

**St. Michael's Episcopal Church**

**Barrington, Illinois**

**Minutes of the Vestry Meeting of Monday, May 15, 2023**

**7:00 p.m. – Via Zoom**

**Present:** Lindsay Taylor (Senior Warden-2024), Bill Ferry (Junior Warden-2024), Carol Berman (2024), Melissa Buckley (2024), Greg Mears (2024), Doug Torbeck (2024), Marisa Boynton (2025), Brant Deichmann (2025), Ellen Lindeen (2025), Sam Adams-Lanham (2026), Wes Kimes (2026), Lynn Mayberry (2026), John Davis (Treasurer), Craig Anderson (Clerk)

**Also Present:** Kim Curtis (Facilities Manager and Sunday School Director)

**Absent:** The Rev. Jesse Perkins (Rector)

**1. Call to Order and Opening Prayer**

There being a quorum present, Lindsay Taylor called the meeting to order at 7:00 p.m. and offered the opening prayer.

**2. Approval of Agenda**

Ellen Lindeen moved, and Sam Adams-Lanham seconded, that the agenda be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

**3. Approval of Minutes**

Vestry Meeting – April 17, 2023 (In Person)

Craig Anderson requested that the minutes be amended to reflect that The Rev. Tim Murray was present at the April 17, 2023, meeting of the Vestry.

Carol Berman moved, and Melissa Buckley seconded, that the minutes of the April 17, 2023, meeting of the Vestry be approved as amended. Upon a voice vote: All Ayes; No Nays. Motion carried.

**4. Financial Report – April 2023**

John Davis advised that revenue and expenditures continue to track as generally anticipated. He noted that while pledge payment patterns are somewhat different than in past years, there is nothing of concern. Also, there continue to be not unexpected revenue receipt and expenditure timing differences.

Doug Torbeck moved, and Sam Adams-Lanham seconded, that the April 2023 Financial Statements be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

**5. New Business**

Buildings and Grounds Proposals – Freezer, Rooftop Unit, Community Room Entrance Ramp

Brant Deichmann provided a summary review of proposed best options being considered by the Buildings and Grounds Committee and Kim Curtis, with guidance from Fr. Perkins, to address maintenance needs of the church kitchen freezer, rooftop HVAC unit, and exterior entrance ramp adjacent to the Community Room.

Brant noted that three quotes have been received for replacement of the rooftop HVAC unit, with the Trane unit proposed by Ahrens & Condill, Inc., being the apparent best option. Kim Curtis provided information regarding the design and capacity of the unit.

Following discussion by the Vestry, Greg Mears moved, and Lynn Mayberry seconded, that the proposal from Ahrens & Condill, Inc., in the amount of \$36,144, for provision and installation of a new Trane rooftop HVAC unit be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

The need for replacement of the church kitchen freezer was presented and reviewed. Following discussion by the Vestry, Ellen Lindeen moved, and Melissa Buckley seconded, that the proposal from EME Restaurant Equipment, in the amount of \$2,375, for provision of a new Arctic Air freezer be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

Brant reviewed reasons for repair or replacement of the exterior church entrance ramp adjacent to the Community Room and outlined potential project options considered by the Building and Grounds Committee, including scope of work and potential need for architectural assistance depending on the option selected to address this matter. He noted that the Committee feels the best approach is to undertake only the work necessary for the ramp to be in good working order, fully functional, and aesthetically pleasing. Discussion by the Vestry reflected concurrence with this approach.

Bill Ferry noted the extra effort extended by Kim Curtis to assist with and help guide the Vestry with respect to these building maintenance and improvement projects. Brant thanked the Vestry for the direction provided to help to proceed with these projects.

## **6. Old Business**

None

## **7. Committee Reports (As Requested)**

### Buildings and Grounds - Security

Doug Torbeck provided an update on work and planning to develop and implement a safety plan for St. Michael's. He reported that the group of Vestry members constituted to address this matter have met and are working to assess that which is now in place at St. Michael's, as well as to learn what others are doing, which will be used to help prepare a recommended plan for St. Michael's.

Lindsay Taylor suggested an ongoing benchmarking process for project progress. Doug noted his hope that a recommended plan will be ready for review this fall. He also thanked Carol Berman, Lynn Mayberry, and Wes Kimes for their great work on this project.

## **8. Rector's Report**

None

## **9. Senior Warden's Report**

Lindsay Taylor reminded everyone of the information in The Sword regarding the opportunity to assist with St. Michael's 75<sup>th</sup> Anniversary Celebration.

Also, Lindsay advised that she will be forwarding a proposal from Deacon Tim to establish a Volunteer Call & Coordination Ministry at St. Michael's. Related discussion is anticipated for the next Vestry meeting, with thoughts welcomed in the interim.

Melissa Buckley noted that work is underway on a fellowship group concept presented by Fr. Perkins and being shepherded by Michelle Chan and Amy Hoff. This newly established group is seeking assistance from parishioners.

**10. Closing Prayer**

Lindsay Taylor offered the closing prayer.

**11. Motion to Adjourn**

Carol Berman moved, and Sam Adams-Lanham seconded, that the meeting be adjourned. Upon a voice vote: All Ayes; No Nays. Motion carried.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk