

**APPROVED**  
**MINUTES OF THE EXECUTIVE COUNCIL MEETING**  
**Waycross**  
**January 5, 2013**

**Elected & Appointed Members in attendance:**

Peter Bunder+, Caroline Fairbanks, Coral Hamlin, Steve Holt, Karen King, Peggy Miller, C. Davies Reed+, Whitney Rice+, Joe Weaver.

**Elected & Appointed Members absent:**

Kristina Baker, Jeff Bower+, Laurel Cornell, Darleen Lugenbuhl, Zoila Manzanares-Cole+, Whitney Rice+, Allen Rutherford+, +Catherine Waynick.

**Ex-officio Members in attendance:**

Kathy Copas, Marsha Gebuhr, Bruce Gray+, Debra Kissinger+, Tom Wood, Sally Cassidy

**Canon Bruce Gray+ opened the meeting at 10:10 am with prayer.**

**In Bishop Cate's absence Peggy Miller, Vice President presided over the meeting.**

**Minutes:** Joe Weaver moved to receive the Minutes of the November 9-10,2012, Executive Council Meeting. Seconded by Davies Reed+, **passed unanimously.**

**Local & Global Outreach:** Reviewed the Global Missions Commission report from The Rev. Grace Burton-Edwards. **Action:** Karen King will be the Executive Council member to contact the Episcopal Church Development Office to begin conversation about progress in fund raising for the Trinity Cathedral project in Haiti and how our diocesan pledge might support that campaign. Karen will notify The Rev. Grace Burton-Edwards that she is the E.C. contact.

**Congregational & Community Life:** Canon Bruce Gray reported the following 2 items:

1. that the Rev. Drew Klatt will be one of the presenters at this year's Vestry College, (Feb. 22-23) giving workshops on Congregations' Disaster Preparedness.
2. The diocese, through the work of the Rev. Mike Scime, received a grant from the Episcopal Church Roanridge Trust that will pay for our non-Indianapolis congregations to receive training in congregational vitality from nationally recognized leaders in that field. It will be a one year program of multiple gatherings, both in person and via web conferencing.

Peggy Miller reported that Allen Rutherford+ has scheduled Visitation Group B – they are: January 26, 2013 at 3:00 pm (CST) at St. Paul's, Evansville and May 2 at 6:30 pm (EST) at St. Timothy's, Indianapolis.

**Administration & Budget:** Tom Wood gave the following report:

**Treasurer's Report - Executive Council – January 5, 2013**

1. Financial Statement.

Year-end not yet available. There are line item adjustments that Marsha will send for an online vote. It looks like that we may just make the budget for the year. If not, EC will need to approve a draw from the UN fund to balance the 2012 budget. The Canons allow for this.

2. Investment and Finance.

The committee has not met since October. Third quarter performance was included in my September report. Two meetings will occur in the near future. 1) A meeting with Treasurers and others from the endowed congregations to discuss the use of our respective endowments and future expectations for budget income – both from the diocese and through apportionments. 2) A meeting to go over the year-end 2012 statement with Justin Haskin. It takes Wells-Fargo about 4-5 weeks to generate complete reports with analyses.

But, I can report these preliminary figures. The UN Fund growth in 2012 was 12.0% compared to 13.0% growth of the S&P. Considering that the diocese has adopted a conservative risk aversion position, and that this 12% is net of fees, I have nothing to complain about. In actual numbers, the UN Fund plus the \$480,000 Haiti allotment (which is probably higher now) ended the year at \$29,818,479. This is an increase over 12/31/11 by \$1,500,974. As you know, the market had a large gain on Jan 3<sup>rd</sup> after Congress sorted addressed the “Fiscal Cliff”. Market value this day was approx. \$30,123,500.00 counting the Haiti fund. But I will warn that in spite of this growth, the effect on future draw is minimal.

Submitted by Thomas Wood  
Diocesan Treasurer

**Coral Hamlin moved to accept the Treasurer’s report, subject to audit, Joe Weaver seconded – Passed unanimously.**

C. Davies Reed+ gave out the following **Budget Process** updated for 2013 (dated 01/05/13)

Resolution from the Budget Formation Committee to Executive Council Regarding the Budget Process, updated, January 5, 2013 - (this was passed at the November 2012 Meeting).

- I. Budget request forms should be ready by the 17<sup>th</sup> of December with a final copy to be delivered to the Canon for Administration’s office.  
 Those people working on Budget areas for the 2014 budget include:
 

<u>Executive Council Commission</u>	<u>Representative to</u>
	<u>Budget Process</u>
Congregation and Community Life	Peggy Miller
Administration and Budget	C. Davies Reed
Local and Global Outreach	Jeff Bower
Exploration and Opportunity	Steve Holt
- II. The new form should be mailed to all current budget participants by January 14<sup>th</sup> and placed “on line” for all new groups requesting funds.
- III. Completed forms are to be returned to the Canon for Administration by February 14<sup>th</sup>.
- IV. The Budget Formation Committee will meet by February 18<sup>th</sup> and distribute requests to the four commissions named above.
- V. The Executive Council Commissions will work through their requests and be prepared to bring any concerns to the March 16<sup>th</sup> meeting of the Executive Council. Special attention should be paid to identifying priorities for funding.
- VI. By March 31<sup>st</sup>, the following this should have occurred:

- a. The Executive Council Commissions and Committees will submit their budget priorities to the Chair of the Budget Formation Committee and to the Canon for Administration.
  - b. The Treasurer will submit income figures (even if estimates).
  - c. The Canon for Administration will submit apportionment income figures.
- VII. The Executive Council Commission chairs will take to their committees the amounts from the Budget Formation Committee that need to be adjusted to achieve a balanced budget. Line item adjustments made by the Executive Council Commissions and Committees will be submitted by April 15<sup>th</sup> to the Budget Formation Committee.
- VIII. The Budget Formation Committee will draw up the preliminary budget to be distributed to the household by May 1<sup>st</sup>.
- IX. Between May 1<sup>st</sup> and August 1<sup>st</sup> request for appeal to a Committee's budget should be submitted to the appropriate Commission Chair. Then, requests for appeals to Commission budgets may be submitted to the Budget Formation Committee by the chair of the Commission requesting the appeal.
- X. Requests for appeal will be heard at the August meeting of the Budget and Finance Committee. Decisions will be returned to the Commission requesting appeal by August 31<sup>st</sup>.

Discussion followed.

Canon Marsha Gebuhr gave to the three commission chairs the letter that is going to go out to all current chairs with budgeted line items along with the budget form. (Marsha gave the budget form to Steve Holt in case Exploration & Opportunity had new programs in need of funding.) That budget form will go out no later than January 14, 2013, asking for 2014 – 2015 (Marsha added a line showing what they did request for 2014 – last year was the first year we asked for 2 years & we are asking they make any adjustments to that 2014 request) and to give us their 2015 request for making predictions. Marsha handed out to each Commission the contact people for the line items that are their budget responsibility. After Feb. 14 the Budget group will meet & receive the requests to share with their Commissions. The Executive Council Commissions must communicate with all committee chairs regarding budget allocations or changes throughout the process.

C. Davies+ requested of Steve Holt as this new Restructure Committee begins their work that he share with this new committee a copy of this Budget Process so they understand how it all works and what the deadlines look like.

There was discussion regarding what the visitation groups will need from A&B for their visits & C. Davies+ will put together financial information & send it out to the Executive Council members as soon as possible – he will appreciate any feedback that you might want for changes to be made.

**Ratification of Resolution that the vote was taken online:**

Below is a summary of the requested housing and utilities figures for all of the clergy paid through the diocesan budget. The Executive Council needs to do an online vote prior to the first payroll for 2013 so please respond to [gebuhr@indydio.org](mailto:gebuhr@indydio.org) with your yes or no votes.

Whereas the clergy listed below are employed as ministers of the Episcopal Diocese of Indianapolis and are not provided a residence the Executive Council on the 21<sup>st</sup> day of December designates as parsonage allowance for each as stated below for 2013 within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Charles Allen:

Housing	\$ 18,200
Utilities	<u>\$ 8,800</u>
Total	\$27,000

Peter Bunder:

Housing	\$ 23,900
Utilities	<u>\$ 8,100</u>
Total	\$ 32,000

Janet Richardson:

Housing	\$ 15,940
Utilities	<u>\$ 5,900</u>
Total	\$ 21,840

Debra Kissinger:

Housing	\$ 38,915
Utilities	<u>\$ 7,700</u>
Total	\$ 46,615

Bruce Gray:

Housing	\$ 41,100
Utilities	<u>\$ 3,600</u>
Total	\$ 44,700

Beth Macke:

Housing	\$ 19,000
Utilities	<u>\$ 4,000</u>
Total	\$ 23,000

Rebecca Nickel:

Housing	\$ 34,400
Utilities	<u>\$ 6,120</u>
Total	\$ 40,520

Linda Johnson:

Housing	\$ 31,680
Utilities	<u>\$ 5,700</u>
Total	\$ 37,380

Cate Waynick:

Housing	\$ 69,300
Utilities	<u>\$ 9,750</u>
Total	\$ 79,050

On line Voting – 12 YES

**Joe Weaver moved to Ratify the online vote for housing requests taken on December 21, 2012, Coral Hamlin seconded – passed unanimously.**

Canon Debra Kissinger spoke about the Safeguarding (online & off line) training & what people needed & asked for all to complete their training soon! All members of E.C. need to have training every 3 years in all of the Safeguarding programs.

The Rev. Peter Bunder offered a blessing before lunch. We will reconvene at 1:00 pm

Meeting was reconvened at 1:10 pm and **Steve Holt reported that by January 18<sup>th</sup> he will email**

*the Executive Council a resolution from Exploration & Opportunity to accept the names & parishes that all 15 members of the Restructuring Task Force for all to vote on.*

**Caroline Fairbanks moved that the Executive Council approve up to \$2,200 to support an overnight meeting for the Task Force on Structure of the Executive Council and the Diocese of Indianapolis to “establish the working structure for the task force” and that it approve up to \$500.00 for supplies, etc. Approved by Joe Weaver – passed unanimously.**

**Steve Holt moved that *Caroline Fairbanks* be appointed as a liason to the Restructuring Task Force. This was seconded by Karen King and it passed unanimously.**

Peggy Miller reported that Group B has their schedule set with their visitations being January 26, 2013 at St. Paul’s, Evansville starting at 3 pm CST and May 2, 2013 at St. Timothy’s, Indianapolis starting at 6:30 pm EST.

Group A has tentatively set their visitations for April 10, or May 22 at St. James, New Castle and March 20, 2013 at St. Francis in the Fields, Zionsville starting at 7 pm EST.

Peggy Miller will email all of E.C. with the final dates & times from Group A & C.

**Next Executive Council Meeting:** March 16, 2013 at the Indiana Inter Church Center, 1100 West 42<sup>nd</sup> Street, Indianapolis, beginning at 10 am (EST) and going until work is completed (no later than 3 pm).

C. Davies Reed closed the meeting with prayer

Respectfully submitted,



Sally Cassidy



+Catherine M. Waynick  
Bishop of the Diocese of Indianapolis