



St. Mary's Episcopal Church  
Agenda for the Bishop's Committee Meeting  
Sunday, July 16, 2023 @ 1:00 PM

Presiding Member: Rev. Daniela Lee+ (Priest in Charge)  
Clergy: Rev. Alison Desiderio Peterson (Deacon)  
Elected Members: Jim Meador (Junior Warden), Robert Jaramillo (Clerk), Sue Hidley, Mary Allen, and Catherine Sundquist  
Ex Officio Members: Taran Bhagat (Senior Warden), Marilyn Oliver (Treasurer), and Arianne Gage (Scribe)  
Absent: Dave Castelli (excused)  
Guests/Observers: Samantha Adair (Organist and Music Director)

**Meeting opened at 1:04pm (Quorum Established)**

I. Opening prayer - 1:05pm

- Deacon Alison led us in the opening prayer.

II. Spiritual practice - 1:05pm

- Deacon Alison handed out a reading from Acts 10:1-16.
- Gidge read this reading aloud.
- Then, going in a circle, Deacon Alison asked us to share what stood out to us about this reading.
  - “He became hungry and wanted something to eat”
  - “...for I have never eaten anything that is profane or unclean”
- Robert read this reading aloud again.
- Deacon Alison opened the floor again for each person to share what stood out to them.
  - “He fell into a trance”
  - “What God has made clean, you must not call profane”
  - “After telling them everything, he sent them.”
  - “By no means, Lord; for I have never eaten anything that is profane or unclean”
- Rev. Dani then read this reading aloud a third time.
- Deacon Alison then opened the floor again, this time asking for what stood out to each of us with a short explanation.

III. Adoption of agenda

- Marilyn asked to add a topic about an electronic sign

*Jim motioned to accept the agenda as amended.*

*Robert seconded this motion.*

*All approved. The agenda was adopted.*

IV. Approval of June Minutes

*Sue motioned to approve the Minutes for June's meeting.*

*Mary seconded this motion.*

*All approved. The Minutes for June's meeting were approved.*

#### V. Financial report for May and June

- Marilyn gave an overview of the notes sent by Andrew Pizzello, our accountant:
  - - Plate income has been more robust than expected.
  - - Pledge income came in as expected; ahead of budget for the year
  - - Received additional grant income 6/30, which is for July; That is why grant income is "double."
  - - Gas is already over budget for the year. It should remain close to where it is if the fall isn't too cold.
  - - Tithe.ly fees are higher than expected, but this is a good sign – more folks are giving and giving online.
  - - Most of the monthly surplus of \$5,488.86 (June) is as a result of additional grant payment.
  - - However, the year-to-date surplus of \$7,274.10 tells me that giving income is outpacing its budget at a faster rate than expenses are outpacing theirs (overall). This is a really good sign.
- Discussion was had about the 'double' grant income, wondering what that was all about. It was determined that the double payment in June was also meant to cover July, as Andrew highlighted. This was better understood after the discussion.
- The Adult Education budget currently has \$500 available for use. Rev. Dani expressed an interest in using some of these funds for books and materials for the upcoming Confirmation Class.
- The Conferences and Seminars budget was discussed. This budget might be used for Rooted in Jesus coming up in September.
- Sue asked about the possibility of payment for guest choir performances.
- Common Ground needs a line in the expense budget. We will need to follow up with Andrew on this. This could fall under the Food & Care category. More discussion may be needed.
- It was also discussed that there is a budget for Fellowship Hour.
- Rev. Dani brought up the Meetings and Workshops category, wondering what this could have been used for. There is an expense for approximately \$360. No one in attendance could recall what this expense would have been for.
- A meeting was proposed for the Finance Committee on August 6, 2023. Arianne will contact Andrew to invite him, and make sure he's available.
  - A. Approving expenses
    - Rev. Dani expressed the need for expenses to be approved before money is spent for things in the parish. This would ensure that our expenses are not going toward unnecessary or frivolous things.
    - This is especially important considering the possibility that our annual grant may be decreasing, as Rev. Dani has heard from the Standing Committee that this is on the horizon.
    - Pre-approved limits were discussed. The previous limit was \$200 for the heads of the ministries here at SMC.
    - Large expenses would need to be pre-approved by Rev. Dani. This pre-approval process would help to eliminate misunderstandings and potentially hard feelings when money is spent.

- The pre-approved limit was discussed, and it was decided that the \$200 is a suitable limit. Anything more than \$200 would need to be approved by the priest in charge, senior warden, junior warden, and/or treasurer beforehand.

*Robert motioned to approve the \$200 spending limit.*

*Gidge seconded this motion.*

*All approved. The spending limit will remain at \$200.*

#### B. Money counting

- Taran brought up the possibility of counting Sunday's donations on Sunday itself. This would only be Sunday's donations, not funds from the Support Groups.
- Marilyn expressed that she does not want to be held responsible for other people's counting, especially if their counting is not accurate.
- It was decided that our current process is functioning well enough, and that deviating from our established practice would make for more work and confusion, instead of helping.

*Sue motioned to approve both the May and June financial reports.*

*Jim seconded this motion.*

*All approved.*

#### VI. Building & Grounds report

- Jim highlighted that there are further repairs needed for the sprinkler system. A few of the sprinkler heads have been leaking, and Jim is working to repair and replace the needed parts.
- This expense may come in over \$200. He will keep us updated on the costs and process of the repair.
- Arianne shared that Gunthers Heating and Cooling came by the previous week and did their quarterly maintenance. The technician also replaced three of the four capacitors on our units, so we should be well covered for the summertime.

#### VII. Business recently completed

##### A. Document for the priest's discretionary account

- The letter to Central Bank was approved via email, and all signatures needed were collected by Arianne prior to today's meeting. Arianne will work with Rev. Dani to get the account open this next week.

##### B. 4th of July parking event

- The parking lot event went well! We had all of our spots filled, and raised \$240 in donations (the result of the \$5 suggested donation).
- Dave Castelli had set up a table and water station that was well received. We had the church's Sanctuary open, and a number of people enjoyed touring the church on their way to or from the parade.

#### VIII. Unfinished business

##### A. Contracts for Building Use

- Rev. Dani has worked extensively on separating and clarifying the Church Use Policy for Support Group use and recitals/concerts.

- She discussed the 'hours' for the use of the church, from 9am-9pm. This timeframe could be adjusted for some, but would serve as a general guideline for scheduling.
- Rev. Dani proposed that we charge at least \$25 per hour for the use of the Sanctuary for recitals and performances. She also proposed that this \$25 go directly to the person who tends to the church that day as payment for their time. This person could then either accept the \$25 per hour or choose to donate it to SMC.
- Samantha was asked to share her thoughts on the \$25, and she suggested that \$50 would still be an affordable rate, especially considering that other places may charge even more than that.
- It was discussed that the \$50 could be split: \$25 to the person tending, and \$25 to go towards utilities for the building for the time.
- Rev. Dani expressed the importance of knowing how much the goings-on at the church will cost us. For example, the lilies that are purchased for Easter are often donated by a parishioner, but it is important to know how much they cost for future planning and budget building.
- Taran brought up the possibility of having tiered requested donations. This would enable us to allow a student recital to donate less than, say, a for-profit organization.
- Discussion was had about the portion of our current document that outlines the need for liability insurance.
- Rev. Dani would also like to renegotiate with the groups who are currently meeting in the library and invite them to either move to the parish hall or the classrooms upstairs. If neither of these options work for them, they would be invited to hold their meeting somewhere else.
- Discussion was had about how and where the Support Groups store their materials. Taran suggested having some storage available in the parish hall for the group's belongings.
- We discussed the security risk of having the same key open the library, safe room, parish office, upstairs, downstairs, etc. This discussion will continue below.

B. Phone and internet

- Arianne explained the offerings from First Digital (please see included quote at the end of this report)

*Taran motioned to amend our contract with First Digital to 12 month option for \$131.97.*

*Sue seconded this motion.*

*All approved. Arianne will communicate this change with First Digital.*

C. Guest speakers

- Our guest speaker last week was Dr. Shannon Burke. She was well received!
- For August's guest speaker next month, we will hear from Ron Barness who will speak about environmental issues and measures.
- Guest speaker Forrest Cuch has rescheduled his visit to SMC to September.

- The visit from Camille Biexi has been canceled for October.
  - Rev. Dani opened the floor to suggestions of a guest speaker to join us in October. It was suggested to invite Rachel Whipple, a parishioner of SMC who is a Provo City councilwoman.
  - As a side note, Rev. Dani would like to schedule a visit to White Rocks and Randlett for some time next year.
- D. Responsibilities of the Bishop's Committee Person of the Day (BCPOD)
- There was a suggestion about making the giant list of BCPOD responsibilities made into its own ministry. Gidge explained that John may be a good candidate for this ministry.
  - We discussed the current list of responsibilities of the BCPOD and either approved or eliminated them.
  - Much discussion took place regarding whether this list of responsibilities should be taken care of by someone like an usher or the BCPOD.
  - This matter may continue to be discussed at our next meeting.
- E. Parish directory
- Rev. Dani has been in contact with Realm, a software company that has comprehensive tools for church management. They have directory options available for \$30-\$60.
  - These directories allow for people to choose which of their personal information is shared with the parish, and which is kept private.
  - An app is available for this service that allows for texting and communication without the sharing of personal information. There are 'groups' available within this app that allow you to group people together, like acolytes, altar guild, Bishop's Committee, etc.
  - This app, with group abilities, would be \$57 per month.
  - This expense would be covered by the software budget line.
  - Discussion will be needed about who would have access to this app and the information within.

*Sue motioned to purchase this software, as long as we are not locked into a long term contract.*

*Jim seconded this motion.*

*All approved. Rev. Dani will gather more information and move forward with enrolling in Realm.*

- F. Music for outdoor services
- Samantha has recently purchased a keyboard that could be used for outdoor services. She has also found a used keyboard on KSL Classifieds for \$200 that would also be suitable for SMC to purchase. Samantha was approved to purchase this keyboard, if it is still available. If it is not available and another option needs to be found, she has been approved to spend up to \$300.
  - Arianne and Deacon Alison found a speaker upstairs that may be compatible with such a keyboard. We will also investigate if our current microphone would be compatible.
  - This expense will be covered by the Worship Supplies budget, as per Rev. Dani and the BC.
- G. Siding bids for grant

- Jim has reached out to a few contractors, but has not received a call back. Marilyn has not heard back from the contractor she contacted.
- We will table this discussion until we are able to get these quotes back.

#### H. Landscaping and maintenance

- Taran spoke with a friend of his who was formerly the CEO of a landscape company who gave him a few basic recommendations for how we could improve our grounds and landscaping.
- She suggested low maintenance options for the parking strip such as taking out the grass and installing weed block fabric along with bricks, rocks, and/or drought resistant plants.
- Her initial estimate is about \$10,000+.
- Rev. Dani shared a resource she's heard of that will do free plans for landscape projects such as this. They do not provide any of the labor to accomplish the plan, but they help with planning.
- Gidge and Taran brought up a repair that needs to be made in the brick wall near the red doors. Taran suspects that this was the result of vandalism, but it has not been repaired yet.

### IX. New Business

#### A. Church Keys and Fobs

- The major concern for keys at the moment is that the same GM key will open the library, safe room, upstairs, parish office, janitors office, etc.
- It was highlighted that Arianne has the ability to revoke access with the Salto system.
- Taran wondered if we could ask Pro Security for options of wireless electronic access for interior doors, similar to what we have installed in the Westside glass door.
- More discussion will take place at a future meeting, upon further investigation and research.

#### B. Security Cameras

- Rev. Dani authorized Arianne to purchase 6 indoor/outdoor security cameras that were on sale, available through Amazon. These cameras are made by Blink, operated by Amazon and Alexa
- These cameras could be placed outside in the labyrinth, by the red doors, by the West doors, and in the lobby/foyer and more.
- These cameras also offer two-way communication, alerts, and more.
- Those present shared approval of this purchase. If this system does not work for us after all, we will be able to return them.

#### C. Potluck Sunday - starting September 2023

- Options were discussed about which Sundays of the month we could hold a parish potluck.
- If we held it on the third Sunday, it would provide nourishment for the BC during the meeting. This would make Fellowship with other parishioners more difficult, but is still a decent option.

- It was decided that the first Sunday of the month will be Potluck Sunday, starting in September. Arianne will announce this through the bulletins and newsletter.

D. Electronic Sign

- Marilyn brought up a proposal for the installation of an electronic sign, one that we could advertise things like our service times, upcoming events, inspirational quotes, and more.
- All Saints in Salt Lake City has a really nice sign. Arianne will reach out to Marlin to see if he can share any information such as cost, contractors, etc.

X. Next meeting

A. Our next meeting will take place on August 27th

B. Bishop's Committee Meeting Schedule through January 2024

- September's Meeting: September 17th
- October's Meeting: October 8th
- Extra Meeting: October 15th - this is the day of the Bishop's visitation. It was suggested to have a short meeting with her here and then go on a hike or to lunch after.
- November's Meeting: November 19th
- December's Meeting: December 17th
- January 2024: January 21st
- Annual Meeting: January 28th

XI. Closing prayer

- Mary offered our closing prayer

**Meeting closed at 5:42pm**

Minutes taken by Arianne Gage.

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Clerk's Signature