

**Sunday, January 8, 2023**

**Episcopal Church of the Atonement Vestry Meeting Minutes**

Time: Sunday, January 8, 2023, 1:02 p.m. to 2:21 p.m.  
Location: In-Person at Church of the Atonement and via Zoom  
Present: Father Dan Puchalla (Interim Rector), Liz Sarnik (Warden), Dave Beil (Warden), Natalie Archie (via Zoom), Jennifer Ash, Richard Benson, Steve Britt, Ann Cassidy, Rufus Gonzales, Barbara Newman, Rick Velon, Mike Trumbold (Treasurer), Michael Waltz (Clerk)  
Absent: Amanda Kim

Next Meeting: Sunday, February 12, 2023, 1:00 p.m. – in-person at Church of the Atonement and via Zoom.

Liz Sarnik (Warden) called the meeting to order at 1:02 p.m. followed by a prayer by Father Puchalla.

Review of December Meeting Minutes: **A motion was made** (Ann Cassidy) **and seconded** (Barbara Newman) to approve the minutes. With no discussion or questions **the motion passed** unanimously.

Treasurer’s Report:

Mike Trumbold said the end-of-year statements for those contributing to the parish will be sent out this week.

*Statement of Financial Position:* There was a charge to the Columbarium Money Market for plaques. The balance in the Operating Account is high because Mike holds funds to cover any early January bills. The Endowment Fund is down \$41,380 because of market changes.

*December Statement of Activity:* Revenue for the month was unusually high because Care For Friends gave the December and January donations in December. Funds were received for a funeral and for a wedding, the latter planned for next July. There was a transfer from the Education Fund to Children’s Catechesis for props and supplies for the nativity pageant and for Sunday School supplies. Outreach shows a negative balance because a \$200 contribution for Chiapas received several months ago was sent along with the end-of-year contributions. Open plate collections were over budget but December total weekly offerings were below budget by \$14,708 and total revenue was below budget for the month by \$12,892. Mike noted a correction of a typo from the written report: December total Building Expenses were under budget by \$9,415. Office/Parish Expenses were under budget by \$8,206. Music was over because of extra calls for Lessons and Carols and Evensong. Outreach made end-of-year contributions to Sarah’s Circle, Refugee One, St. Lenard’s Church, Rainbow Railroad, Howard Brown, Vital Bridges, Chiapas, and Arise Chicago. The month ended with a positive balance of \$5,555.

*Year End Statement of Activity:* Year-to-date pledges were below budget by \$25,123 primarily due to people moving away and some deaths in the parish resulting in unfulfilled pledges. Total weekly offerings were also below budget by \$18,870 and total revenue for the year was below budget by \$26,330. Accounting/Legal/Professional expenses were over budget by \$19,265 because of the architectural study, which was paid for from the 2021 Endowment Fund distribution. The Total Building Expense category was over budget by \$53,003 but many of these expenses were covered from the 2022 Endowment Fund distribution. Music was over budget by \$6,800 because of organ repairs and bagpipers. Salaries were over budget because of the addition of Jeni Eklund for Outreach, which was paid from the Endowment Fund distribution, and an increase in Matt Rodgers’ hours. In total the year ended with a deficit of \$12,738.

**A motion was made** (Rufus Gonzales) **and seconded** (Ann Cassidy) to receive the financials. With no further discussion or questions **the motion passed** unanimously.

*Pledge Campaign Update:* Prior to the meeting Mike Trumbold provided the Vestry with a report on the number of pledges and the revenue anticipated. Because of pledges submitted at masses before the meeting he updated the Vestry, reporting that so far we have 132 pledges for a total of \$373,446. He thanked Father and the Vestry members for their extra work contacting people to encourage them to pledge.

*2023 Budget:* Mike went through details of the budget recommended by the Finance Guild and provided to the Vestry prior to the meeting. He noted that there is a large increase anticipated for Donations because of contributions for the use of the apartment and the use of our facilities by Care For Friends. The budget anticipates a significant increase in insurance costs, despite increasing the deductible from \$5,000 to \$10,000. The choir requested an increase of \$6,000 for two extra calls and two extra services. During discussions it was noted that there has been no increase for music for several years. There was also discussion of the Outreach budget but the members agreed that with the addition of Jeni Eklund to staff and our work with Care For Friends Atonement has recently made a significant increase in Outreach. Mike explained that the Diocese recommends a 4.6% salary increase for 2023 and the budget reflects that. Other personnel costs, such as pensions, FICA, etc., are contract costs over which we have no control. Similarly, many of our other expenses, such as utilities, are largely out of our control. Mike stressed that the budget is very lean and it still projects a deficit of nearly \$28,000. He felt this was acceptable so long as the Vestry recognizes that there must be a major effort at fundraising in 2023.

**A motion was made** (Barbara Newman) **and seconded** (Ann Cassidy) to approve the budget proposed by the Finance Guild. With no further discussion or questions **the motion passed** unanimously. **A motion was made** (Father Puchalla) **and seconded** (Richard Benson) to go into executive session to discuss personnel matters. With no discussion **the motion passed** unanimously.

**A motion was made** (Ann Cassidy) **and seconded** (Barbara Newman) to leave executive session. With no discussion **the motion passed** unanimously.

#### Reports:

*Rector's Report:* Father reported that Elizabeth Swanson is organizing an excursion for Atonement to the Boho Theatre. Ideas for senior lunches are in the works. Richard Benson said there will be a discussion of ideas for community life at the annual meeting. Father told the Vestry that the Nominations Committee has recommended Jennifer Ash, Charles Bonilla, and Aaron Johnson for the Vestry, and Br Joe Gauss, Dennis Pattey, and Allison Tribble as representatives to the Diocesan Convention, with Sena Leikvold to serve as the alternate. Amanda Kim had earlier agreed to stand for Warden. Lay chalice bearers have started serving at the 9:00 mass and a new group of youngsters is being prepared to serve on the altar. Barbara Newman asked if we were going to continue naming Treasurers of Atonement to recognize those who have given exceptional service to the parish; Father and the Wardens will discuss this at the next executive session before the annual meeting.

*Buildings and Property Guild/ S-4:* Dave Beil distributed a report on activities prior to the meeting. He informed the members that there will be a meeting including a walk-through of the rectory to determine necessary repairs. Also, initial information indicates that solar panels won't work on our buildings so the group is exploring installing some in the parking lot; there is still research to be done on this idea.

*Outreach:* A report of recent activities was made available before the meeting. The Advent donations drive was very successful with parishioners donating all of the pillows, rice cookers, and storage containers RefugeeOne requested. In late December there was a children and youth service day with Care For Friends. Jeni Eklund will be joining the Edgewater Community Religious Association in an assessment of community needs, which may identify potential outreach efforts for 2023. The Guild's January 22nd meeting will focus on goals for the year.

Action/Discussion Items

*Representative for CFF Board of Directors:* Because Steve Britt is finishing his term on the Vestry a new representative from the Vestry is needed on the CFF board. Ann Cassidy volunteered to take on this role.

Dates for Calendar: Evensong – January 25  
Annual Meeting and Potluck – January 29  
Next Vestry Meeting – February 12 at 1:00 p.m.

Liz Sarnik thanked the members for all of their efforts during her time as Warden. Following a prayer by Father Dan the meeting adjourned at 2:21 p.m.

Respectfully submitted,

*Michael Waltz*  
*Clerk of the Vestry*