

St. Andrew's by the Lake Episcopal Church
Bishop's Committee Minutes
November 13, 2016

Present: The Rev. Marta Maddy, Karen Nichols, Jr. Warden, Sandy Carlson, JC Curtis, Dave Johnson, J. Laundergan, Jean Laundergan, Clerk, Ken Oliver, Kinnan Stauber. Excused Absence – Mary Anderson, Sr. Warden.

Call to Order: Karen called the meeting to order at 11:05 a.m. and Marta opened the meeting with a prayer.

Minutes

The motion was made by Dave J. and seconded by Sandy C. to approve the minutes for the October 9th meeting with one spelling correction: **LuAnn Harris** has offered to assist Ken O. with counting on Sundays. The motion passed unanimously.

Treasurer's Report

Copies of the reports were distributed. The two-page October "Balance Sheet" was reviewed and some line items were discussed. The October Profit and Loss Budget Performance indicates that income is slightly under budget and expenses are over budget. "Clergy Comp/Pension Expense" shows an amount larger than the actual monthly amount but this is not a problem at this time.

Kinnan said that the church credit card should arrive within two weeks.

Old Business

Dave J. gave an update on the Landscape Planning. He talked with Matt yesterday and proposed ideas have been combined and in a month or two the plans will be ready to show the congregation. The plans will be presented at the Annual Meeting on January 29th (a Morning Prayer Service that day).

Update on Facilities: Two new toilets have been installed in the restrooms at the end of the hall. A new toilet will be installed in the family restroom also. Eric Stone, a plumber has been recommended to check the sewer lines.

Kinnan found suitable toilet paper dispensers on line and will order those for the three restrooms.

It was suggested that the piano in the Mission Hall needs to be tuned.

Mary A. is working with Rachel Wagner on the exterior/interior plans. An update is needed.

Ken O. suggested that light bulbs be replaced with LED lights which are more efficient. Cost is approx. \$4/bulb.

Approval of Working Document for Counting Procedures – Karen has researched this on line and has drafted a document for St. Andrew's to use. There are new guidelines for churches to use for counting money. There was lengthy discussion about the processes to be used. Money must be counted twice; two signatures are required; once the cash leaves the church property it is not insured. The Finance Committee members are: Ken Oliver, Karen Nichols, Roberta Cline, and Kinnan Stauber will be added. LuAnn Harris has volunteered to be the second counter. Liz Benson and Jean Laundergan offered to be alternates/substitutes. The suggestion was made that a 'drop safe' be purchased for the church. Karen is working on a draft of the procedure document and it will be worked through and any needed changes will be made.

New Business

Karen asked that we suggest names for the two open positions on the Bishop's Committee. The terms of JC Curtis and Ken Oliver expire in December. A new Jr. Warden is also needed.

Marta received a document from the Episcopal Church re: our community & our relationships. Sandy C. made the motion which was seconded by Ken O. that we put this declaration/proclamation on our website and also have it made into a poster. Motion passed unanimously. Send this important message out to all St. Andrew's members too.

Budget for 2017: Marta, Mary, Kinnan & Ken will begin working on the budget.

Stewardship: The letters and pledge forms are being revised and updated and will be ready for distribution on Sunday, November 20th. Those not distributed at church will be mailed on Monday, November 21st. The committee is Mary Anderson, Karen Nichols, Dave Johnson, J & Jean Laundergan. Dave will put an anonymous survey on-line (e-mail to church members) asking them to tell why they pledge. The anonymous responses will be read during announcements on Sunday mornings. If individuals wish to set up electronic funds transfer from their accounts to St. Andrew's they should speak to a BC member re: making arrangements.

House Fire on Park Point near church: JC expressed concern for the renters who lost everything in the fire. Is there some way St. Andrew's can help? We'll see what we can do.

The next Bishop's Committee Meeting will be held on Sunday, December 11, 2016.

There was no additional business for this meeting and adjournment was at 12:30 p.m.

Respectfully submitted,
Jean Laundergan, Clerk