

**Diocese of Milwaukee  
Executive Council Minutes  
January 21, 2017 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; The Very Rev'd Andrew Hanyzewski; Ms. Jill Heller; Mr. Peter Larson; Ms. Meredie Scrivner; The Rev'd David Simmons, President of the Standing Committee; The Rev'd Elizabeth Tester; Ms. Janice Watter; Mr. John Washbush; Ms. Kristen Wold and The Rev'd Chuck Zellermayer

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

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

Bishop Miller invited the council members into St. Mary's church for Morning Prayer.

**Orientation**

Bishop Miller called the meeting to order at 10:30 a.m. and began a time of "getting-to-know you."

Bishop Miller, along with The Rev'd David Simmons, President of the Standing Committee, spent time defining the polity of the Episcopal Church and the role of the Standing Committee in conjunction with the Executive Council, especially in fiduciary matters.

Canon Peggy Bean led the Executive Council in establishing:

- the Executive Council hopes and expectations for 2017 (Appendix A)
- behavior norms for Executive Council meetings (Appendix B)

**Lunch 11:30-12:30**

**Business Meeting**

**Action Items – Bishop Miller**

**Elect Vice-President for the Executive Council**

The Rev'd Marge Kiss moved that The Rev'd Andrew "Andy" Jones be elected Vice-President of the Executive Council. The Rev'd Seth Dietrich seconded it. The Bishop noted that The Rev'd Andrew "Andy" Jones had accepted the nomination. After a brief clarification of the role of the Vice-President, the vote was taken. The Rev'd Andrew "Andy" Jones was elected unanimously.

## **Annual Conflict of Interest Forms**

In order to insure transparency in council discussions, each member of the council signed a Conflict of Interest Policy Statement. The signed copies are kept in the office, in the Executive Council yearly binder. Ms. Jill Heller asked if the statement was the same as last years and the council members were assured that the statement was identical to last years. The signed copies were filed.

## **Housing Resolution**

Bishop Miller reminded the council that “in accordance with the IRS, the Executive Council is required to pass this resolution...” A motion to approve the housing resolution was made by Mr. Peter Larson and was seconded by The Rev’d Chuck Zellermyer. The motion carried. The full text of the Housing Resolution follows:

### **Housing Resolution for The Rev’d Seth Raymond**

Whereas the Rev. Seth Raymond is employed as a minister of the Gospel by the Episcopal Diocese of Milwaukee, which does not provide a residence, the Executive Council resolves that of the total compensation to be paid to Mr. Raymond during the year 2017, \$24,000 (based upon the fair market rental value of the house, including furnishings, utilities, insurance and maintenance) be designated as a housing allowance within the meaning of that term used in Section 107 of the IRS Code of 1986.

## **November Minutes**

Bishop Miller asked if there were any additions, deletions or changes to the minutes of the November 12, 2016 Executive Council Meeting. The Rev’d Seth Dietrich moved to approve the minutes and The Rev’d Liz Tester seconded it. Hearing nothing further, the Bishop called for a vote to approve the minutes from the November 12, 2016 Executive Council Meeting as distributed. They were so approved.

### **Request for approval from Executive Council to accrue the Audit Budget amount of \$25,000**

*The 2016 budget approved \$25,000 for an annual audit for fiscal year 2015. The audit will be performed in conjunction with the 2016 fiscal year audit in June 2017.*

*We are asking Executive Council’s approval to accrue the \$25,000 in 2017.*

Ms. Marlene Udovich clarified the reason for the request for accrual, that it was a matter of timing. The Rev’d David Simmons moved to approve the request to accrue the \$25,000.00 in 2017; The Rev’d Seth Dietrich seconded it. The request was approved.

### **Request \$12,000 of parish review retainer fees paid in 2016 be accrued to 2017 for work to be completed in 2017**

*The Diocese paid \$12,000 in 2016 in retainer fees for parish reviews for fiscal year 2015. The expense is offset by invoicing the parishes for work performed by the outside consultant.*

*We are asking Executive Council's approval to accrue \$12,000, in 2017, in anticipation of the completion of the 2015 parish reviews which will be performed in 2017.*

Because he is actively engaged in the parish review as the outside consultant, The Rev'd Chuck Zellermayer recused himself from voting. He began the discussion by noting that, again, it was a matter of timing, primarily because of lack of cooperation from some of the parishes.

Possible solutions to the problem were suggested:

- calling attention to it in the convocation meetings
- reminding and alerting clergy to the issue during clergy days
- Executive Council could change the auditing procedure

It was determined that the uncompleted parish reviews was a complicated matter; a Catch 22. The Rev'd David Simmons moved to approve allowing the finance committee to make the decision with regard to the 2015 parish reviews. It was seconded by Mr. Peter Larson. The motion was approved.

## **Discussion and Development of a Property Committee**

**See: Appendix C**

## **Reports**

### **November Finances – Ms. Marlene Udovich**

Ms. Marlene Udovich walked through the November 30, 2016 financial reports and noted that all bills are current.

### **Canon Peggy Bean – Canon for Congregations**

Canon Peggy Bean highlighted two items:

--the two leadership days

*On Feb. 11<sup>th</sup> Scott Stoner will lead the discussion on parish strengths and how we connect them into the community. We will have a team from St. Luke's Bay View and from St. Thomas of Canterbury share their experiences and process for reaching into the community. A follow up session is scheduled for April 8<sup>th</sup> for people who are in attendance to come back and share what they have tried or may want to try. Both session will be at Nashotah House.*

--the Congregations in redevelopment (Zion, St James West Bend and St. Luke's in Bay View)

## **Bishop Miller**

Bishop Miller reported that:

--He will preside at two ordinations:

December 17<sup>th</sup>, 2016, The Rev'd Lars Skoglund at St. Aidan's, Hartford where he will continue to serve.

January 18<sup>th</sup>, 2017, The Rev'd Dan Spors at St. Peter's Arlington.

--Postulant Melesa Skoglund is doing well at Virginia Theological Seminary.

--A Bishop's Against Gun Violence Conference: *Unholy Trinity: the Intersection of Racism, Poverty and Gun Violence* is being held in Chicago April 20-22, 2017.

- Ms. Sara Bittner has started her work at Nicholson House in the area of communication.
- Clergy Retreat—Theme: Considering Your Call at various times of life and service (3 years; 10 years; 20 years and 30 years).
- There is continuing dialog regarding the shape of the Episcopal Diocese in Wisconsin—is it time to bring the state back together?
- He noted that his physical therapy will be completed in February as he reiterated: Do not tear your rotator cuff.

**Other items:**

Mr. John Washbush said that he needed to make two motions. He moved that the minutes previously approved be amended to honor the confidential nature of one of the items presented. The Rev'd David Simmons seconded it to afford discussion of the motion. The motion was approved. The minutes were corrected as requested.

Mr. John Washbush moved that there be no action, in the future, regarding the role of the foundation until the Executive Council has more information regarding their role and responsibility. The Rev'd David Simmons seconded it.

The discussion that followed included:

- deferring this motion until the next meeting
- doing some “sleuthing” to clarify the relationship of the foundation and Executive Council
- conferring with the chancellor regarding the matter

The Rev'd Liz Tester recommended deferring the motion and conferring with the chancellor for clarification and The Rev'd Chuck Zellermayer added that it be clarified by the next meeting. It was so decided.

The meeting was adjourned at 2:15 p.m.

**The next meeting is on April 1<sup>st</sup>, 2017**

Respectfully submitted,

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

**Future Meeting Dates for 2017 Executive Council**

- June 3<sup>rd</sup>
- July 13<sup>th</sup>      Conference Call
- September 16<sup>th</sup>
- November 11<sup>th</sup>

## Appendix A

### 2017 Hopes and Expectations

- EC Planning Team: The Rev'd Elizabeth Tester (chair); The Rev'd David Simmons; Mr. John Washbush, Mr. Peter Larson, Bishop Miller  
Prepare data for next meeting

- See EC having accountability and safeguarding the Diocese and the Bishop
- To look at how the Diocese operates and bring together in a written form in one place

Better understanding of what the Diocese is and comment on it

- Hold vision with the Bishop and hear and share stories more consistently here at EC meetings
- EC support more ways to be a public witness
- More visible to the Dioceses – use technology “live”
- Support and care and resource administration in parishes

## **Appendix B**

### 2017 Norms for Executive Council Meetings

January 21, 2017

- Start and end on time
- Respectful communication
- Receive and Review material one week ahead of time of meeting
- Begin with prayer
- Respect the “confidential nature” of the discussion (Identify if confidential)
- Be engaged

## **Appendix C**

### Property Issues /Concerns

- Building maintenance/upgrade
- Leases – use of buildings
- Rectory not being used
- Parish Closing/Moving – what happens to the property
- Insurance
- Shared equity
- Diocesan buildings
- Clear understanding of ownership of church property

### Needs of a Property Committee:

- Expertise
- Time and Travel
- Building as a resource
- Convocation representation
- Guidelines/procedure and policy needs

### Initial Planning Committee:

The Very Rev'd Andy Hanyzewski (Chair); The Rev'd Jonathan Grieser;  
Two members of the Standing Committee appointed by The Rev'd David  
Simmons; Ms. Jill Heller (Finance Committee)