

**St. Michael and All Angels Vestry Meeting Minutes  
February 24, 2024, 12:45 pm in the Pavilion**

**Present:** Rector's Warden: Patrick Reilly, Vestry Warden: Barbara Koenig, Vestry Members: Jennifer Hanson, Dale Lange, Diane McKay, Bill Robinson, Bruce Roach, Jack Knight, Zee Vermette, Michael Bourdrez, Gary Jacobson, Michelle McKenzie, Chris Alvarez (Acting Clerk)  
Officers: Evelyn Hanneman, Treasurer

**Absent:** None

**Call to Order:** The meeting was called to order at 12:45 PM.

**Opening Prayer and Reflection:** The meeting was opened with a prayer

**Items for Vestry Approval and Review:**

Election of Vestry Warden: Fr. Mike announced that Barbara Koenig was willing to serve another year as Vestry Warden. Gary made a motion to elect Barbara as Vestry Warden for 2024, and Michelle seconded. The only discussion was expressions of gratitude for Barbara's service. The motion passed unanimously.

Minutes of the annual meeting were discussed, and it was noted that those minutes are not officially approved until the next annual meeting. Questions were raised about a reference in those minutes that a Vestry member is to be present at every service. It was also noted that any amendments to the annual meeting minutes should be sent to Judy.

There were no corrections to the Minutes of the January 21 meeting. Bill moved to accept the minutes as written, and Dale seconded. The motion passed unanimously.

The Finance Committee recommended that Jim Moffitt and Denise Clauss be appointed to the committee. Michael made a motion to accept this recommendation, and Barbara seconded. There was no discussion, and the motion passed unanimously.

It was noted that Evelyn was elected chair of the committee at their last meeting.

The draft Parochial Report was reviewed. Corrections were made as follows:

#4 = 24

#5 = 13

M23 = 953

#6 = 674

#7 = 40

#8 = 715

It was noted that the parish register report is available with more detail for all of these. There was clarification of the definition of “good standing.” On the last page of the report, there was a suggestion to check the number of people who serve or have served in the Food Pantry because the number is likely higher than that listed. The details about cash vouchers will be updated by JP. **Jack made a motion to accept the report, and Michiel seconded.** During discussion, Barbara noted that some of these numbers are always going to be “guesstimates.” Mandy pointed out that there has been an effort during the transition to systematize how numbers were determined, but it will take a few years before it’s fully set. Diane mentioned that The Classics wasn’t listed last year, and wondered if The Classics is outreach or inreach. Mike pointed out that for canonical reasons the attendance and financial numbers are the most important. **The motion was put to a vote and passed unanimously.**

The Vestry considered the issue of records retention. Barbara pointed out that we need a policy for which records we must keep, where we should keep them, and for how long. There was a suggestion to put redacted Vestry minutes on the website. JP mentioned that we currently have both digital and paper copies of minutes as far back as the audit requires, but there are gaps. We need a system because such records provide background for decision-making. Fr. Mike pointed out that there are guidelines available from the National Church Archives. The audit requires HR records be retained for 30 years. Dale asked about the range of records to be retained, for example whether we need to keep committee reports, and it was noted that generally only larger ministries report. It was agreed to form a committee to study this and develop a policy draft. Diane, Zee, and Barbara will assist Nicole and Cheri in this process.

### **Reports and Topics:**

Rector’s Report: Fr. Mike submitted a written report that was included with Vestry read-ahead materials.

### **Finances**

The December, 2023 Financial report was reviewed and discussed. JP noted that the endowment is managed by DFMS, associated with the national church, so its number lag behind our parish numbers, but that the numbers will be updated soon.

There was discussion about upcoming projects and their projected costs:

Roof repairs, \$14,000

Computer system updates, \$9,000

Total, \$23,000

Because of this, the surplus will appear higher in this report.

Changes in cash position indicated strong cash position based on 90-day cash target. Jack asked if expense numbers were in keeping with past years' expenses. JP said yes, but that personnel costs are up.

Mike reported that we are in the process of a software transition for our financial management, so the January report will come from a new system. Monthly reporting will continue.

There was discussion around amortization of assets. It was noted that our auditors determine that process.

JP pointed out that the school had strong revenue in December because of some grants being funded. The school is in a solid financial position in part because the drop in enrollment was balanced by a reduction in staff.

Evelyn pointed out that our ability to take on the roof and other maintenance is a sign of financial health.

The report having been submitted by the Finance Committee didn't need a second. The motion to accept the report passed unanimously.

Finance Committee proposal for use of endowment funds to upgrade streaming technology was taken up. The funds would be used to invest in equipment for graphics upgrade. Nicole made a set of recommendations for these improvements. It's hoped that working with Catholic Purchasing will allow us to get discounted prices on these upgrades. A Finance Committee vote on this matter is in progress, and it was noted that email votes must be carried out using the Reply All function so that votes could be monitored in progress.

Evelyn clarified how endowment expenditure works, and these upgrades are a capital improvement. Mike clarified how the approval process for this works, and noted that library upgrades as well as phone system upgrades are also on the table. Evelyn pointed out that the endowment has the funds for these improvements.

A motion to approve a maximum expenditure of \$4500 to improve our streaming technology, having been moved by the Finance Committee, did not need a second. During discussion of the motion, Mike noted how important our streaming services are to those who can't attend in person, and that these streaming upgrades don't affect the decision to possibly move streaming to Youtube. JP reminded the Vestry of the need to formalize communications between the Vestry and the Finance Committee after he leaves. The motion passed unanimously.

The cleaning contract for the school needed to be renewed by 3/1. Bids were to be collected for the Finance Committee to make a decision as expeditiously as possible.

Research into increasing the number and effectiveness of our campus security cameras is underway. The need for this was emphasized by a recent break-in of a car. The hope is to have 2-3 cameras, which should also help with deterrence. Michele asked what cameras we have now, and Mike responded that there's a camera at the door and also at the server room. There's also an inactive camera near the playground.

Research into installing automatic door openers is underway. We don't have current bids. It was emphasized that, given the location and abundant usage, as well as the demographics of our community, choosing the safest possible system is very important. It was noted that automatic door openers require significant care and ongoing expense.

**Executive Session** The Vestry went into Executive Session to discuss details of a bequest to the parish.

#### **Ministry Liaison Reports**

Those ministries submitting reports did so in writing, and those reports were included in the Vestry read-ahead packet.

#### **Upcoming Dates:**

In lieu of a retreat, the Vestry will hold an extended meeting on March 17.

During Holy Week, the church will not be closed on Good Friday (3/29), but instead will be closed on Easter Monday and Tuesday (4/1-4/2).

#### **Miscellaneous:**

It was noted that there was no need for further discussion on the neighboring property.

#### **Reflections, appreciations, blessings for JP**

Vestry members expressed love, gratitude, and respect for JP as he leaves SMAA for his new position with the diocese.

#### **Executive Session:**

The Vestry adjourned to executive session to discuss the status of the parish gifts to JP at his departure.

**Adjourn:** Jack made a motion to adjourn, Bill seconded, and the motion passed unanimously at approximately 3:00 pm

Respectfully Submitted,

Chris Alvarez  
Acting Clerk