

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, May 18, 2020

7:00 p.m. – Virtual Meeting

Present (Via Zoom): The Rev. Lisa Erdeljon (Associate Rector for Christian Education), Kirk Chan (Senior Warden – 2021), Ann Kimes (Junior Warden – 2021), Gene Dawson (2021), Bill Ferry (2021), Suzanne Fleer (2021), Michele Phillips (2021), Gwynne Johnston (2022), Cam Sells (2022), Lindsay Taylor (2022), Steve Barnum (2023), Kathi Frelk (2023), Ric Lindeen (2023), John Davis (Treasurer), Craig Anderson (Clerk)

Absent: The Rev. Jesse Perkins (Rector), Charley Wickman (2022), David Rauschenberg (2023)

1. Call to Order

There being a quorum present, Kirk Chan called the meeting to order at 7:03 p.m.

2. Opening Prayer

Mtr. Erdeljon offered the opening prayer, 'A Prayer for a Church Meeting'.

3. Approval of Agenda

Ann Kimes moved and Ric Lindeen seconded that the Agenda be approved as presented. There being no objection, motion carried.

4. Approval of Minutes

Gwynne Johnston moved and Ric Lindeen seconded that the Minutes of the April 20, 2020 Meeting of the Vestry be approved as presented. There being no objection, motion carried.

5. Financial Report

John Davis reported that progress is being made with respect to preparation of the financial statements for the year thus far, with another month or so being the estimated time for completion of the related reports. He advised that the absence of Sunday services due to the pandemic has resulted in St. Michael's currently receiving ~50% of the weekly pledge revenue ordinarily received via the offering plates.

John noted that St. Michael's received Paycheck Protection Plan funding of ~\$129,000, which is a forgivable loan if used in accordance with its terms and conditions. It is anticipated that 100% of the amount will be used for payroll.

In response to a question regarding the previously authorized refund of or credit for Little Angels Christian Preschool student enrollment fees paid for April 2020 and May 2020, it was noted that in some

instances the credit option has been chosen, and in some other instances the fees paid have been donated back to the Preschool.

With respect to the current reduction in receipt of pledge revenue, the Vestry discussed options to remind parishioners of the ongoing need to provide financial support for St. Michael's. Vestry members will utilize the 'Parish-within-a-Parish' initiative to follow-up with parishioners regarding this need. Also, email and The Sword will be considered to provide reminders to parishioners.

6. New Business

Salary and Hourly Employees for June

Kirk Chan and John Davis reported that the Paycheck Protection Plan will cover all of St. Michael's salaried and hourly employees through June 2020.

Outreach Disbursement Approval

Disbursement recommendations from the Outreach Committee, included in the Vestry meeting packet, were discussed.

Gwynne Johnston reviewed the Outreach Committee process for consideration of funding requests. He noted that the effects of the pandemic have created a critical need for some services, including provision of food, supplies, and other support for families. This situation and each agency's mission were used to help determine recommended disbursements at this time. In reply to a question as to the source of the funds to be disbursed, it was noted that the operating funds of St. Michael's budget includes an appropriation for outreach.

Steve Barnum moved and Bill Ferry seconded that the agency disbursements as recommended by the Outreach Committee be approved. Upon a roll call vote: 12 Yes; 0 No. Motion carried.

Bishop's Phased Reopening Plan and Back to Church Opening Strategy for Employees and Parishioners

Kirk Chan indicated that Fr. Perkins will provide some information regarding this matter in his report. The plan and strategy will need to be kept in mind for St. Michael's.

7. Old Business

Infant Care at St. Michael's Report

Gwynne Johnston provided a summary review of the report included in the Vestry meeting packet. Based on its research and findings, it is recommended by the task group, comprised of Gwynne, Michele Phillips, and David Rauschenberg, not to proceed further with the concept of Infant Care at St. Michael's.

The Vestry thanked Gwynne, Michele, and David for their work.

8. Committee Reports

Buildings and Grounds

Bill Ferry advised that the pandemic continues to delay progress on maintenance and improvement initiatives. He thanked Carol Hebert for the great work with respect to exterior plantings and care. Bill noted that there are opportunities for other exterior buildings and grounds work that could be undertaken while interior access to St. Michael's buildings is not allowed.

Discussion followed regarding possible options to address those exterior projects now. Before proceeding further there will be discussion with Fr. Perkins.

9. Rector's Report (Via Video)

Fr. Perkins offered an update on the Paycheck Protection Plan and thanked the Vestry for its support on behalf of St. Michael's staff. He expressed his appreciation for Carol Hebert being part of St. Michael's finance team. Also, he reported that he participated in a conference call during the past week with Bishop Lee regarding the plan and strategy for reopening the churches in the Diocese and will keep the Vestry apprised of further developments.

10. Senior Warden's Report

Kirk Chan asked the Vestry to begin to consider what the phased reopening of St. Michael's might look like and what might be required.

11. Closing Prayer

The meeting was closed with a brief service, 'At the Close of Day', led by Mtr. Erdeljon.

12. Motion to Adjourn

There being no further business, Gwynne Johnston moved and Michele Phillips seconded that the meeting be adjourned. Upon a voice vote: All Ayes; No Nays. Motion carried.

The meeting adjourned at 7:58 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk