

Minutes: St Hugh of Lincoln, Bishop's Committee Meeting  
June 14, 2015

(Meeting delayed one week due to Diocesan visit.)

Present: Neil Passage, Ron Kelley, Janet Reynolds, Jacque Swerdfeger, Fr. Dan, Carol Rondeau, Ed Hansen, Patricia Horkey. Excused: Rick Martinez

1. Call to Order

**11:30**

2. Opening Prayer-

**Offered by Father Dan**

3. Review and Update Agenda

4. Approve Minutes from 05/03/2016

**Neil moved; Janet seconded. Minutes approved.**

5. Reports

a. Treasurer's Report (Neil)

**Neil explained how he sets up the financial report. Neil will instruct how to view. Neil and Father Dan encourage questions. Discussion about Designated Funds. After research with Julie Young (Diocesan Office) Neil believes the BC can reassign Designated Funds.**

b. Senior Warden's Report (Neil)

**Nothing to report.**

c. Junior Warden's Report (Rick)

**Agreed that only one person set the timers and do not overdo the watering. Neil nominates Jim Sales to do this. Report-see attached. Discussion about building the deck led to continued thinking about whether or not to continue or delay a decision. Consensus: Discussion of deck to be revisited in July. Demolition to be done.**

d. Nominee Report (Patricia)

**Patricia is now a nominee for ordination. Presented Elder Ministry brochure as part of her ministry project. Discussion about the need for such ministry here in the Mountain Communities was lively and seemed to indicate a great need.**

- e. Music Ministry Report (Ed)

**Hymns through the Liturgical year are complete. Hymnal that Father Dan gave to Ed have been very helpful. Choir needs more committed members. Choir rehearsal times discussed: seems like it needs to change.**

- f. Yard Sale Report (Janet)

**Report attached.**

**Fund Raising committee will be up for consideration in July. Neil, Rick and Father Dan will discuss prior to next meeting.**

**Yard Sale funds, where do they go? Father Dan will go back in the minutes to check to see where yard sale monies were designated to go.**

- g. Vicar's Report (Fr. Dan)

**Report attached.**

**Consensus: Do something for Fathers' Day. Perhaps individual candy for 50? Consensus: honor all fathers (as we honored all mothers on Mother's Day) in prayer, and offer a piece of candy to every man. Consensus: buy locally if possible (as we did on Mother's Day with the flowers) and reimburse the expense; wrap the candies (Carol, Janet, and Jacque expressed willingness to do this); give out to men on Father's Day.**

## 6. Old Business

- a. Status of Plaque for "Our Old Tree"

**Might look for someone else to help with the old tree.**

- b. Status of Camperships

**Refugee children will receive camperships. We will try again next year to send local children.**

- c. Status of Thanksgiving to Fairway Market

**Certificate signed and will be sent this week.**

## 7. New Business

- a. Designation of Yard Sale Funds

**To be discussed next meeting.**

- b. Items added at No. 4 (above)

**New business-adult education**

- c. Next meeting date

**Next meeting July 12**

- 8. Closing Prayer and Adjournment

**The Lord's Prayer said by all. Adjournment 12:55.**

Minutes - St Hugh of Lincoln, Bishop's Committee Meeting  
May 3, 2015

Present: Neil Passage, Ron Kelley, Janet Reynolds, Jacque Swerdfeger, Fr. Dan, Carol Rondeau, Ed Hansen, Patricia Horkey. Excused: Rick Martinez

1. Call to Order  
**Fr. Dan called meeting to order at 11:38.**
2. Opening Prayer-  
**Offered by Fr. Dan**
3. Review and Update Agenda  
**Ron wants to begin a discussion about financial reporting and deck repair and the direction of the congregation going forward.**
4. Approve Minutes from 04/12/2015  
**Neil moved; Ron seconded. Minutes approved.**
5. Reports
  - a. Treasurer's Report (Neil)  
**Discussion on upkeep and repairs, should have a list indicating estimates for future projects, Fr. Dan, Rick and Neil will meet to discuss finance in relation to a work and repair list**
  - b. Senior Warden's Report (Neil)  
**Nothing to report, Jacque will continue to work on the tree plaque.**
  - c. Junior Warden's Report (Rick)  
**Look around, it gorgeous out there~**  
**Many thanks to all that have worked so hard to make this place special. Huge thanks to Hans Bu!**  
**\*\*Other agenda items / questions or concerns please email and I'll send out via email this week (5/3/2015)**
  - d. Nominee/Intern Report (Patricia)  
**Offered thanks for box of cards donated, visits to care-home continue; will meet with Bob Kimble to discuss and plan for visiting in the desert, taking a leave of absence from studies at the Bishop's recommendation; request for prayers as psychologist meeting approaches, discussed ministry project**

- e. Music Ministry Report (Ed)  
**Fr. Dan and Ed are talking about music often, Ed read his report see attached.**
  - f. Yard Sale Report (Janet)  
**May flyer distributed, pricing of church properties will be set by the person in charge of a given section with input from Bishop's Committee members, all outside groups have been notified of the yard sale dates**
  - g. Vicar's Report (Fr. Dan)  
**Attached**
6. Old Business
- a. Status of Plaque for "Our Old Tree"  
**Jacque will follow up with arborist, Debby Geisinger**
  - b. Status of Purchase of BCP for Confirmands  
**Fr. Dan will purchase. Determining best value.**
  - c. Status of Camperships  
**Donated Camp Stevens camperships have been offered to Help Center, Coleen will submit names**
  - d. Status of Thanksgiving to Fairway Market  
**Fr. Dan will follow up**
7. New Business
- a. Ron's discussion items.  
**Wanted to know more about current accounting practices, especially how we fund and track maintenance and capital improvement projects.**  
**Introduced the idea of a retreat setting for the Bishop's Committee (all day or overnight).**  
**Introduced the concept of becoming a self-sustaining congregation.**
  - b. Mother's Day Flowers  
**Jacque moved, Neil seconded a motion to purchase 48 long-stem pink carnations for Mother's Day. Motion passed.**
8. Closing Prayer and Adjournment  
**The Lord's Prayer said by all. Adjournment at 12:50 pm**

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

General Fund/Income Expense Statement YTD 5/31/15

	2015 Budget	Budget YTD 5/31/15	<b>Actual YTD 5/15</b>	Delta fav (unfav)
<b>REVENUE</b>				
Plate Income	\$7,000.00	\$2,900.00	<b>\$7,234.43</b>	\$4,334.43
Pledge Income	\$28,000.00	\$11,700.00	<b>\$12,976.00</b>	\$1,276.00
Facilities Use	\$6,000.00	\$2,500.00	<b>\$1,419.00</b>	-\$1,081.00
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>\$17,100.00</b>	<b>\$21,629.43</b>	<b>\$4,529.43</b>
<b>EXPENSES</b>				
Mission Share	\$2,000.00	\$800.00	<b>\$940.00</b>	(140.00)
<b>PERSONNEL</b>				
Clergy - Housing Allow	\$13,000.00	\$5,400.00	<b>\$5,500.00</b>	(100.00)
Intern Grant Fund	\$1,000.00	\$400.00	<b>\$0.00</b>	400.00
Insurance (Clergy Related)	\$0.00	\$0.00	<b>\$0.00</b>	0.00
Supply Clergy	\$500.00	\$200.00	<b>\$0.00</b>	200.00
Organist	\$6,000.00	\$2,500.00	<b>\$2,859.00</b>	(359.00)
Janitorial	\$1,200.00	\$500.00	<b>\$1,380.00</b>	(880.00)
Auto Mileage	\$0.00	\$0.00	<b>\$0.00</b>	0.00
	<b>\$21,700.00</b>	<b>\$9,000.00</b>	<b>\$9,739.00</b>	<b>(739.00)</b>
<b>PROGRAM &amp; WORSHIP</b>				
Christian Ed & Tracts	\$150.00	\$100.00	<b>\$0.00</b>	100.00
Worship Support	\$500.00	\$200.00	<b>\$106.31</b>	93.69
	<b>\$650.00</b>	<b>\$300.00</b>	<b>\$106.31</b>	<b>193.69</b>
<b>ADMINISTRATIVE</b>				
Office & Advertising	\$2,000.00	\$800.00	<b>\$826.97</b>	(26.97)
Postage	\$75.00	\$0.00	<b>\$133.00</b>	(133.00)
	<b>\$2,075.00</b>	<b>\$800.00</b>	<b>\$959.97</b>	<b>(159.97)</b>
<b>FACILITY REPAIR</b>				
Utilities - Water, Gas, Elec, Cable	\$2,750.00	\$1,100.00	<b>\$3,323.50</b>	(2,223.50)
Other Operating Exps	\$3,000.00	\$1,300.00	<b>\$360.62</b>	939.38
Insur - Prop & Liab, Bond	\$2,000.00	\$800.00	<b>\$442.20</b>	357.80
Facility Repair	\$5,000.00	\$2,100.00	<b>\$8,522.18</b>	(6,422.18)
Termite Insurance	\$200.00	\$100.00	<b>\$0.00</b>	100.00
Property Tax	\$200.00	\$100.00	<b>\$0.00</b>	100.00
	<b>\$13,150.00</b>	<b>\$5,500.00</b>	<b>\$12,648.50</b>	<b>(7,148.50)</b>
<b>MISCELLANEOUS</b>				
Miscellaneous	\$2,000.00	\$800.00	<b>\$500.82</b>	299.18
<b>TOTAL EXPENSE</b>	<b>\$41,575.00</b>	<b>\$17,200.00</b>	<b>\$24,894.60</b>	<b>(7,694.60)</b>
<b>NET INCOME</b>	<b>-\$575.00</b>	<b>-\$100.00</b>	<b>-\$3,265.17</b>	<b>(3,165.17)</b>

# Bishops Committee Meeting

06.14.2015

Jr. Warden Report

Presented by Neil Passage

## Irrigation:

In process, will be completed by 06.15.2015. Timers and gopher protection devices installed. Lilacs (or similar) to be planted (approx. 12)

*Timer safety.*

## Electric Issues:

- 1.. AA Coffee Bar plugs cause circuit breakers to pop. (Repair scheduled)
2. Memorial Garden electrical (previously approved) repaired by end of month. Appears that current line was damaged during re-pavement, will reroute from Outdoor Chapel. Existing exterior plug not to code, will remove and replace.

## Back Deck:

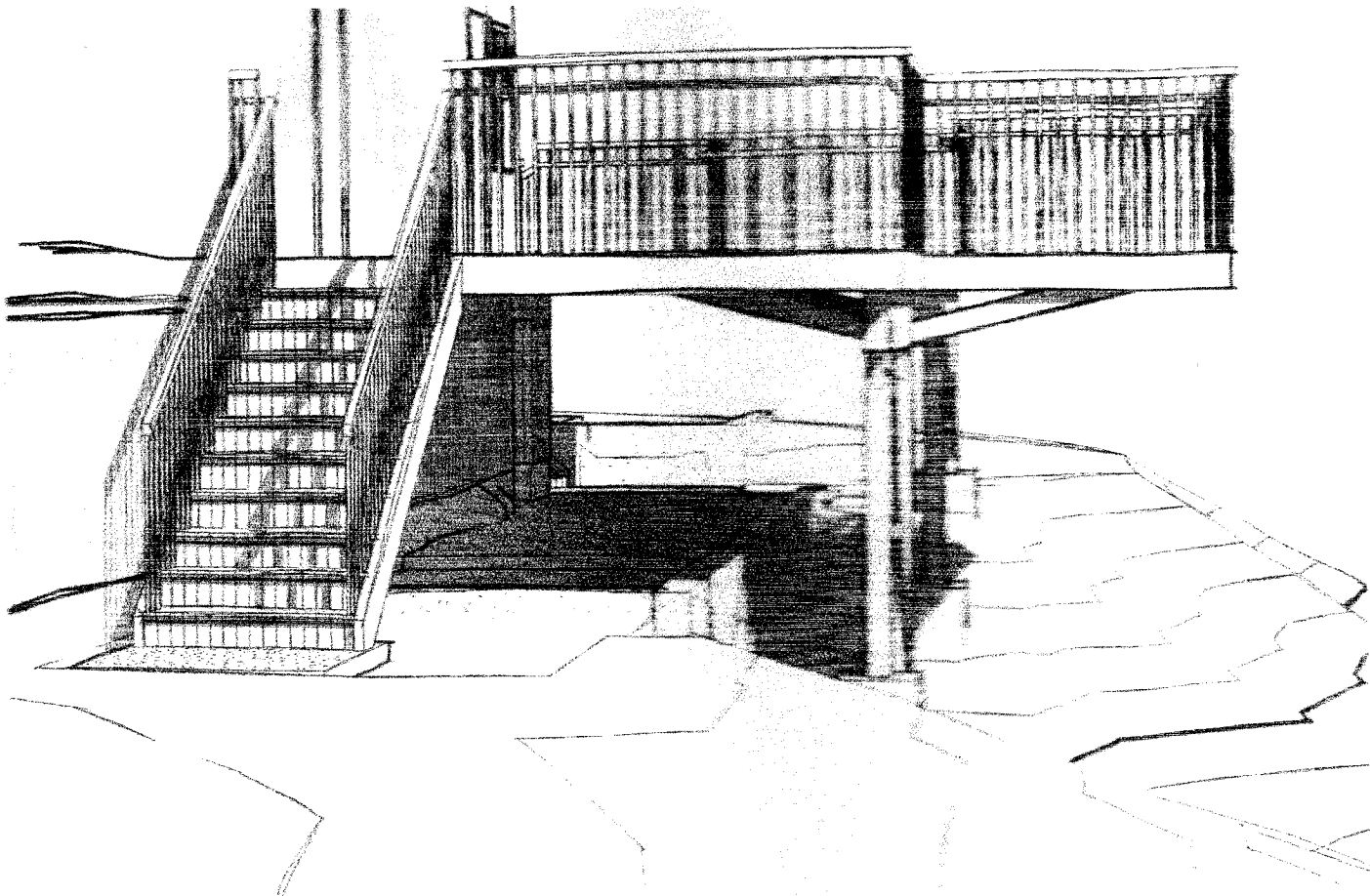
**Demo:** To begin as soon as permit is renewed. Bid for teardown \$ 550.00 (Hans) (Previously Approved) Robyn Ritchey, Hans Bu and I have appointment on June 17, 2105 with the county to re-issue Demo Permit in Church Name.

\*\* Need letter from Church Authorizing me as Jr. Warden to obtain permit, and a check for permit fee

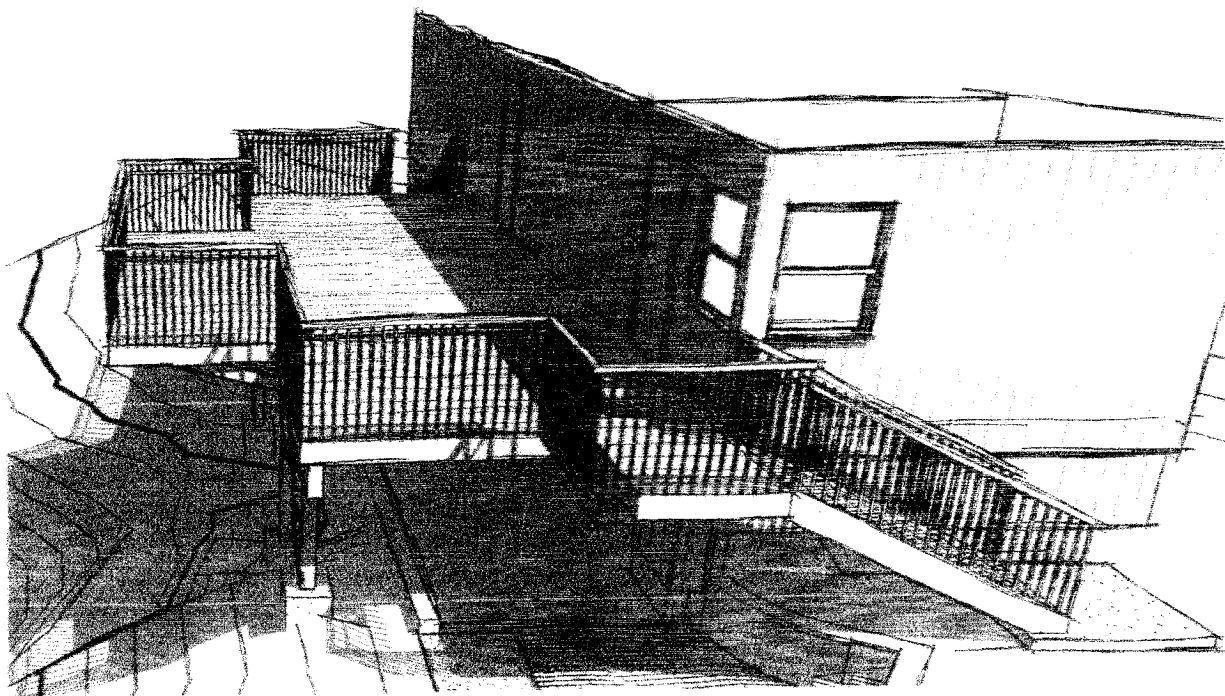
**Build:** Bid / See attached rail design options

Per Robyn's Plans	(525 SF)	\$12,650.00
Materials:	Redwood (same as front deck)	

Bids do not include Dump fees. (Will contact Francisco)



5 View looking from north end



4 New Deck looking to Northeast Copy 1



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Miscellaneous:

Safety Inspection:

June 30, 2015. I will be meeting with Tom (from the Diocese) for inspection. After review of previous inspection we are in good shape.

Next week the following will be inspected / resolved:

1. Replace all smoke detector batteries
2. Install smoke detector in Hall to Father Dan's office (required)
3. Confirm if commercial needs CO 2 detector, if so install
4. Install address numbers on building (ordered)
5. Fire Extinguisher check

Approved Items In process/ to be scheduled:

1. Finish painting Bell Tower
2. Refinish / Paint Doors (Fellowship Hall and Office)
3. Finish door Overhangs
4. Hall Upgrade (widen entry, new flooring, new toilet and redesigned wall brochure display)

July.

COMMENT:

**A lack of communication has caused issues over that past couple months. I respectfully insist that ANYTHING facility related be communicated to me direct or via email.**

END of my fabu report!

**From:** Rick Martinez rick@rickmartinezproperties.com

**Subject:** Irrigation System Installation

**Date:** June 10, 2015 at 2:01 PM

**To:** Neil Passage npassage@gmail.com, Jacque zataj@greencafe.com, Ron Kelley connron@aol.com, Janet Reynolds janetreynolds1@twc.com

**Cc:** Daniel Rondeau drondeau910@gmail.com

RM

Hi All,

Ron donated several plants, that he and Jim planted. Over the past couple years we (mostly Jim) has schlepped the hoses around to water gardens, trees etc. Its time for irrigation.....

Last week we (Ron, Neil, Jim and I) met with a local gardner who installs irrigation systems. We asked for a bid to install drip system throughout the entire front part of the property.

The verbal bid for the drip system. \$ 1,500.00 MAX

**Time and Materials :**

20\$ hour each for 2 installers (estimated at \$1,000.00) and materials (estimated at \$500.00) - not figured into the mix is 10% discount will get from Forest Lumber for materials.

The system will tie into the existing water tank so we can use it in the event of Water restrictions. There is a possibility that will need to install a water pump for the tank (for pressure) but we can cross that issue when needed.

Gary (Lillac Guy) is willing to donate lillacs for the area along the tank and parking lot, the bid includes planting the lillacs.

I need a vote by the end of the day as thier schedule is available to start installation tomorrow and be completed by Friday.

Please respond with Yes or No vote.

I VOTE YES! Let me know if you have any questions.

rick martinez  
Town Real Estate  
Managing Broker, Idyllwild  
CalBRE 01340564

760-409-2289 Cell  
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## ***CONGRATULATIONS & APPRECIATION***

# **\$3,010.40**

**This is the amount that we made on the St. Hugh's 2015 Rummage Sale !**

*My sincere appreciation to all of you who came, braved the cold and damp weather and did whatever was needed to help accomplish this fantastic goal.*

Thanks to those who cleaned out their homes and found the items that were delivered to the church.

Thanks to those who helped with "Rummage Sale" signage.

Thanks to those who helped with the deliveries to the church.

Thanks to those who sorted and set up for the sale.

Thanks to those who helped with the sale.

Thanks to those who cashiered and kept track of our money.

Thanks to those who brought snacks and food for the workers.

Thanks to those who made coffee both for the workers and the buyers.

Thanks to those workers & members who purchased items.

Thanks to our volunteer security guards - Jeff & Hooch

Thanks to the crew and trucks who cleaned up, hauled things to the "HELP CENTER" and the DUMP !!!

**You are all WINNERS in my book. !!!!**

*Janet Reynolds*

# Vicar's Report | 14 June 2015

Thank you for your leadership and service to this community.

## Action Items

1. No action items.

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

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

## Communications

1. Let us strive for inclusive conversations and transparency
  - a. Big enough now for cliques: let's avoid that trap
  - b. Clearly we all love God and St. Hugh's and have high hopes, and strong opinions:
    - i. Let's find a way to include our brothers and sisters in conversation
    - ii. ... live in a way that is worthy of the people God has chosen to be his own. Always be humble and gentle. Patiently put up with each other and love each other. Try your best to let God's Spirit keep your hearts united. Do this by living at peace. Ephesians 4:1-3 CEV

## New Member Updates

1. Need your help with Guests
  - a. SEEK OUT AND WELCOME GUESTS
  - b. Help them sign Guest Book or Guest Card
2. Membership Update continues
3. Ron is going to help me contact Inactive Members

## Membership and Attendance

Members: 79 (Baptized Members recorded in our Journal)

We have 11 Inactive Baptized Members and 1 Seeker

Communicants: 67

Friends of St. Hugh's: 92 (email list)

Sunday Attendance through May 31 2014 | **2015: 623 | 847**

Average Sunday Attendance through May 31 2014 | **2015: 28 | 37**

## Pastoral Care and Serving Others

1. Healing and Holy Communion (Attendance: 100, Average: 5)
2. Precious Elder Ministry (Patricia's leadership)
3. HELP Center support
  - a. Thank you Rick: bringing needs to our attention
  - b. Reminder: Callie and Conor now on the Board
4. ERD support
  - a. Over \$400 sent to ERD for Nepal Disaster Relief

5. Renewing leadership in Mountain Communities Interfaith Alliance
6. Seeking to partner with Camp Stevens to Exhibit at the 2015 Earth Fair

## Education

1. Sunday Morning Forum
2. List 3 Ideas for additional studies or learning opportunities?
  - a. Again: Send me an email, call me, talk to me
  - b. Christ to Constantine possibility
  - c. \_\_\_\_

## Funding Ministry and Stewardship

1. Continuing work
  - a. End of Life Planning Workshop being discussed
  - 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 \_\_\_\_\_
3. Amazon Associates Account

## Worship: Review and Renew

1. 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

## Calendar items

1. 6/21/15 ..... Father's Day
2. 6/24/15 ..... Taizé Service
3. 6/28/15 ..... Outdoor Chapel
4. 7/5/15 ..... Independence Day Remembered, Outdoor Chapel
5. 7/22/15 ..... Taizé Service
6. 7/26/15 ..... Outdoor Chapel