

**St. Andrew's by the Lake Episcopal Church**  
**Bishop's Committee Meeting**  
**Sunday, September 11, 2016**

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

**Call to Order & Opening Prayer**

The September meeting was called to order at 11:20 a.m. by Mary A. Marta opened the meeting with a prayer.

**Minutes of the August 14<sup>th</sup> Meeting**

The minutes of the August meeting were incomplete due to the Clerk having to leave the meeting early. The minutes will be finished and sent to BC members and will be reviewed at the October meeting. Note: The minutes of the June meeting were approved later in the August meeting.

**Treasurer's Report**

The pledge income continues to be down. Perhaps income will pick up now that summer is over. Also, some members pay their pledges in full at the end of the calendar year. A letter was received from Shannon (accountant) with financial information, but it wasn't particularly helpful in answering our questions.

It has been confirmed that the Annual Budget is correct. Each month's income/expenses are considered 1/12<sup>th</sup> of the budget, but that isn't always accurate.

The Balance Sheet Previous Year Comparison as of 08/31/2016) was reviewed and line items were discussed. The Profit & Loss Budget Performance Budget Performance sheet was reviewed and discussed also.

A small 'finance committee' will be formed to work on procedures. J Laundergan offered to assist Karen N. with this task.

The church credit card issue was discussed. It appears that when Ken O. purchased toner and paper for the copier a Discover Card was used. Who should have a credit card to be used for church related expenses? Marta uses Office Max/Depot (a special account) for printing and paper purchases. The "Youth Group" income & expense amounts were questioned.

It is necessary to have the details for the various "Funds" in the Budget.

**Old Business**

Dave Johnson met with two men re: the landscape proposals (SAS & LHB). The pencil drawings include: sidewalks, sign placement, seating areas (a bench?). Beach access issues are a concern. The ideas will be presented to the congregation on a Sunday. Due to budget constraints, the project will be done in stages.

Other thoughts: A Memorial Garden (w/memorial funds, incl. Donna Grover memorial). The BC agreed that Donna Grover's name will be added to the stained glass window, which already has Manley's name on it.

There are several projects within the church building that need attention (repair or replace). These include the bathroom toilets which aren't flushing properly; toilet paper holders; the dishwasher (which doesn't always get the dishes clean – just sanitizes); the refrigerator which seems to run constantly (how old is it? is it energy efficient?); are we ADA compliant (handicap

access issues)? Rachel Wagner (architect) has agreed to work with us on these issues (she said that our access is OK). The driveway is gravel –that is a safety concern, but the driveway is a city street end.

Mary said that we must have a Master Plan to present to the congregation and all the items (“Needs” and “Wants”) need to be prioritized. Bruce Truckey (in charge of the building) should be included in this planning. Quotes will be needed for all aspects of the Master Plan. A quote for the outside work was submitted by Perrault Construction.

Two meetings are being set up to begin the process: Wednesday, Sept. 21<sup>st</sup> and Wednesday, Oct. 5<sup>th</sup>. Both meetings will be in late afternoon and will be attended by Rachel Wagner (free of charge).

### **New Business**

Marta announced:

- \* 100<sup>th</sup> Birthday Party for Helen Nygard will be held on Dec. 10<sup>th</sup>.
- \* There will be a non-member wedding at St. Andrew’s on Sept. 17<sup>th</sup>, with rehearsal on Fri. 16<sup>th</sup>.
- \* The “Blessing of the Animals” service and Morning Prayer will be held on Sunday, October 2<sup>nd</sup> (St. Francis Day).
- \* TEC will be held at St. Luke’s in Minneapolis, Oct. 21, 22, 23.
- \* St. Andrew’s Day is Wednesday, November 30<sup>th</sup>. Worship at 5:45, a potluck meal, and a Bagpiper.
- \* At the August meeting the Assessment of readiness for Diaconate was approved for Mary Anderson and Bonny Copenhaver to be Lay Leaders. This has been sent to the Diocese.

**Important Note:** Sandy Carlson said that she and Gene will be out-of-town October 18<sup>th</sup> thru the end of the month. She asks that all material for the November Newsletter be sent to her as soon as possible, so she can get the newsletter completed prior to her leaving.

As there was no further business, the motion to adjourn was made by JC and seconded by Dave J. at 12:50 p.m.

Respectfully submitted,  
*Jean Laundergan*  
Clerk