

Emmanuel Episcopal Church

Vestry Meeting Minutes

February 16, 2016

Present: Penny Longo, Cindy Mottl, Andy Dolliff, Rob Ekroth, Lisa Enright, Dorren Gertsen-Briand, Jean Owen, Vicki Roe, (Larry Brongel - Treasurer, Sue Jasiak – Clerk)

Absent: Mary Pat Anderson, Hendrik Noth, Jenn Vince

1. Call to Order – 7:04pm
2. Opening Prayer – Jean Owen
3. Adopt & modify remaining agenda
 - a. Review minutes from January and Annual Meeting
 - b. Review actionable items at end of meeting
4. Review and approve prior minutes
 - a. January
 - b. Annual Meeting
 - c. Motion to approve minutes as corrected by Rob Ekroth – Motion Carried
5. Warden's Reports
 - a. Senior Warden – Penny Longo
 - i. Moved into Executive Session at 7:18pm. Exited at 7:32pm.
 - ii. Vestry is encouraged to attend upcoming events
 - iii. Appoint Finance Committee
Rob Ekroth – Chair
Members – Rev. Ellen, Marc O'Brien, Susan Cox, Chris Meyer,
Larry Brongel, Sue Jasiak, Penny Longo, Cindy Mottl
Randy Valenta (if he consents)
 - b. Junior Warden – Cindy Mottl
 - i. David E. Weaver Committee
 1. New committee members are in place and will meet the 1st week of March
 - ii. Kensington Arts Center
 1. Incorporation is finished; Thanks go to Marc O'Brien for his legal assistance
 2. Waiting for FEIN (cost - \$50) so that non-profit status application can be completed (cost - \$400)
 3. Cindy Mottl will donate the fees to get started (see above)
 4. Need to work on bank accounts & putting together summer classes
 5. Music Camp was tabled this year because of disagreements about “start-up” funding; will try again for next summer
 6. Need to discuss a fair split of income between the contractors and Emmanuel (our usage fees)

7. Money from scheduled concerts will come directly to Emmanuel
8. Board Members – Cindy Mottl, George Tarasuk and Mike Bolton
9. George Tarasuk has been a great volunteer and helper
- iii. Publicity for Emmanuel
 1. Emmanuel and the Christ Church concert were mentioned in the March issue of Chicago magazine
6. Treasurer's Report – Larry Brongel
 - a. Balance of approx. \$37K in Operating fund on 1/31
 - b. Collected approx. \$33K from the Endowment and the Swetnam Funds in January
 - c. Expenses of approx. \$36K in January
 - d. Established a petty cash fund (\$50) – should last a few years
 - e. February is a tough month primarily due to low attendance and low collections
 - f. Upcoming bills of snow plowing (\$2400) and casualty insurance (\$5300) due in February
 - g. We have enough to get through but funds will be depleted rapidly
 - h. \$14K bill for roof repairs has not been received yet
 - i. Larry Brongel transferred extra cash to checking to make bill-paying easy for Ardath Barr while Larry is away – will be moved back upon Larry's return
 - j. Discussed Youth Group finances
 - k. Organ tuning/maintenance scheduled before Easter; 3 musicians scheduled for Easter services (cost - \$600)
 - l. Need to raise funds to cover Easter musicians; want to make it special especially because we are inviting non-members to attend Easter services
 - m. Larry will update cash flows monthly but will not be updating the budget numbers
 - n. Motion to approve Treasurer's report by Penny Longo – Motion Carried
7. Committee Reports
 - a. Parish Life – Lisa Enright
 - i. Still forming committee
 - ii. Will be requesting donations of food/Mimosa supplies for special coffee hours (especially Rev. Ellen's and Easter)
 - iii. Need a volunteer to run the Easter Egg Hunt
 - iv. Will likely need ticket takers and ushers for Christ Church concert
 1. There may be a local group that provides ushers for concerts (may have used them at Tower Chorale concert)
 - v. Cinco de Mayo will hopefully take place on May 1st – will confirm with Fr. Gabe at meeting on March 1st. Dorren Gertsen-Briand, Penny Longo and Cindy Mottl will attend meeting.
 - vi. Committee plans to keep it simple for summer; have several ideas including a Dinner for 8-style barbeque and a Movie Night
 - b. Christian Formation - Mary Pat Anderson and Hendrik Noth (in absentia)
 - i. Current Adult Education provided at Wed. Evening Lenten series
 - ii. Upcoming Service Sunday on 2/28 @ 9am (between services)
 1. Assembling toiletry kits
 2. Making invitations for Easter service
 3. Make origami lilies for Easter
 - c. Finance – Rob Ekroth

- i. See committee list above in 5.a.iv.
 - ii. Will probably need a summertime push for additional donations
 - iii. Will tie in with Diocesan pilot program for Stewardship
 - d. Building & Grounds – Andy Dolliff
 - i. Report as provided
 - ii. Many comments about how wonderful the church is looking
 - e. Stewardship – Jenn Vince (in absentia)
 - i. Penny Longo and Cindy Mottl to attend Diocesan pilot program on 3/5 unless someone else volunteers to go
 - f. ECW/Antique Show – Vicki Roe
 - i. ECW Tea on 2/21 from 3-5pm; reservations are coming in slowly
 - ii. Antique Show
 - 1. Will request one service at 9am on 4/17
 - 2. Sat. Night Celebration
 - a. Will sell tickets in advance (first come, first served)
 - b. Can only seat 80-90 people
 - c. Optimistic that tickets will sell out quickly
 - d. The show will be closed/locked up during celebration
 - 3. Will need all doors unlocked before show on Sunday morning
 - 4. Ads are all placed; thanks to Jim Doroba for making a great video for the website
 - 5. Finalizing an email link + text for parishioners to use to promote show and “Save the Date”
 - 6. Molly Salisbury is finalizing sponsorship letters
 - 7. Need volunteers to staff Patrons’ List/Ticket table starting on 3/6
 - 8. Committee Meeting – 2/28 after 10am service
 - g. Outreach – Dorren Gertsen-Briand
 - i. Getting her bearings and planning for future; line blurs a little between Outreach, Parish Life and kid’s projects
 - ii. Timing is probably not right to begin a new major outreach project
 - iii. Has considered setting up an Honor Flight
 - iv. Still forming committee
 - v. Youth Group to work on Easter baskets
 - h. Welcoming – Jean Owen
 - i. Possible committee members are Ellen Busch, Elizabeth Valeika, Steve Bukowski and Matt Longo
 - ii. Need to review dynamics of welcoming, the welcome packet; the art of inviting/communicating and be diligent about follow-up
 - iii. Visitors should be added to E-mail ministry
 - iv. Need a procedure for following up
 - v. Possibly establish a Mentoring program where new (potential) members would be assigned a contact family
 - vi. Possibly include new members on the “Get to Know You” bulletin board
 - i. Kensington Arts Center – Cindy Mottl
 - i. See above 5.b.ii.
- 8. Discussion

- a. Motion to approve committee reports – Motion Carried
9. Closing Prayer – Lisa Enright
10. Meeting Adjourned – 8:28pm

Upcoming Meeting Schedule:

Sun, 02/28/16 9:00am – Service Sunday
Sun, 03/06/16 11:00am – Thank You Celebration for Pastor Susan – Brunch
Sun, 03/13/16 9:00am & 11:00am – Welcome for Rev. Ellen – “Fancy Coffee Hours”
Tue, 03/15/16 7:00pm – Vestry Meeting
Tue, 04/19/16 7:00pm – Vestry Meeting
Thu, 04/28/16 6:00pm – Gathering/Planning Committee Night

Upcoming Coffee Hour Schedule:

Feb 28th - Hendrik
Mar 6th - Vicki
March 13th - Lisa (Entire Vestry to provide food for Rev. Ellen’s Coffee Hours)
March 20th - Rob

Action Items:

- Penny L – Talk to Kathy Clark about photo
- Jean O – Look for appropriate plant
- Rob E – Talk to Randy Valenta about joining the Finance Committee
- All – Table discussion about potentially forming a Personnel Committee until Rev. Ellen arrives
- Penny L – Talk to Katherine Valenta regarding Youth Group finances
- Cindy M – Talk to George Tarasuk regarding fund raising for Easter musicians and notifying us when musicians are contracted so that fund raising can be planned
- Penny L – Put something in bulletin/E-news requesting donations for Easter flowers and music
- Lisa E – Talk to Bill Kintigh about money for lights from the Memorial Fund
- Penny L & Cindy M – need to emphasize that Service Sundays occur between the services at approx. 9am
- Cindy M & Penny L – Establish the “Meet the Vestry” bulletin board
- Penny L – Lead “tour” of lock-up procedures after next Vestry meeting on 3/15
- All – Find committee members by 4/28
- All – Invite new committee members to Gathering/Planning Committee Night
- All – Sign up to bring a taco-related item to the Planning Committee Night
- All – Three actions that the Vestry can take
 - For Members
 - Find a different person each week and say something nice/positive to them

- Vestry bulletin board – to include “Better Know Your Vestry Member”
- Personal invitations
- For Children
 - Talk to/acknowledge a new child each week
 - “Seek and Find” Treasure Hunt
 - Reassure parents that children are welcome – be intentional about it
 - Have fun!!
- For Newcomers
 - Newcomer Packet
 - Identify /Invite to Coffee Hour
 - Follow-up/Continue to build relationships

Minutes submitted by Sue Jasiak