

St. Andrew's by the Lake Episcopal Church
Bishop's Committee Minutes
Sunday, December 10, 2016

Present: The Rev. Marta Maddy, Mary Anderson, Sr. Warden; Karen Nichols, Jr. Warden; Sandy Carlson, JC Curtis, J Laundergan, Jean Laundergan, Clerk, Ken Oliver, Kinnan Stauber.
Absent: Dave Johnson (ill).

Mary called to order at 11:30 a.m. and Marta opened the meeting with a prayer.

Minutes

There were two corrections to the minutes of the November meeting – Ken Oliver is not a member of the Budget Committee (Karen N. & Kinnan S.); the family room toilet will not be replaced but the ‘inner workings’ will be. The motion to accept the minutes as corrected was made by J. Laundergan and seconded by Sandy Carlson and passed unanimously.

A question was raised regarding when the Bishop's Committee meeting minutes should be posted (on-line and on the bulletin board). The consensus was that the minutes should be posted after they are approved.

Reports

Treasurer: Kinnan distributed the two-page “Balance Sheet” and the Profit and Loss Budget Performance Sheet” for the period ending November 30th. Line items were reviewed and discussed. The monthly cash flow amounts vary.

Ken reported that the UTO (United Thank Offering) brought in more than \$600.00. The money raised in Minnesota is used in Minnesota and beyond. (Cass Lake Camp, Child Care Centers, All Nations Kitchen, etc.) Also, Ken has purchased a locking cash bag to be used for deposits.

Diocese Fair Share – Adelaide and Roberta Cline are St. Andrew's representatives for Region 2.

Old Business

Landscape Project: Dave J. was not present for today's meeting, but a preliminary plan might be presented at the Annual Meeting on Sunday, January 29th.

Credit Cards: Karen reported that the credit cards have been received. JC Curtis, Laura Jacobs, and Karen Nichols will have cards. The reimbursement request form is being revised to include the credit card expenses.

Accounting Procedure: Karen will work with the weekly ‘counters’ to review the current process. She will draft a revised document which will match the recommended process for small churches. The suggestion was made and approved to have cards printed for the acknowledgement of designated donations to the church. There is a questionnaire form re: internal controls to be filled out by the Budget Committee (Karen & Kinnan) and Shannon.

New Business

The Annual Meeting will be held on Sunday, January 29th, following worship service. Mary asks that all reports be submitted to her by January 15th. Mary & Marta will work on getting St. Andrew's crosses. JC offered to order rolls from a bakery.

A Request: Marta said that she talked with Tony Hernandez of the Indigenous Center regarding sponsoring a family for the holidays – gifts, food, cash? We agreed with the idea and Marta will follow up on the request. St. Andrew’s members will be asked to contribute if they wish.

Bishop’s Committee: The terms for Ken Oliver and JC Curtis are ending. The suggested slate for two new members is: Brian Lundberg, Liz Benson-Johnson, and Laura Jacobs, Jr. Warden. The motion was made by JC, seconded by Sandy C. and approved unanimously. The final approval for the slate will be at the Annual Meeting on January 29th.

JC mentioned that there is a fund-raising effort on Park Point for the people who were displaced by a fire in a home near St. Andrew’s earlier this fall.

As there was no further business for today’s meeting we adjourned at 12:45 pm. Marta closed the meeting with a prayer.

The next meeting of the Bishop’s Committee will be held on Sunday, December 8th after church.

Respectfully submitted,
Jean Laundergan, Clerk