

**St. Michael's Episcopal Church**

**Barrington, Illinois**

**Minutes of the Vestry Meeting of Monday, November 17, 2025**

**7:00 p.m. – Conference Room / In-Person with Virtual Attendance Option**

**Present -In Person:** The Rev. Ralph Osborne (Priest in Charge), Liz Gabis (Senior Warden – 2026), Bob Hoyler (Junior Warden-2026), Sam Adams-Lanham (2026), Wes Kimes (2026), Paul Carrubba (2027), Jeff Tolle (2027), Craig W. Anderson (2027), Cathy Koehlinger (2028) – joined at 7:24 p.m., Pat Okonek (2028), John Davis (Treasurer), Craig G. Anderson (Clerk)

**Present – Virtual:** Lynn Mayberry (2026)

**Absent:** BJ Seagrist (2028)

**1. Call to Order and Confirmation of Quorum**

There being a quorum present, the meeting was called to order at 7:03 p.m. by Fr. Ralph Osborne.

**2. Opening Prayer**

Fr. Ralph Osborne and the Vestry offered the opening prayer in unison.

**3. Approval of Agenda**

Junior Warden Bob Hoyler moved, and Sam Adams-Lanham seconded, that the agenda for this evening's meeting be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

**4. Approval of Minutes – October 20, 2025**

Junior Warden Bob Hoyler moved, and Craig W. Anderson seconded, that the minutes of the October 20, 2025, meeting of the Vestry be approved as presented. Upon a voice vote: 7 Ayes; 2 Abstentions; 0 Nays. Motion carried.

**5. Old Business**

Stewardship Pledge Update

Jeff Tolle advised that a status update report on this year's stewardship/pledge effort is being prepared for review prior to presentation. Treasurer John Davis provided some related follow-up process information.

Junior Warden Bob Hoyler noted that final pledge numbers are needed by December 1, 2025, in conjunction with 2026 budget preparation. Jeff Tolle indicated that final pledge numbers are anticipated by then.

During discussion it was noted that last year at this time there were 103 pledges for the coming year; currently there are 118 pledges for 2026.

Paul Carrubba moved, and Senior Warden Liz Gabis seconded, that the Vestry extend thanks to Jeff Tolle for guiding and managing this year's stewardship pledge effort. Upon a voice vote: All Ayes; No Nays. Motion carried.

### Preschool Update

Lynn Mayberry reported that a candidate for the position of Little Angels Christian Preschool Director has been selected with outside assistance, including recruitment. The Vestry discussed next steps and expressed thanks to Junior Warden Bob Hoyler, Lynn Mayberry, Cathy Koehlinger, and Sue Dreys, Assistant Director of the Preschool, for their help with the recruitment process.

Junior Warden Bob Hoyler noted that having disability insurance for St. Michael's staff will be an item for discussion at next month's Vestry meeting, in response to a question from Wes Kimes, Bob advised that a plan for on-boarding of the new Preschool Director is in place.

### Building and Grounds Update

Paul Carrubba reported that the inspection by the State Fire Marshal has been completed, for which a report has been received and reviewed. There are plans to address items in need of attention, with security and fire protection improvements to begin this month. Also, Paul provided a status report with respect to elevator maintenance needs, an update regarding painting at the Sturtz House, sacristy plumbing improvements, and sacristy window sill repair needs.

Senior Warden Liz Gabis noted that the roof gutter on the Dundee Avenue side of the Sturtz House received some storm damage, and that functioning of the Preschool red light/green light system might need adjustment. During Vestry discussion it was mentioned that there might be need for some improvement of lighting in the church parking area.

Junior Warden Bob Hoyler commented on the visit from the Barrington Police Department to provide guidance for security improvements; Paul Carrubba will follow up on this item.

Paul Carrubba reviewed the written information provided to the Vestry pertaining to testing, inspection, and maintenance of St. Michael's elevator, including a proposal from Mid-American Elevator Company, Inc., for hydraulic pressure testing and fire alarm testing; an oil and grease agreement from Mid-American Elevator Company, Inc., for elevator maintenance; a related memorandum dated November 16, 2025; and a related memorandum dated November 17, 2025.

Pat Okonek moved, and Cathy Koehlinger seconded, that the testing and inspection proposal for St. Michael's elevator from Mid-American Elevator Company, Inc., the maintenance agreement for St. Michael's elevator from Mid-American Elevator Company, Inc., and related expenditures be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

### Liability Insurance for Church Properties Update

Cathy Koehlinger commented on expected and potential coverage needs for St. Michael's. Some examples include floodplain, guaranteed replacement costs, and St. Michael's organ. Three quotes for coverage are being requested.

### Search Committee Update

Sam Adams-Lanham reported that the small group listening sessions have been well attended. Sam advised that the next meeting of the Search Committee is scheduled for December 2, 2025; some additional information is needed to help develop the parish profile, which might be ready before the end of January; and 166 CAT surveys were completed. About 100 people participated in the small group process, with approximately eight people in each session.

### Vision/Mission Statement

Wes Kimes suggested that St. Michael's current vision/mission statement be reviewed to determine if there is need to revise it. Primary responsibility for the vision/mission statement rests with the Rector and the Vestry. However, a review process might include a member or members of the Search Committee to help synthesize/develop the statement. It was noted that "vision" focuses on the future, while "mission" focuses on the present.

Going forward, Wes Kimes suggested that a new statement be developed. Sam Adams-Lanham volunteered to serve as the Search Committee representative, Jeff Tolle volunteered to serve as a Vestry representative, and Wes Kimes volunteered to serve as a Vestry representative. Another Search Committee representative is needed.

### Sound System

Wes Kimes advised that testing of some potential improvements for the sanctuary sound system is scheduled for this week. He noted that the overall goal is to have all people at services be able to hear.

## **6. New Business**

### Finance Report (October) and Finance Committee Update on ECF Investment

Treasurer John Davis noted that the October 2025 Financial Statements have been delayed due to tasks associated with focus on this year's stewardship process.

John advised that St. Michael's has moved forward with the service offered by the Episcopal Church Foundation (ECF), with funds having been transferred and fully invested as of earlier this month.

### New Staff Person Budget

Junior Warden Bob Hoyler offered an update on potential plans.

### 2026 Wardens and Vestry Members; Annual Meeting Preparation

Junior Warden Bob Hoyler requested suggestions from members of the Vestry with respect to improving the Annual Meeting by reducing its length, making it more impactful, etc. He requested feedback from the Vestry regarding changes for improvement.

## **7. Closing Prayer**

Fr. Osborne and the Vestry offered the closing prayer in unison.

## **8. Motion to Adjourn**

Paul Carrubba moved, and Wes Kimes seconded, that the meeting be adjourned. Upon a voice vote: All Ayes; No Nays. Motion carried.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk