

Sunday, July 11, 2021

Episcopal Church of the Atonement Vestry Meeting Minutes

Time: Sunday, July 11, 2021, 1:00 to 2:39 p.m.
Location: In-Person at Church of the Atonement and via Zoom
Present: Mother Erika Takacs (Rector) Greg Bradley (Warden), Liz Sarnik (Warden), Natalie Archie, Dave Beil, Richard Benson, Steven Britt, Bill Hancox, Amanda Kim (via Zoom), Barbara Newman, Daniel Polley, Ann Cassidy (Internal Audit), Mike Trumbold (Bookkeeper), Michael Waltz (Clerk).
Absent: Will Cronenwett, Doug Wagner (Treasurer)

Next Meeting: Sunday, August 8, 2021, 1:00 p.m. – in-person.

Greg Bradley (Warden) called the meeting to order at 1:00 p.m. Mother Erika gave an opening prayer.

Check In: Since it was the first in-person meeting in a very long time, Greg asked attendees to introduce themselves again.

Internal Audit: Ann Cassidy discussed the process of the internal audit and the management letter that was produced. She reported that everything was in good order, thanks especially to Mike Trumbold, and only a few changes were recommended. She will be working with a committee headed by Tim Miller, and including members of the Finance Guild, Mother Erika, and others, to develop written procedures and policies for financial transactions and recordkeeping. **A motion was made and seconded** to send the internal audit report and required additional materials to the Diocese. After a brief discussion the **motion passed unanimously.**

Review of June Vestry Meeting Minutes: **A motion was made and seconded** to approve the minutes. With no questions or discussion the **motion passed unanimously.**

A motion was made and seconded to go into executive session to discuss personnel issues. With no questions or discussion **the motion passed unanimously.** At the end of the session **a motion was made and seconded** to resume the regular meeting. With no questions or discussion **the motion passed unanimously.**

Treasurer's Report: Because of a lack of communication and a lack of completion of duties **a motion was made and seconded** to remove Doug Wagner as Treasurer. With no questions or discussion **the motion passed unanimously.** **A motion was made and seconded** to appoint Mike Trumbold as Treasurer. After a brief discussion about the title of the position **the motion passed unanimously.**

Statement of Financial Position: Mike stressed that there is no problem with the money in our accounts, but he reported that there had been a few problems related primarily to transfers between accounts that didn't occur. The reports for the year were off by less than \$2,000 and those errors have been corrected. Earlier Mike received a call from Midwest Bank alerting him to the fact that one of our payrolls wasn't going to clear because funds hadn't been transferred. Thanks to some extra effort on the part of one of our bankers the problem was corrected before checks were deposited. Unfortunately, checks to a few vendors weren't honored but those were corrected with no harm to our vendor relationships. The error resulted in \$180 in nonsufficient fund charges, a minor expense considering the extra effort the bank made to avoid a larger problem.

June Financials: Weekly offerings are on target but other income items are down because of the church not being fully open. Building Service and Repairs is over budget because of unanticipated boiler repairs and the removal of the tree in the garden

Mid-Year Financials: The PPP loan we received resulted in us being over budget in Total Other Receipts. Special Offerings is significantly below budget because of the church closure while Weekly Offerings are over budget thanks to some parishioners who increased pledges or made special contributions during the pandemic. Most expense items are below budget and we are ahead of budget projections overall. The Finance Guild has recommended that the Vestry make some minor adjustments to the budget to reflect changes in timing and projected amounts based on what has happened so far this year. Recommended adjustments include utilities, the Diocesan convention, special offerings, the gala, and Chi-Town Jazz Fest.

Quarterly Statements: The statements will go out at the end of this week.

Midyear Report to the Parish: The report will be available soon.

A motion was made and seconded to accept the treasurer's reports. With no further questions or discussion **the motion passed unanimously.**

A motion was made and seconded to make the adjustments to the budget recommended by the Finance Guild. With no further questions or discussions **the motion passed unanimously.**

Outreach Report: Before the meeting Greg made available a report of June activities including budgeted contributions to Chiapas and Care for Real, as well as donations for Sarah's Circle, assistance for refugees, and a contribution for the Border Migrant Crisis Response.

Rector's Report: Mother Erika reported that the reentry is going well and attendance is holding steady, although below our pre-pandemic numbers.

She plans to discuss reintroducing the regular 8:00 and 9:00 masses with those attending the current 9:00.

Mother stressed the need for scribes for the planned small group meetings, and talked about the plans to offer a "low-key" coffee hour starting soon.

She also reported that the Stewardship Guild will start working at the end of the month, earlier than normal. This year the campaign will start in October and run through early November to allow more time for the budgeting process.

Sunday School Report: Amanda Kim reported that the curriculum has been decided. Sunday School will have a "soft opening" this fall using a one room school approach because it's unknown how many will attend. Once there's a better sense about how many participate the program will be refined.

Small Groups: Bill Hancox has been working with Greg and Liz to organize seven groups of six to eight parishioners to discuss what Atonement is now, what the three most important things are that they would want if they were in a new location and looking for a new parish, Atonement's relationship to the community, what happens at Atonement that makes them feel closest to God, and what they hope Atonement will be in 2025. The sessions will take place between July 21 and August 5 and each will be comprised of a specific group (e.g.,

those under 40 years of age without children or retired singles). Many have volunteered to attend and facilitators have been trained. Scribes are still needed.

Architecture Assessment: Dave Beil reminded the vestry that we received two responses to our RFP for a conditions assessment of our facilities. Both companies revised their original proposals to fit within our budget. The Buildings and Property Guild reviewed the revised proposals and unanimously recommended that the Vestry approve BauerLatosa Studio (BLS), a highly recommended and experienced firm. **A motion was made and seconded** to approve the contract for BLS. During discussion Dave explained that BLS will do an architecture survey, including the exterior of the buildings, electrical, plumbing, mechanical, and audio/visual and security systems. They will also make suggestions of possible future uses of some spaces. The assessment does not include architectural drawings or written plans. After the discussion **the motion passed unanimously.**

Gala: Greg announced that the gala, which supports our outreach programs, is scheduled for September 10. The committee is working on the theme but it will have a similar format to those we've held in the recent past, including dinner, entertainment, and a raffle. There will be a group transportation option again. The gala will be held at the same venue we've used for the last several years because, although somewhat distant, it is the most reasonable the committee has found. He stressed that we must sell at least 180 seats, although 50 have already been sold. Information will be distributed to the parish shortly.

Dates for Calendar: Vestry meeting August 8, 2021, 1:00 p.m.

The meeting adjourned at 2:39 p.m. following a blessing by Mother Erika.

Respectfully submitted,

Michael Waltz
Clerk of the Vestry