any employee working over 1,000 hours annually be provided retirement benefits. If Marcus begins to exceed those hours, the budget for his position will have to be adjusted for 2016.

A question was raised about the progress on the computer purchases for the Office Manager and Bookkeeper. Fr. Chris reported that Rory Hammerbeck was awaiting the launch of a major software update for Church Windows to coincide with the purchase and installation. Deadline is November 15, 2015. Key Parker raised a question about the frequency of budgeting for computer replacements in the office. Michael Luciano suggested every three years in order to keep pace with changing technology.

Rector Report:

Fr. Chris and Alison have suggested Thursday, December 10 for the annual Staff/Vestry Christmas Party at their home. All were in agreement with the date.

Next meeting: Monday, November 16 at 6:30 p.m.

Closing Prayer: The Vestry prayed the Lord's Prayer together. At 8:02 p.m. motion to adjourn was seconded and passed (*Lafferty/Jones*).

The Vestry stands in adjournment.