

**St. Matthew's Episcopal Church**  
**Vestry Meeting Minutes - August 27, 2024 @ 6:30pm**  
**Location: Wilson Room**

**Vestry Members in Attendance:** Jenny Watson (Senior Warden), Anne Webster (Junior Warden), Natalie Lynch (Clerk), Christopher Hansen, Gary McNeil, David Kennedy, Jenny Watson, Bob Ascott, Carole Taxis, Larry Simons, Jim Fryer, Debra Erck, Rogene Tesar, Pat Brockie Naeve

**Vestry Members Absent:** Stephanie McCollum, Steve Ryder

**Clergy in Attendance:** Rev. Katie Wright (Rector), Rev. Christine Brunson, Rev. Allen Junek

**Business Manager:** Connie Marks and Kay Pfannenstiel

**Treasurer:** Lisa Ottenbacher (present)

**Guests:** Lise Harding (Exec Assistant to the Rector), Joyce Statz, David Gellem, Jack Robertson, Lisa Ottenbacher

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Rector Katie Wright called the meeting to order at 6:35pm by determining that a quorum of members was present. The meeting was opened with a communal compline reading.

**CONSENT AGENDA ITEMS:**

- June Meeting Minutes
- Commission/Committee/Council Reports
- The Permanent Endowment Committee Meeting notes dated August 12, 2024 was circulated.
- Bob moved to approve the minutes with a scrivener's error corrected, and Carole seconded the motion. **The consent agenda was unanimously approved.**

**NEW BUSINESS:**

- **In Executive Committee For Approval:** Motion to approve supporting David Gillam's call to the diaconate and their advancing the discernment process to the diocesan level.
  - Mthr. Katie explained the bureaucratic and safeguarding process that had to happen to support David for this process. There was an acknowledgment that there was a bureaucratic delay in his application that was unrelated to his candidacy.
  - Mthr. Katie took the time to explain the role of the diaconate. A committee spent 17 weeks with him, understanding his character and his request. Assuming he has successfully accomplished his diaconate status, he will report directly to the Bishop's office and likely be assigned to a local

congregation other than St. Matthew's. There will be several exams and meetings with the Commission on Ministry, along with background verifications.

- **There was unanimous approval of support to advance him and documentation was executed.**
- **For Approval:** Acceptance of the audit report for 2023 as provided by Montemayor, Britton, Bender, PC, the accounting firm that conducts our audits.
  - There was some discussion of clarifications requested by staff and adopted by Montemayor, Britton, Bender, PC. There was a brief discussion of the label "modified cash basis," and Jack helped the vestry understand the label and how it applies to St. Matthew's. Notably, we utilize a modified cash basis because we capitalize assets and recognize liabilities.
  - **The committee moved for us to approve, Ann seconded the motion, and the motion is unanimously approved.**
- **For Approval:** Motion to approve the renewal of the long-standing \$100k Line of Credit with Frost Bank.
  - Note: The value is not increasing, and no balance is outstanding. It is intended only as an emergency funding source. It was last used in 2014, when an amount was borrowed and repaid in the same year. There was confirmation that use of the line would need to be approved following typical budget approval expenditure limits.
  - **The committee moved for us to approve, Ann seconded, and the motion was unanimously approved.**

#### TREASURER'S REPORT: Lisa Ottenbacher

- There was a request that Joyce Statz be appointed treasurer and Lisa and other staff concur it is a great idea. There is an expectation that Joyce will plug in seamlessly as she has been involved in the finances for years. Joyce accepted the appointment and the vestry was pleased with her acceptance.
- Lisa reported that there is a bit more than \$150,000 income extra compared to the budget, but it is largely due to the receipt of the insurance funds earmarked to replace the roof. Pledges are also up, and that is wonderful.
- On fixed expenses, we have had many unanticipated changes in staffing in 2024, and we need to continue to watch the budget. There were also high computer and other office supply expenses, but no single line item was catastrophic.
- Building Ground Maintenance and Repairs have really been high this year, with big dollar items needing attention. Our quarterly insurance went up because of this and may have been triggered by a recent mold inspection.
- Other items like the change to an outside cleaning crew and the accidental omission of the line item for paid singers have also affected the budget. The

overall condition of the budget is still very good. There were increased Church Use Donations and it is because there were additional hourly rentals collected in recent months.

#### BUSINESS MANAGERS REPORT: Connie Marks

- There is old mold in the mechanical room of Huffman Hall. The church insurance inspected it and is giving \$10,000 towards remediation. Vestry will wait until the buildings and grounds make a proper assessment. Lise reported believing the report makes some faulty assumptions in the way it evaluates the mold counts as the test measured outside air.
- The other and related matters are documented in the pre-read documents.
- There is a plan to review the roofing contractor bids and there is an expectation that there will be a start order soon. The contractor is delayed in terms of weather issues in the community.
- There was extreme appreciation for Connie's work as the interim business manager.
- The vestry was excited in welcoming Lisa Kay Pfannenstiel to be the permanent business manager.

#### COMMISSION/COMMITTEE/COUNCIL REPORTS:

- Stewardship: Larry Simons (none)
- Buildings and Grounds: Christopher Hansen (see consent agenda pre-read)
- Endowment: Rogene Tesar (minutes from past two meetings distributed in vestry)
- Outreach: Pat Naeve (see consent agenda pre-read)
- Finance: Gary McNeil - motions, addressed above
- Memorial Garden: David Kennedy (see consent agenda pre-read)
- Day School: Stephanie McCollum (none)
- Invite/Welcome/Connect: Carole Taxis (see consent agenda pre-read)
- Children & Youth: Debra Erck (see consent agenda pre-read)
- Communications: Bob Ascott (none)

#### OLD BUSINESS:

Jenny Watson moved to accept the bid of \$160K from L D Tebben Company, a subsidiary of the national company [PAX Services Group](#) to replace our roof. Anne Webster has seconded. **The vestry approved via email, and that document is in the backup documentation.**

#### CLERGY COMMENTS: Rev. Katie Wright (Rector)

- We have kept Mickey and interviewing continues. Staff is identifying and divvying up her roles until a new person is hired. Most immediately, there is a need to find someone to write thank you notes for donations made in other people's name.
- The Malawi pilgrimage was meaningful and Mtr. Katie said maintaining the relationship with people over the years has been important and rewarding.

WARDEN COMMENTS: Jenny Watson (Senior Warden), Anne Webster (Junior Warden)

- We are asking folks continuing on the vestry to think about their service for next year and receive training from the people serving in those roles before the transition.

CALENDAR REMINDERS:

- September VOM: Gary McNeil and Natalie Lynch
- Next Vestry Meeting September 24th: 6:30pm: (David Kennedy Snacks & Drinks)
- Upcoming Events: September 22nd - St. Matthew's Day with Parish Lunch & Ministry Fair

We ended with compline, and the meeting was adjourned at 8:05.