

**St. Andrew's by the Lake Episcopal Church
Bishop's Committee Meeting Minutes
December 13, 2015**

Present: The Rev. Marta Maddy, Mary Anderson, Sr. Warden, Karen Nichols, Jr. Warden, JC Curtis, J. Laundergan, Bob Owens, Mary Ellen Owens, Kinnan Stauber, Treasurer, Bruce Truckey, guest, Jean Laundergan, Clerk. Excused absence: Dave Johnson, Ken Oliver.

Call to Order and Opening Prayer: The December meeting was called to order at 11:20 a.m. by Mary A. A prayer to open the meeting was given by Marta M.

Minutes – November 8, 2015 meeting: The motion to accept the minutes as prepared was made by Bob O. and seconded by J Laundergan, and passed unanimously.

Reports:

Treasurer: Copies of a summary of the budget for 2015 and the preliminary 2016 budget were distributed by Kinnan. The line items were reviewed and discussed. At this point 42 pledges for 2016 have been received. Marta will write thank you notes to those who have submitted pledges. Reminder notes will be sent to those who haven't yet submitted a pledge for 2016. There was discussion about "stewardship" and this will be on the agenda for 2016.

The Balance Sheet as of November 30, 2015 was distributed and discussed. The Profit & Loss Budget Performance Sheet for the period ending November 2015 was also distributed and reviewed.

Budget:

The Budget for 2016 will not be final until the exact amount of pledges is known. St. Andrew's will request, from the ECMN, a reduction in our "Fair Share Contribution which would more accurately reflect our 2015 financial situation. The amount should be approx. \$11,000. This is due, in part, to the fact that not all budget line items should be included.

The End-of-Year report will be approved at the January BC meeting, before the Annual Meeting on January 24th.

Old Business:

Landscaping – no report, Dave J. absent today. There was discussion about Phase I which included drawing up conceptual plans with one revision (\$1200). Phase II & III will be \$600 work, \$1400 construction. Cost of materials not included. Will expenses come from Memorial Funds? Would it be wise to get another quote? This discussion will be tabled until Dave J. can attend the meeting.

Logo – Dave J. received 3 designs from a UMD graduate student. The choices were evaluated and selected – the one we have just started to use. The cost was \$100. Donn L. did some revision work on the design. Donn is working with Ouellette on a St. Andrew's brochure.

Other – Ken said that Mike is installing some new switches.

New Business:

1. There was discussion about 'advertising' St. Andrew's Christmas Eve Services (4:30 pm and 10:00 pm). Bob Owens offered to have a banner made. A call was received from "The Reader", a free Duluth newspaper, re: putting a free ad in their December issue. It was agreed that this would be a good idea and perhaps having an ad in the Duluth News Tribune, too.

2. Annual Meeting – Sunday, January 24th, after worship service. Who needs to submit reports? Altar Guild, Parish Life, Building and Grounds, Arts and Spirituality, CHUM, Education. Those responsible will be reminded to submit their reports to Mary Anderson by January 10th.

3. The BC members agreed that Marta's salary will be designated as "Housing Allowance." Marta will receive an increase in salary as she celebrated her 10th anniversary of ordination to the priesthood. Elena Knezevich, organist, will receive a cost-of-living increase.

4. Marta announced that she is changing her office hours from Wednesdays to Mondays. The hours are 8:30 a.m. until 1:00 or 2:00 p.m.

5. Security – New Keys: All church doors will be re-keyed on February 29th. Everyone who has a key must return it to Kinnan Stauber or Mary Anderson. To obtain a new key, the person must have a valid reason for needing a key and have completed the "Safe Church" training. There was brief discussion about cost (very reasonable) and what company will do the re-keying (Sell Hdwe).

As there was no further business to come before this meeting, the meeting adjourned at 1:00 p.m. Marta closed the meeting with a prayer.

Respectfully submitted,
Jean Laudergeran
Clerk

NOTE: The next meeting of the Bishop's Committee will be held on Sunday, January 10, 2016.