

**Diocese of Milwaukee
Executive Council Minutes
April 9, 2016 10:00 a.m.
St. Mary's, Dousman**

Present: The Rt. Rev'd Steven A. Miller; Mr. Clyde Bachand, Diocesan Treasurer; The Rev'd Seth Dietrich; Ms. Jill Heller; Mr. Peter Larson; The Rev'd Gary Manning, Vice-President of Executive Council; Dr. Gust Olson; Ms. Meredie Scrivner; The Rev'd Elizabeth Tester; Mr. John Washbush; Janice Watter and The Venerable Chuck Zellermyer

Others present: Canon Peggy Bean, Canon for Congregations and Ms. Marlene Udovich, Financial Officer

Guests: Mr. Mark Potts, auditor, with Winter, Kloman, Moter & Repp, S.C.
Ms. Patty Jaffke, Diocesan Office Coordinator
Mr. Daryl French, Project Manager, Animal Enterprise and 30+ years working with Nicholson House
Mr. John Pluta, Engineer with Excel Engineering
Mr. Thomas W. Scrivner, Exq., Michael Best & Friedrich LLP

Absent: The Rev'd Dr. Jonathan Grieser; The Very Rev'd Andrew "Andy" Jones; The Rev'd David Simmons, Co-President of the Standing Committee and the ex-officio members (attendance is optional); The Rev'd Martha Berger, President, Commission on Ministry and Mr. Patrick Johnson, President of Trustees of Funds & Endowments

Bishop Miller called the meeting to order at 10:02 a.m. and opened with a prayer for the Council and for the country, ending with the Lord's Prayer.

Bishop Miller noted that a number of guests were present and on salary so that expediency was essential. He turned the meeting over to Ms. Marlene Udovich, Financial Officer.

Report on the Annual 2014 Audit – Ms. Marlene Udovich, financial officer and Mr. Mark Potts, auditor

Ms. Marlene Udovich introduced Mr. Mark Potts and noted that some of their recommendations were already being worked on.

Mr. Mark Potts explained the two summarizing letters:

- Letter 1 – introduces background information
- Letter 2 – defines recommendations/talking points for improvement

He highlighted key concerns:

- clearly defining the relationship of financial entities
- deciding financial entities that may be combined/separated
- method of recording investment earnings
- procedure regarding controls (best vs. practical)
- status of properties

Discussion centered on:

- the considerations/intent used for separating/combining funds (financial vs. mission)
- the relationship of these recommendations with the practice of the Episcopal Church
- the need for a defined control policy (finance committee in process of creating a policy)

Bishop Miller thanked Mr. Mark Potts for his work, giving us clear starting points.

Approval of the Minutes from the February 13, 2016 Executive Council (EC) Meeting

Bishop Miller asked if there were any additions, deletions or changes to the minutes of the February 13, 2016 Executive Council Meeting. The Rev'd Gary Manning moved and The Rev'd Seth Dietrich seconded the approval of the minutes as submitted. The Bishop called for a vote to approve the minutes from the February 13, 2016 Executive Council Meeting as submitted. The minutes were approved as submitted.

Quick 5 minute Re-gathering Break

Building repair/maintenance for Nicholson House – Bishop Miller, Ms. Patti Jaffke, Mr. Daryl French and Mr. John Pluta

Bishop Miller introduced the presentation panel as noted above. He reviewed the history of Nicholson House especially the areas that created current problems – its ownership and its being on the Historical Registry. He turned the meeting over to Ms. Patti Jaffke.

Ms. Patti Jaffke reminded the council of the action plan submitted at the last EC meeting and called attention to the detailed information submitted by Mr. John Pluta.

Mr. John Pluta, noted that:

- At his on-site inspection of the property, he observed a number of contributing factors: old trees, streamline, windows (age of and regular freezing/thawing).
- His initial recommendation is soil boring as a way of developing a baseline, eliminating some of the factors and addressing others.

The following questions/concerns of the council members were expressed:

- range of total repair expenses
- value of building vs. cost of repairs
- selling vs. total repairing

Mr. Clyde Bachand moved to have the soil boring done to determine the condition of the soil around the West wall as a baseline. The Rev'd Gary Manning seconded it. Bishop Miller added a friendly amendment that the monies for the soil boring be taken from the Diocesan foundation.

The motion passed.

The Rev'd Seth Dietrich suggested a parallel study by a task force clarifying the ownership issue and other property concerns.

Ms. Meredie Scrivner expressed concern regarding the Historical Preservation Society.

Mr. John Pluta noted his experience with them and his willingness to assist us with this matter.

Appreciation was expressed to the panel for the clear, well-developed documents and presentation.

Diocese of Milwaukee Episcopal Parental Leave Policy – Mr. Tom Scrivner, Esq.

Mr. Tom Scrivner stated that the Revised Draft for Parental Leave included:

- the recommendations of the Executive Council
- further concerns from the Professional Standards Committee

Discussion included:

- concern regarding the relationship of the Pension Group, insurance companies and the policy
- best way to express the pay equivalents
- mandate vs. recommend/strongly urge areas of the policy

Appreciation was expressed by the council for all the work the committee put into clarifying the policy. Mr. Tom Scrivner noted that, with the input from the council, the Professional Standards Committee will further refine the policy.

Diocese of Milwaukee Sabbatical Leave Policy – Mr. Tom Scrivner, Esq.

Mr. Tom Scrivner presented a Sabbatical Leave Policy as a rationale for the sabbatical leave.

Areas that were highlighted and discussed:

- when it would be available
- once taken, how long the individual remains at parish
- the importance of conversation with the vestry and the parish about the purpose of a sabbatical both upon hiring and upon taking the sabbatical

Again, appreciation was expressed by the council for all the work the committee put into clarifying sabbatical leave. One concern that was not clarified was how the sabbatical policy intersects with the section on Clergy Compensation Philosophy in the Resolution Regarding 2016 Clergy Minimum Compensation. Mr. Tom Scrivner noted that the Profession Standards will review and refine it.

Break 12:00

Review/Update Behavior Norms for EC Meetings

The current Behavior Norms were accepted.

Helpful suggestions from EC members:

- In drop box, more clearly identify the submitted documents.
- Develop an orientation packet for those running for the office of Executive Council.
- Make available to those not able to attend the meeting, ancillary items distributed at the meeting.

Report from Canon for Congregations – Canon Peggy Bean

Canon Peggy Bean highlighted the following items in her submitted report:

- Grant deadlines are approaching.
- A new grant may be added from the Lifelong Christian Formation Committee and consolidated with the Commission on Mission and Development.

- The February 27th Leadership Day with The Rev'd Dwight Zscheile was a huge success. 160 were in attendance with at least a dozen from the Diocese of Fond du lac, including The Right Reverend Matthew Alan Gunter. One interesting evaluation—"too much energy."
- The April 16th Leadership Day already has 120 signed up to attend.

Bishop's Report – Bishop Miller

Bishop Miller reported that:

- As was alluded to earlier, a part-time support person for the finance office is in the hiring process.
- Mr. Henry Perez is the next Executive Director for the Hospitality Center in Racine. The continuing strategic issue is how to have the Hospitality Center be self-governing but retain the diocesan brand.
- The recent House of Bishops was the best he has experienced; the House of Bishops was allowed to be the House of Bishops.
- On a personal note:
 - As a family, they are working through health issues with his mother-in-law.
 - He will be away for a week attending his daughter Haley's performance in Fame.

The meeting was adjourned at 12:28 p.m.

The next meeting is on May 21st, 2016 at St. Mary's, Dousman

Respectfully submitted,

Rev'd Margaret (Marge) M. Kiss
Executive Secretary & Recorder of the Minutes

Future Meeting Dates for 2016 Executive Council are:

July 14th (Conference Call)
September 10th
November TBD