

- St Hugh of Lincoln, Bishop's Committee Meeting  
MINUTES from February 1, 2015

Call to Order –**11:37 am**

Opening Prayer –**Fr. Dan offered the prayer.**

Review and Update Agenda –**No items added.**

Approve Minutes from 01/04/2015 –**No report available. Diana Kurr will furnish when available.**

Reports

Treasurer's Report (Neil)-**attached**

Senior Warden's Report (Neil)-**no report at this time**

Junior Warden's Report (Rick)

**-Master keys were given to Ron Kelley and Janet Reynolds. Ed Hansen will receive a master key.**

Back Deck Plan Review/Discussion (Robyn Ritchey) **identified the issues, had no cost estimate, recommends a second opinion, deck must come down; by 1 March 2015, decision about deck replacement must be made**

Side Deck Wood Replacement, approval to use Trex Composite Decking? **After discussion BC authorized use of wood rather than Trex Composite Decking.**

Memorial Garden Review (Hans Bu) – **Hans Bu and Rick Martinez to meet with Miller Jones Mortuary - 2/11/15 –**

Purchase of Vaults (\$190 each) **a fund does exist for the Memorial Garden. Hans Bu and Rick Martinez to report to BC 1 March 2015.**

Updates/Questions; ongoing projects

Propane water heater? – **electric is working fine, to switch to propane is too costly**

Plaque for Tree? – **no plaque ever done; Neil Passage will get info on tree**

Parking Lot Striping –**decision postponed pending back deck repair**

Hallway upgrade – **Rick Martinez and Hans Bu will continue work to widen and improve hallway between fellowship hall and**

**office.**

Electrical Memorial Garden – **Hans Bu is working to repair electrical system to the Memorial Garden, estimated cost \$700.**

Painting- **most of church front is done**

New Business –

**Back doors Secured closed for safety.**

New Chairs to be delivered this week **(2/1-2/7).**

**All carpets to be cleaned by Patty Perez (\$ 350.00) the day before delivery of chairs. Rick Martinez approved expense.**

Additional Hymnal Book, order approval –**postponed**

Rain Gutter Installation approval – **estimated cost \$810, motion to install rain gutters by Rainbow Gutters moved by Rick Martinez seconded by Neil Passage, approval unanimous.**

Fire extinguishers inspection-**to be inspected in February**

Nominee/Intern Report (Patricia)-**Fr. Dan explained her two titles. No report**

Music Ministry Report (Ed)-**Lent is coming 18 Feb 2015, no music Ash**

**Wednesday morning, music in evening, 22 Feb Bishop Mathis visits, new Lent booklet due**

Vicar's Report-Fr. Dan, **attached**

Old Business-**no old business**

New Business

Resolution authorizing signers for BBVA Compass Account: **Neil Passage to acquire and update signatures**

Designate stipend to Fr. Dan in 2015 as “Housing Allowance”, **attached-moved by Neil Passage, seconded by Rick Martinez, approval unanimous**

Commission a Letter of Agreement with Fr. Dan-**moved by Neil Passage, seconded by Rick Martinez, approval unanimous**

Closing Prayer and Adjournment-**Closing Prayer, Fr. Dan, The Lord's Prayer**

**Adjournment-12:51**

**Carol Rondeau**

**Clerk, Bishop's Committee**

General Fund/Income Expense Statement YTD 1/31/15

	2015 Budget	Budget YTD 1/31/15	<i>Actual YTD 1/15</i>	Delta fav (unfav)
<b>REVENUE</b>				
Plate Income	\$7,000.00	\$600.00	<b>\$1,291.00</b>	\$691.00
Pledge Income	\$28,000.00	\$2,300.00	<b>\$2,851.00</b>	\$551.00
Facilities Use	\$6,000.00	\$500.00	<b>\$55.00</b>	-\$445.00
Diocese Support	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
Transferred to General Fund	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
Interest	\$0.00	\$0.00	<b>\$0.00</b>	\$0.00
<b>Total Revenue</b>	<b>\$41,000.00</b>	<b>\$3,400.00</b>	<b>\$4,197.00</b>	<b>\$797.00</b>
<b>EXPENSES</b>				
Mission Share	\$2,000.00	\$200.00	<b>\$235.00</b>	(35.00)
<b>PERSONNEL</b>				
Clergy - Housing Allow	\$13,000.00	\$1,100.00	<b>\$1,000.00</b>	100.00
Intern Grant Fund	\$1,000.00	\$100.00	<b>\$0.00</b>	100.00
Insurance (Clergy Related)	\$0.00	\$0.00	<b>\$0.00</b>	0.00
Supply Clergy	\$500.00	\$0.00	<b>\$0.00</b>	0.00
Organist	\$6,000.00	\$500.00	<b>\$443.00</b>	57.00
Janitorial	\$1,200.00	\$100.00	<b>\$390.00</b>	(290.00)
Auto Mileage	\$0.00	\$0.00	<b>\$0.00</b>	0.00
	<b>\$21,700.00</b>	<b>\$1,800.00</b>	<b>\$1,833.00</b>	<b>(33.00)</b>
<b>PROGRAM &amp; WORSHIP</b>				
Christian Ed & Tracts	\$150.00	\$0.00	<b>\$0.00</b>	0.00
Worship Support	\$500.00	\$0.00	<b>\$0.00</b>	0.00
	<b>\$650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>
<b>ADMINISTRATIVE</b>				
Office & Advertising	\$2,000.00	\$200.00	<b>\$58.00</b>	142.00
Postage	\$75.00	\$0.00	<b>\$84.00</b>	(84.00)
	<b>\$2,075.00</b>	<b>\$200.00</b>	<b>\$142.00</b>	<b>58.00</b>
<b>FACILITY REPAIR</b>				
Utilities - Water, Gas, Elec, Cable [1]	\$2,750.00	\$200.00	<b>\$297.29</b>	(97.29)
Other Operating Exps	\$3,000.00	\$300.00	<b>\$216.05</b>	83.95

General Fund/Income Expense Statement YTD 1/31/15

	2015 Budget	Budget YTD 1/31/15	<i>Actual</i> <i>YTD 1/15</i>	Delta fav (unfav)
Insur - Prop & Liab, Bond	\$2,000.00	\$200.00	<b>\$0.00</b>	200.00
Facility Repair	\$5,000.00	\$400.00	<b>\$1,701.23</b>	(1,301.23)
Termite Insurance	\$200.00	\$0.00	<b>\$0.00</b>	0.00
Property Tax	\$200.00	\$0.00	<b>\$0.00</b>	0.00
	\$13,150.00	\$1,100.00	<b>\$2,214.57</b>	(1,114.57)
MISCELLANOUS				
Miscellaneous	\$2,000.00	\$200.00	<b>\$150.40</b>	49.60
<b>TOTAL EXPENSE</b>	<b>\$41,575.00</b>	<b>\$3,500.00</b>	<b>\$4,574.97</b>	(1,074.97)
<b>NET INCOME</b>	<b>-\$575.00</b>	<b>-\$100.00</b>	<b>-\$377.97</b>	(277.97)

St. Hugh Episcopal Church  
 25525 Tahquitz Drive  
 Idyllwild CA 92549-0506

Account Summary Twelve Months Ending 1/31/15

	Cash Balance 1/1/15	YTD Receipts	YTD Dsbrsmnts	Cash Balance 1/31/15
<b>General Fund</b>	<b>23,836.77</b>	<b>4,197.00</b>	<b>4,574.97</b>	<b>23,458.80</b>
Altar Fund	903.83	\$0.00	\$0.00	\$903.83
Building Fund	1,528.42	\$0.00	\$0.00	\$1,528.42
Chair Fund	-\$240.52	\$100.00	\$0.00	-\$140.52
Parking Lot Fund	-\$479.00	\$0.00	\$0.00	-\$479.00
Back Deck Fund	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Clergy Special	\$0.00	\$0.00	\$0.00	\$0.00
Designated Contingency Fund	\$3,170.03	\$0.00	\$0.00	\$3,170.03
Designated Outreach	-\$96.18	\$20.00	\$20.00	-\$96.18
ECW Fund	\$107.00	\$0.00	\$0.00	\$107.00
Fellowship Fund	-\$89.44	\$0.00	\$0.00	-\$89.44
Labyrinth Fund	\$100.00	\$0.00	\$0.00	\$100.00
Memorial Garden Prepayment	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Misc. Mem. Funds	\$385.00	\$0.00	\$0.00	\$385.00
Music Fund	\$6.00	\$0.00	\$0.00	\$6.00
Parish Dev. Fund	\$0.00	\$0.00	\$0.00	\$0.00
Pastoral Needs Fund	\$0.00	\$0.00	\$0.00	\$0.00
Prepaid General Fund	\$0.00	\$0.00	\$0.00	\$0.00
Roof Fund	\$761.00	\$0.00	\$0.00	\$761.00
<b>Total Designated</b>	<b>12,256.14</b>	<b>120.00</b>	<b>20.00</b>	<b>12,356.14</b>
<b>Grand Total</b>	<b>36,092.91</b>	<b>4,317.00</b>	<b>4,594.97</b>	<b>35,814.94</b>

[click to see the bank reconciliation](#)

<b>CASH</b>	<b>1/31/15</b>
GENERAL FUND (END OF PERIOD) ACCOUNT SUMMARY	\$23,458.80
DESIGNATED FUNDS (END OF PERIOD) ACCOUNT SUMMARY	\$12,356.14
<b>TOTAL ASSETS</b>	<b>\$35,814.94</b>
CASH (GENERAL & DESIGNATED) 1/1/15 ACCOUNT SUMMARY	\$36,092.91
CHANGES TO NET ASSETS	
REVENUE YTD (GENERAL FUND STATEMENT)	\$4,197.00
EXPENSE YTD (GENERAL FUND STATEMENT)	\$4,574.97
GENERAL FUND CHANGE	-\$377.97
DESIGNATED FUNDS END OF PERIOD (ACCOUNT SUMMARY)	\$12,356.14
DESIGNATED FUNDS 1/1/15 (ACCOUNT SUMMARY)	\$12,256.14
DESIGNATED FUNDS CHANGE	\$100.00
<b>NET ASSETS</b>	<b>\$35,814.94</b>
CASH VS NET ASSETS	\$0.00
CASH BALANCE END OF PERIOD BANK REC	\$35,814.94
NET ASSETS VS BANK REC	\$0.00

St. Hugh Episcopal Church  
25525 Tahquitz Drive POB 506  
Idyllwild CA 92549-0506

Bank Reconciliation 1/31/15

<b><u>BANK BALANCE 1/31/15</u></b>	<b>\$37,486.17</b>
10/14 CHECKS STILL OUTSTANDING	
<a href="#">3818, 1/30 STOPPED PAYMENT REISSUED CHECK NO 3850</a>	-\$172.58
1/15 OUTSTANDING CHECKS	
<a href="#">3849</a>	-\$1,000.00
<a href="#">3848</a>	-\$235.00
<a href="#">SOUTHERN CALIFORNIA EDISON -12/24-1/26</a>	-\$174.65
<a href="#">CINDY BUZZ KILL EXTERMINATING - 12/31 SERVICE</a>	-\$69.00
<a href="#">ERD HONEY BEE CONTRIBUTION</a>	-\$20.00
<b>ADJUSTED BANK BALANCE</b>	<b>\$35,814.94</b>
<b>BOOK BALANCE</b>	<b>\$35,814.94</b>
<b>UNRECONCILED</b>	<b>\$0.00</b>

[CLICK FOR BANK STATEMENT](#)

This image shows a highly detailed spreadsheet with approximately 100 columns and 100 rows. The data is organized into several distinct sections, each color-coded for clarity:

- Green Section:** Occupies the top-left portion of the spreadsheet, containing multiple columns of data.
- Yellow Section:** A large block of yellow cells spanning across the middle of the spreadsheet.
- Blue Section:** Located on the right side of the spreadsheet, consisting of several columns.
- Orange Section:** Situated at the bottom right of the main data area.
- Pink Section:** A vertical strip of pink cells located at the bottom left.
- Cyan Section:** A horizontal strip of cyan cells located at the bottom of the main data area.
- Grey Footer:** A large, solid grey rectangular area at the very bottom of the image, which appears to be a placeholder or a redacted section.

The spreadsheet contains a mix of text, numbers, and empty cells, suggesting it is a complex data management tool. The overall layout is dense and structured.





	1/31/2015	
1	Expanded funds trial balance with puts and pulls columns	
2	Assigned range names extensively throughout the trial balance	
	12/31/2014	
1	Added a Statement of Financial Position	
2	Pulled revenue amounts to the trialbalance in three summaries; Sunday, normal weekly collections Sundry, includes fund raisers, pizza party, musical soiree, non-service related income ET, Easy Tithe collections	
3	Reformatted trial balance with summary columns for revenue, expense, net inc, net assets	

[1] 10/14 statement, moved internet and phone to utilities deleted phone account.

[2] 150201 prior to service.

[3] mailed 150129, 1400.

[4] 150123, PM, FRIDAY, PAID AR CHURCH.

[5] 150122, paid in advance, picked up a my house, approx 1400

.

[6] paid 150122 am via bill payer.

[7] 150121 PAID VIA BILLPAYER.

[8] 150118\_1242 BILL PAYER, 15011 COLLECTION.

[9] 150113\_1042, VIA BILL PAYER.

[10] 150112, AM, PAID IN PERSON AT POST OFFICE.

[11] 150108, VIA BILL PAYER FOR 1/13.

[12] 150108 via bill payer for 1/13.

[13] 150108 am, paid via bill payer

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# Vicar's Report | 1 February 2015

Thank you for your leadership and service to this community.

**S W E E P S** (an Episcopal “acronym/aid” for ministry)

Service–Worship–Evangelism–Education–Pastoral Care–Stewardship

## Annual Meeting Review

1. Comments?
2. Suggestions for 2016? (January 24, 2016)

## New Member Updates

These Guests have expressed interest in or have been recorded as Baptized Members of St. Hugh's

1. “Friends” (potential members)
  - a. **Marianne Kent-Stoll**
  - b. Reed and Faye (need additional information)
2. Need your help with Guests
  - a. Seek out and welcome Guests
  - b. Help them sign Guest Book or Guest Card
3. Confirmation | Reception | Reaffirmation (Feb 22<sup>nd</sup>)
4. Membership Update in progress



## Membership and Attendance

Members: 63 (Active Baptized Members recorded in our Journal)

We have 8 Inactive Baptized Members

Communicants: 62

Friends of St. Hugh's: 88 (email list)

Sunday Attendance 2014 | **2015** through January 31: 98 | **143**

Average Sunday Attendance 2014 | **2015** through January 31: 25 | **36**

## Pastoral Care and Serving Others

1. Jeff Turner
2. Healing and Holy Communion
3. Elder Ministry (Patricia's leadership)
4. HELP Center support
5. Cheyenne River Episcopal Mission
6. ERD support

## Education

1. Sunday Morning Forum
2. Lenten Study?
3. Ideas for additional studies or learning opportunities?

## Funding Ministry and Stewardship

1. Continuing work
  - a. End of Life Planning Workshop being discussed (Patricia, Mary/Spirit Mountain)
  - b. Church Pension Fund (CPF) online/print materials
  - c. Episcopal Church Foundation (ECF) online/print materials
2. Committees
  - a. Stewardship Committee 2015:
    - i. Fr. Dan AND \_\_\_\_\_
  - b. Memorial Day Weekend Yard Sale
    - i. Janet, Carol, and many others
  - c. Ad hoc committees currently active or planned (?)
3. Amazon Associates Account
  - a. Will work with Rick to maximize this opportunity

## Worship: Review and Renew

1. New Booklets under construction or revision
  - a. Ash Wednesday
  - b. Lent
  - c. Confirmation (Feb 22<sup>nd</sup>)
  - d. Holy Week
  - e. Easter
2. Music and Worship Evaluation and Planning
  - a. Ongoing work: Ed and Fr. Dan
  - b. Make your views known
  - c. Listen to our Members and Guests

## Communications

1. How are we doing?
2. How can we do better?

## Calendar items

1. **2/18/15.....Ash Wednesday (10am and 6pm)**
2. 2/22/15 ..... Bishop Mathes will visit | First Sunday in Lent
3. 3/18/15 ..... Taizé Service
4. **3/29/15.....Palm Sunday/Passion Sunday**
5. **4/2/15 .....Maundy Thursday**
6. **4/3/15 .....Good Friday**
7. **4/4/15 .....Holy Saturday Prayers, Church Decorating**
8. **4/5/15 .....EASTER (Vigil at 5:30am, Principal Service at 10am)**
9. 4/15/15 ..... Taizé Service
10. **5/14/15.....Ascension Day**
11. 5/20/15 ..... Taizé Service
12. **5/24/15.....Day of Pentecost**

St. Hugh of Lincoln Episcopal Church  
P. O. Box 506  
Idyllwild, CA 92549

Resolution  
February 1, 2015

At the special meeting of the Bishop's Committee of St. Hugh of Lincoln Episcopal Church, Idyllwild, California on November 2, 2014, it was resolved that the authorized signers for all accounts held at BBVA Compass will be changed to include only

1. Janet Reynolds
2. Richard Martinez
3. Jacque Swerdfeger
4. Neil Passage

Any one of these authorized signers has the authority to transact business, including but not limited to the maintenance of checking, savings and other accounts on behalf of St. Hugh of Lincoln Episcopal Church, Idyllwild, California.

The undersigned certifies that he is qualified to sign that the foregoing has been duly adopted at this meeting in accordance with state laws and the bylaws of this corporation.

  
Senior Warden: Neil Passage

Date: February 1, 2015

# BBVA Compass

## Non-Consumer Signature Card

Account Number: 1436021705      Date: 02/02/2015

### Contacting Us

#### Branch Information

IDYLLWILD CA BNKG CTR  
Cost Center: 32318  
State: CA

#### Officer Name

JERI SUE HANEY  
Officer Number: 32005

ST HUGHS EPISCOPAL CHURCH

Account Title

1436021705

Account Number

33-0855954

Primary Taxpayer ID

Commercial

Ownership Type

New Account       Change Authorized Signers       Name Change

### Taxpayer Identification Number Certification for the Account Owner/Business

(Refer to the Non Consumer Deposit Account Agreement for a complete explanation of Backup Withholding Regulations)

Check appropriate box for federal tax classification:

- |  |   |
|--|---|
| <input type="checkbox"/> Individual/sole proprietor  | <input type="checkbox"/> C Corporation    |
| <input type="checkbox"/> S Corporation   | <input type="checkbox"/> Partnership      |
| <input type="checkbox"/> Trust/Estate  | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Limited Liability Company: Enter tax Classification<br>C=Corporation, S=S Corporation, P=Partnership: _____ |   |

Business name/disregarded entity name, if different from above

Under penalties of perjury, I certify that:

1. The Internal Revenue Service has not advised me that I am currently subject to backup withholding unless I check this block.
2. I am a U.S. person (including a U.S. resident alien) unless I check this block.
3. The number shown above is the correct Taxpayer Identification Number for tax reporting purposes; OR
- A Taxpayer Identification Number has been applied for (if number is not provided within 60 days, the account will be closed. If a withdrawal of \$500 or more is made prior to the Bank's receipt of this number, the Bank will withhold 28% from interest payments); OR
- All owners of this account are nonresident aliens (or this is a foreign entity) who have (has) provided the appropriate completed Form W-8; OR
- Based on Internal Revenue Service regulations, I am a U.S. exempt payee and not subject to Backup Withholding.

Authorized Representative's Signature

*Neil Passage*  
Neil Passage

# Acknowledgement

**Check Card Authorization:** On behalf of the Account Holder, I/We request that you issue a BBVA Compass Visa Business Check Card(s): Classic or Platinum, to the Account Holder to be used by the Card User(s) named below. The Account Holder agrees to be bound by the Bank's Non Consumer Deposit Account Agreement and the Bank's Account Holder Visa Check Card Master Agreement with respect to each Card issued on the Account (as designated below) from time to time. I/We agree that I/We will notify the Bank, as described in the Account Holder Visa Check Card Master Agreement, of loss or theft of any Card, disclosure of any PIN Number, or any unauthorized use of Card, PIN, or Account. The Account Holder acknowledges that it is solely responsible for safe-guarding the use of the Card(s). Daily Purchase Limit: \$6,000.00\*. Daily Cash Withdrawal Limit: \$500.00. Call any BBVA Compass office to request higher limit(s). **\*This limit may be lower in the event of equipment failure or other circumstances which may cause the system to be off-line.**

JACQUE SWERDFEGER  
Name

Signature

NEIL PASSAGE  
Name

Signature

JANET E REYNOLDS  
Name

Signature

RICHARD T MARTINEZ  
Name

Signature

BBVA Compass Visa Business Check Card Requested  
ATM Access: Deposit Only  Cash Withdrawal

BBVA Compass Visa Business Check Card Requested  
ATM Access: Deposit Only  Cash Withdrawal

BBVA Compass Visa Business Check Card Requested  
ATM Access: Deposit Only  Cash Withdrawal

BBVA Compass Visa Business Check Card Requested  
ATM Access: Deposit Only  Cash Withdrawal

Online Banking Requested

Authorized Representative's Signature

**Account Agreement:** I/We agree that this account is and shall be governed by the terms and conditions set forth, as amended from time to time, in this Signature Card and in the Non consumer Deposit Account Agreement and the Commercial Interest and Service Charge Schedule. Furthermore, I/We acknowledge the receipt of these documents. I/We authorize the Bank to obtain and exchange information regarding the Business and each Owner/Signer, including credit reports and information from federal and state agencies (such as the Internal Revenue Service), and to update that information from time to time. By signing below, I/We also acknowledge and agree that the signature(s) will serve as authorization for any transaction, by any signer, in connection with this account.

JACQUE SWERDFEGER  
Name

SIGNER  
Title

*Jacque Swerdfeger*  
Signature

NEIL PASSAGE  
Name

SENIOR WARDEN  
Title

*Neil Passage*  
Signature

JANET E REYNOLDS  
Name

SIGNER  
Title

*Janet E Reynolds*  
Signature

RICHARD T MARTINEZ  
Name

JR WARDEN  
Title

*R Martinez*  
Signature



# BBVA Compass

## Certified Copy of Business Resolutions

ST HUGHS EPISCOPAL CHURCH

Form of Entity (check one)

Corporation  Partnership  Association  LLC  Sole Proprietorship  Other COMMERCIAL

2525 TAHQUITZ DR

Located at

IDYLLWILD

CA

92549

City

State

Zip

CALIFORNIA

Former/Operating under the laws of the State of

(Country if not USA)

### Deposit Accounts And Related Services

RESOLVED that Compass Bank (the "Bank") is designated as a depository of the above named business entity (the "Business") and that one or more deposit accounts be opened and maintained on behalf of the Business with the Bank by any one of the following named Authorized Representatives, that each deposit account shall be governed by the terms and conditions contained on or referred to in the signature card(s) which is authorized to be executed, that funds deposited in any deposit account may be withdrawn by check, draft, note or order of the Business when signed by any of the following (AA) Authorized Representative(s):

JACQUE SWERDEFEGER, NEIL PASSAGE, JANET REYNOLDS, RICHARD MARTINEZ

whose signatures shall be certified to the Bank on the signature card(s), and Bank is authorized to pay such checks, drafts, notes, orders, or withdrawals, or to receive the same for credit of or in payment for the payee, or any other legal holder when so signed, without inquiry as to the circumstances of the disposition of their proceeds, whether drawn to the individual order or tendered in payment of individual obligations of the Authorized Representative(s) named above, or otherwise.

### Loans And Related Services

RESOLVED that any of the following Authorized Representative(s):

are authorized on behalf of the Business and in the name of the Business: (1) to execute and deliver to the Bank such notes or other evidences of indebtedness of the Business for moneys borrowed (with interest) as the Bank may require, and to execute and deliver from time to time renewals or extensions of such notes or other evidences of indebtedness; (2) to convey, grant, assign, transfer, pledge, mortgage, grant a security interest in, or otherwise hypothecate and deliver by such instruments in writing or otherwise as may be demanded by the Bank, any instruments, accounts receivable, deposit accounts, inventory, equipment, general intangibles, warehouse receipts, bills of lading, stock, bonds, chattel paper, real property or any other personal property now or hereafter owned or acquired by the Business as may be required by the Bank to secure the payment of any notes or other indebtedness of the Business to the Bank, whether arising pursuant to this resolution or otherwise, and to discount and rediscount the same; (3) to waive demand, presentment, protest, notice of protest and notices of non-payment, intent to accelerate and acceleration, and (4) to perform all acts and execute and deliver all instruments which the Bank may deem necessary or desirable to carry out the purposes of these resolutions.

### Online Banking

RESOLVED that the Business shall subscribe to one or more of the online banking services offered by the Bank (referred to collectively as the "Online Banking Services" or "Online Banking"). The following accounts held by the Business at the Bank shall be included within the Business' subscription to Online Banking. These accounts, together with any additional accounts later included within the Business' subscription to Online Banking, collectively shall be referred to as the "Online Accounts".

FURTHER RESOLVED that the Business acknowledges and agrees that by subscribing to Online Banking or by accessing or permitting access to the Business' subscription to Online Banking, the Business accepts and agrees to the Agreement and Disclosure Statement for Online Banking (the "Online Banking Agreement"). The Agreement is posted on the Bank's Web site at <http://www.bbva.compass.com/>.

FURTHER RESOLVED that the Business acknowledges and agrees that, as more fully described in the Online Banking Agreement, transfers into, out of and between all of the Online Accounts may be made electronically by any individual who obtains the security code used to access the Business' subscription to Online Banking (including transfers through bill payments), regardless of whether that individual is a signatory on any particular account.

FURTHER RESOLVED that the Business agrees: (1) to maintain the confidentiality of the security codes used to access the Business' subscription to Online Banking; and (2) as provided in the Online Banking Agreement, to accept responsibility for all transfers into, out of and between all of the Online Accounts made using the security codes.

FURTHER RESOLVED that the following individual, who is (i) an officer (if the Business is a corporation, association or other entity), (ii) a partner (if the Business is a general partnership), (iii) general partner (if the Business is a limited or registered partnership), (iv) a member or, if so provided in the Business' governing documents, a manager (if the Business is an LLC), or (v) the owner (if the Business is a sole proprietor) is authorized on behalf of the Business: (a) to enter into the Online Banking Agreement and any other agreements with the Bank necessary to effectuate the Business' subscription to Online Banking; (b) to include additional Bank accounts for which this individual is a signatory as Online Accounts within the Business' subscription to Online Banking; and (c) to make draws on each loan, line of credit, and credit card account designated now or in the future as an Online Account, whether in these resolutions, by the Authorized Representative, or otherwise, and regardless of whether the Authorized Representative is a signatory on that Online Account.

Authorized Representative: \_\_\_\_\_

### Miscellaneous

RESOLVED that the following Authorized Representative:

- is authorized to execute a "Telephone Transfer Authorization" form which will designate persons authorized to give telephone instructions to the Bank to transfer funds between specified deposit accounts of this Business at the Bank.
- is authorized to rent one or more Safe Deposit Boxes from the Bank, and execute applicable agreements and signature cards.
- is authorized to enter into a Night Depository agreement with the Bank, and execute applicable agreements and signature cards.
- is authorized to enter into agreements with the Bank for electronic and other banking services including but not limited to payroll processing, electronic entry processing, account reconciliation, trust, investment and brokerage services (and obtain and maintain any accounts related thereto), commercial billing services, and corporate cash management.

**FURTHER RESOLVED** that all transactions, if any, with respect to any deposits, withdrawals, discounts, redemptions, and honoring by or on behalf of and/or in the name of the Business with the Bank and/or its affiliates prior to the adoption of these resolutions are ratified, approved and confirmed.

**FURTHER RESOLVED** that any and all prior resolutions adopted by the Business and delivered to the Bank as governing operation of this Business' accounts(s), are in full force and effect, as supplemented or modified by this authorization.

**FURTHER RESOLVED** that the Bank may rely on these resolutions, in establishing the Business' depository account, that these resolutions shall continue in full force and effect until the Bank shall receive official notice in writing from the Business of the modification or revocation of these resolutions and shall in writing acknowledge receipt thereof, and that the certification below as to the signature of the above-named Authorized Representatives shall be binding on the Business.

**Certificate**

I serve the Business in the capacity identified below, and I certify that:

- The foregoing is a full, true and correct copy of resolutions, duly and regularly adopted by (i) the Board of Directors or Trustees (if the Business is a corporation, association or "other" entity), (ii) all Partners (if the Business is a general partnership), (iii) all General Partners (if the Business is a Limited Partnership or Registered Partnership), (iv) all Members or Managers (if the Business is an LLC) or (v) Owner (if the Business is a Sole Proprietorship) (collectively referred to as the "Governing Group") either at a meeting of the Governing Group duly held on the date shown below, at which a quorum was at all times present and acting or, if the Business is a corporation or partnership, by unanimous written consent. The Business' Governing Group adopted these resolutions, DECEMBER, 12th, 2015.
- The Business' Governing Group have and at the time of adoption had full power and lawful authority to adopt the resolutions, and to confer the powers granted to the Authorized Persons who have full power and lawful authority to exercise the same.
- There is no provision in the Articles, Charter, By-Laws, or any other organizational documents or agreements of the Business (referred to as the "Governance Documents") limiting the power of the Governing Group to pass these resolutions, that these resolutions are in conformity with the Governance Documents, and that attached to these resolutions are complete, accurate and current copies of the Business' Governance Documents as of the date shown below.
- These resolutions are still in full force and effect, have not been amended or revoked, and have been recorded in the minute books of this Business, and that the specimen signatures below are the signatures of the Authorized Representatives who are authorized to act for the Business by virtue of these resolutions.

PRINTED NAME	TITLE/POSITION	SIGNATURE
JACQUE SWEEDFEGER	SIGNER	<i>Jacqueline Sweedfeger</i>
NEIL PASSAGE	SENIOR WARDEN	<i>Neil Passage</i>
JANET REYNOLDS	SIGNER	<i>Janet Reynolds</i>
RICHARD MARTINEZ	JR WARDEN	<i>Richard Martinez</i>

IN WITNESS WHEREOF, I have subscribed my name as of this 2nd day of FEBRUARY, 2015 and, if the Business is a corporation, I have affixed its seal.

*For Corporations, Associations, LLCs, Sole Proprietorships and "Other" entities:*

By: *Neil Passage*  
(Printed Name)  
*Neil Passage*  
Signature  
 Its: *Se Warden*

*This Certificate must be completed by the individual holding the position shown below:*

- If the Business is a corporation or "Other" entity, by the Secretary
- If the Business is an LLC, by a Member or, if the LLC is manager-managed, by the Manager
- If the Business is an association, by an Officer
- If the Business is a Sole Proprietorship, by the Owner/Sole Proprietor

## **FEES TO BE COLLECTED FOR THE REMAINING SPACES IN THE MEMORIAL GARDEN**

Currently a fee of \$300.00 is collected for each space in the Memorial Garden. Remaining spaces in the Memorial Garden are plotted and the Plot Plan is posted in the Church Office.

**RESOLVED:** Beginning February 1, 2015 a fee of \_\_\_\_\_ will be collected for each remaining space in the Memorial Garden.

**RESOLVED:** Fees collected for the remaining spaces in the Memorial Garden will be designated for the use (record keeping, ground preparation, interment) and maintenance of the Memorial Garden.

## **DESIGNATING COMPENSATION TO THE REV. DANIEL J. RONDEAU AS HOUSING ALLOWANCE**

Every year the Bishop's Committee needs to designate the funds paid to me as "Housing Allowance" even if such language is included in the Letter of Agreement.

**RESOLVED:** All compensation for services provided by The Rev. Daniel J. Rondeau to St. Hugh of Lincoln Episcopal Church in Idyllwild, CA in 2015 are designated as "Housing Allowance."

## **LETTER OF AGREEMENT WITH THE REV. DANIEL J. RONDEAU (FR. DAN)**

Currently there is no letter of agreement between St. Hugh's and me. Such a letter of agreement needs to be worked out with some very important distinctions (for St. Hugh's and Carol and me):

1. Currently I am designated as Long Term Supply Clergy by the Diocese (and am serving as the Vicar)
2. The agreement needs to specify that I work less than 20 hours per week for compensation
3. Compensation can be no more than \$450.00 per week
4. Compensation needs to be designated as Housing Allowance

**RESOLVED:** A Letter of Agreement between The Rev. Daniel J. Rondeau and St. Hugh of Lincoln Episcopal Church shall be written by Neil Passage, (Sr. Warden) and The Rev. Daniel J. Rondeau, (Long Term Supply Clergy for St. Hugh's), in consultation with The Very Rev. Allisyn Thomas, (Canon to the Ordinary) and presented to the Bishop's Committee at the March 1, 2015 Meeting of the Bishop's Committee.