

St. Stephen's Vestry Minutes

December 10, 2019

Attendees: Scott Armstrong, Justin Wojas, Dave Eldon, Corinne Fragnoli, Jackie Ingersoll, Dave Stein, Ken Fuhr, , Alan Giles, Kathy DeCiantis, Karol Sprague, Miranda Spates, Pat Wojas, the Rev Sharon Voelker, Finance Committee Chairperson-Don Ingersoll, Phil Pierce-Treasurer

I. Checking in-Scott Armstrong called the meeting to order at 7:01 P.M. Vestry members shared something they were grateful for and something they would like prayers for. Scott said an opening prayer.

II. Approval of Agenda-

III. Consent Calendar-Minutes from previous meeting and Financials reports sent by email

IV. Senior Warden's Report-Scott commented that both the Christmas Walk and the Stewardship pot luck were very successful. He was especially amazed by the attendance at the pot luck. He met with Mother Sharon and Miranda to discuss Pastoral Care. Scott reminded everyone that the annual reports are due into Ami by January 15th. The Bishop has presented our interview committee with another candidate for Priest-in-Charge.

V. Rector's Report

Mother Sharon met with the pastor from Beautiful Savior Lutheran Church. Besides being right across the street from us, there are lots of similarities. They are also in the rebuilding stage. Jackie and Sharon will meet with the pastor in January to discuss perhaps having a joint VBS.

Sharon also mentioned training of Eucharistic ministers and LEMS and a Pastoral Care Workshop. She recommended improving communications among ourselves.

VI. New Business:

- a. Finance-Justin Wojas moved that the Vestry adopt the attached resolution [marked as page 3] regarding changes in the investment transfer of Endowment Fund assets from Raymond James to the Vanguard Group. Jackie Ingersoll seconded the motion and it was carried. Justin Wojas moved that the Vestry adopt the attached resolution [marked as page 4] regarding the financial management of our operating and designated funds. This included opening a business account with Fidelity Investments for a portion of our operating and designated funds. Miranda Spates seconded the motion and it was carried. Alan moved that the 2019 resolution designating the amount of Mother Sharon's salary that is considered a housing allowance be renewed for 2020. It is the same IRS required language and the same amount. Dave Stein seconded the motion and it was carried.

The expense portion of the 2020 budget was presented and discussed. The full budget will be presented at the January Vestry meeting, reflecting the actual revenues and expenses for 2019, and the results of our stewardship program.

b. Contract process-All contracts must be brought to the Vestry before the signing. The contracts must be signed by both the rector and the warden who are the legally authorized signer for St. Stephen's.

c. Contributions to Rector's Discretionary Fund-Justin Wojas moved to suspend loose offerings contributions until June, 2020 at which time it will be reviewed by the Vestry. Karol Sprague seconded the motion and it was carried.

d. Christmas Gifts for Employees-Ami O'Neill (Parish Administrator), Pam Bonkowski(Book Keeper), and Sue Gore (Music Director) will all receive a \$200 bonus for Christmas.

e. Saturday Worship Service-There are only 2-4 people attending this service on a regular basis.

Invoice from the Diocese: Dave Stein moved that we approve \$5,000 tithing for the Diocese for 2019 to bring us into compliance with the amount asked by the Diocese. Kathy seconded the motion and it was carried. 1 person abstained and 1 person opposed the motion.

VII. Old Business:

a. Stewardship Pot Luck-The pot luck was very well attended. The presentation was positively received. So far 54 members have pledged.

b. Vestry 2020-One more candidate is needed.

- Upcoming Events:**
- a. Youth Christmas Party-December 13
 - b. Submit bills for reimbursement no later than December 17
 - c. Office will be closed December 20-January 2
 - d. Annual Reports due January 15

Respectfully Submitted,

Jackie Ingersoll, Clerk



St. Stephen's Episcopal Church

5500 N. Adams Road, Troy, MI 48098

www.StStephensTroy.org • (248) 641-8080



December 10, 2019^a

To Whom It May Concern,

The Vestry, at its regular meeting on Tuesday, December 10, 2019^g, adopted the following resolution:

- Resolved, that the Vestry of St. Stephen's Episcopal Church (Vestry) authorizes the opening of a business account with The Vanguard Group (Vanguard), on or before December 31, 2019; and
- Resolved, that the Vestry authorizes the Investment transfer of its Endowment Fund (Fund) assets, from Raymond James & Associates, to Vanguard, on or about December 31, 2019; and,
- Resolved, that the parish Treasurer, Philip D. Pierce, is duly authorized by the Vestry to perform all duties necessary, on behalf of the Vestry in executing this resolution, including being assigned as primary executor of the Vanguard account; and
- Resolved, that the Director of Finance, Donald Ingersoll, is also duly authorized by the Vestry to perform all duties necessary, in the absence of the Treasurer, in managing the Vanguard account, as co-executor; and,
- Resolved, that these designations continue until further changed or rescinded by addition resolution of the Vestry of St. Stephen's Episcopal Church;

This 10th day of December 2019.

Attested to by Clerk of the Vestry: Jackie Ingersoll

If additional information is required, please contact either of the undersigned parties

Regards,

Jackie Ingersoll
Clerk of the Vestry
12-10-2019

Scott Armstrong
Senior Warden, Vestry
12-10-2019

Jackie Ingersoll
Clerk of the Vestry
12-10-2019



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This 10th day of December 2019.

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Attested to by Clerk of the Vestry: _____

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