

St. Andrew's by the Lake Episcopal Church
Bishop's Committee Meeting Minutes
January 4, 2015

Present: Roberta Cline, Sr. Warden, Mary Anderson, Jr. Warden, JC Curtis, J Laundergan, Karen Nichols, Kinnan Stauber, Rev. Linda Lundgren, Jean Laundergan, Clerk.

Absent: Cameron Hubley (transferred to another church), Ken Oliver (recovering from surgery).

Prior to the official start of the meeting, there was a discussion about purchasing artificial greenery to be used during the Christmas season. For several years real greens have been used, but there are a few individuals who are allergic. The consensus was to proceed and JC will talk with Laura J. re: the quantity and types of greens needed. Because it is post-holiday – most items are now on sale.

Call to Order/Opening Prayer

Roberta called the meeting to order at 11:20 a.m. The Rev. Linda Lundgren opened the meeting with a prayer.

Minutes

As there were no corrections or additions, the minutes of the December 2014 were accepted as prepared.

Reports

Treasurer: Kinnan said that the December financial reports are not ready yet.

Other: JC said that she purchased the two gift cards (Kwik Trip - \$15 and Super One Grocery - \$15) because Ken Oliver is recuperating from knee surgery. She will submit a reimbursement request. The cards will be kept in a secure place in the sacristy to be used in the event of an emergency request.

Old Business

Building Security – John Brostrom sent an e-mail to Roberta re: concerns about the church building that he has documented for a period of time. Doors left unlocked, lights left on, etc. There was lengthy discussion as to how to best deal with this issue. It was decided that more and larger sheets containing information and reminders will be posted all around the church. A list of emergency phone numbers will be made available. In addition, there will be sheets which must be signed with dates and times of the person(s) using the church. Also, a notice will be put in the Sunday Bulletin re: this issue. In addition, there needs to be a list readily available as to who is responsible for what aspects of the church building, along with each person's phone number.

2015 Budget – A preliminary budget worksheet was developed by Roberta. Discussion points included: Petty Cash, obtaining a Debit Card from our bank, a master list of who is responsible for purchasing what, post a sheet on which items that are needed should be written down, the areas which purchase items are: Cleaning, Kitchen (JC), Office Supplies, Altar Guild (Laura J. & Adelaide C). **Motion:** The motion was made by Karen N. and seconded by J Laundergan: **That a bank (Republic) debit card be obtained to be used for expenses as listed above with three (3) persons authorized plus an additional person from Parish Life. The Junior Warden should be in charge of reconciling the charges (statements/receipts).** The motion passed unanimously.

Roberta stated that we need to know the actual amount of the monthly mortgage payment because it is not clear on the financial reports.

Pledges – approx. 20 pledges have been received in addition to the 21 received last month. The total amount of pledges has not been tallied. It was decided that a reminder letter with a pledge form will be sent to those members who haven't yet submitted a pledge. Kinnan said she would get the list of names to J Laundergan.

January 18th service – Linda said that she is not available that Sunday. It was decided that it will be a service of Morning Prayer that day – Roberta will prepare for that.

New Business

Nominations – Two positions are available on the Bishop’s Committee – Karen Nichols (who has agreed to be Junior Warden) and Cameron Hubley (who has left St. Andrew’s to attend another church). A notice has been placed in the bulletin about the BC positions (2-yr terms). Mary said that there are two possible delegates for Region 2, also a two-year term. Suggestions included Seth Currier, Jenny Peterson, Mary Gaidis. Personal contact with individuals would be the best approach.

Other – The Parochial Report is due soon. Kinnan S. will work with Linda L. on the report.

Mary stated that one or two persons are needed to replace Cameron for the tasks of checking St. Andrew’s e-mail and taking care of the church calendar. Mary said she can probably monitor the e-mails. Kinnan will prepare the new signs and sign-up sheets. Mary will check with Dave Johnson about doing the church calendar.

Mary also mentioned that apparently there is a bill to be paid for I-CONTACT. Kinnan will check into this.

Karen Nichols is doing the Greeting/Welcome for the Sunday services in January.

It was suggested that photos of the Epiphany Pageant be put on Facebook. But, Linda cautioned that it not be done unless the parents of the children involved agree to it.

Annual Meeting will be held on Sunday, January 25, following morning worship. The question was: a potluck meal or treats? It was decided that **substantial treats** will be served.

Artificial Greens - They are on sale now and JC will check into this and the BC is authorizing the Altar Guild to do this. At this time the exact cost is not known.

Adjournment/Closing Prayer

As there was no further business to come before this meeting, the meeting adjourned at 1:05 p.m. Rev. Linda Lundgren closed the meeting with a special prayer.

Respectfully submitted,
Jean Laundergan
Clerk

NOTE: A special meeting of the Bishop’s Committee, for the purpose of 2015 Budget preparation, will be held on Sunday, January 18th, after Morning Worship.

The next regular meeting of the Bishop’s Committee will be held on Sunday, February 1st, 2015.

