

**Diocese of Milwaukee  
Executive Council Minutes  
September 22, 2018 10:00 a.m.  
St. Mary's, Dousman**

Present: The Rt. Rev. Steven A. Miller; the Very Rev. Andrew Hanyzewski; Mr. Peter Larson; the Rev. David Simmons, President of the Standing Committee; the Rev. Elizabeth Tester; the Rev. Debra Trakel; Mr. John Washbush; Ms. Janice Watter, Vice-President of Executive Council and Ms. Kristen Wold

Others present: Canon Peggy Bean, Canon for Congregations; Ms. Marlene Udovich, Financial Officer and Ms. Jill Heller, President of Trustees of Funds & Endowments

Absent: Mr. Clyde Bachand, Diocesan Treasurer; Ms. Kada Bush; The Rev. Dr. Jonathan Grieser; Mr. Ron Johnson; the Rev. Joel Prather; the Rev. Chuck Zellermayer and the ex-officio member (attendance is optional); the Rev. Jana Troutman-Miller, President, Commission on Ministry

Guests: Ms. Lygia Topolovec of St. Matthias, Waukesha  
Dr. Jennifer Henery representing the Haiti project

At 10:10 a.m. Bishop Miller called the meeting to order and opened with prayer.

**Action Items:**

**Approval of July minutes**

Bishop Miller asked if there were any additions, deletions or changes to the minutes of the July 18, 2018 Executive Council Meeting via Conference Call.

\*\*\*The Rev. David Simmons moved and Mr. Peter Larson seconded the motion to approve the July minutes as presented. They were so approved.

**Approve Sustainable Development Goals**

Bishop Miller presented the Sustainable Development Goals grant requests as outlined by the Rev. Carol Smith, Chair of the Commission on Global Reconciliation. The Diocesan Haiti Project requested \$2,000.00; the Companion Diocese of Newala, Tanzania requested \$3,334.00.

\*\*\*Since the grant requests came from a committee, it did not need a second. There was no discussion and the motion to approve the grant requests passed unanimously.

**Approve St. Matthias request for funds**

Ms. Lygia Topolovec, Senior Warden at St. Matthias, Waukesha, spoke on behalf of their request for funds from the Permanent Development Fund and in response to the recommendations made by the Finance Committee. At the end of the presentation and after questions from the Executive Council clarifying the concerns and questions from Ms. Topolovec and the Rev. David Simmons, the Council excused Ms. Topolovec and the Rev. David Simmons.

The current situation at St. Matthias, Waukesha, its past financial history and possible future issues were discussed.

\*\*\*The Rev. Andrew Hanyzewski moved and Mr. Peter Larson seconded that the report from the Finance Committee be received and that the recommendations of the Finance Committee be adjusted by omitting numbers 4 and 5 to be dealt with at a future date. The motion carried with one abstention, the Rev. David Simmons.

It was further decided that the decision of the Executive Council would be formulated in a letter drafted by the Rev. Liz Tester and Mr. John Washbush, approved by the Council and then sent to the parish.

### **Short Break 10:35-10:40**

After the break, Ms. Lygia Topolovec and the Rev. David Simmons returned to the meeting. The decision of the Executive Council was presented to Ms. Lygia Topolovec and the Rev. David Simmons by Mr. John Washbush noting that a letter confirming the decision would be forthcoming.

### **Information/Discussion Items:**

#### **Trustees of Funds and Endowments**

Ms. Jill Heller, Executive Director of the Trustees of Funds and Endowments presented a brief overview of the services they provide for the Episcopal Diocese of Milwaukee. She also distributed brochures delineating and explaining the services. She offered to assist any parish by meeting with them or giving a presentation.

#### **Haiti Project**

Dr. Jennifer Henery updated that Council on the Administrative Agreement with APSHA that was entered into March of 2018. She noted that though there were “glitches.” it was successful in assuring accountability. She also explained transitions and changes in personnel and the need for letters of agreement for them.

\*\*\*The Very Rev. Andrew Hanyzewski moved and the Rev. Debra Trakel seconded to affirm the continuation of the Administrative Agreement. The motion passed unanimously.

Bishop Miller recommended that Dr. Henery meet with Ms. Marlene Udovich, the diocesan financial officer, to review the letters of agreement for the Haiti employees.

#### **Resolution Regarding the Distribution of Funds from the St. James’ Church Endowment**

This resolution had been put on hold in order to clarify certain terms, in particular “inner city ministry” and how it is applied in Trustees of Funds and Endowments, Inc.

The Finance Committee reviewed and revised the resolution. Ms. Jill Heller presented it to the Council.

\*\*\*Because it came from a committee, it did not need a second. The resolution passed as presented.

#### **Update from Organization Chart Subcommittee**

Mr. John Washbush gave a brief report that, he and the other members the Rev. Liz Tester and the Rev. David Simmons, are moving forward with the process, but it is not ready at this time.

## **Formation of Property Committee**

Ms. Jan Watter noted it would be important to include people with expertise especially in the area of real estate on the committee. Mr. Ron Johnson was recommended to be on the committee as having done solid walk-throughs of property recently set up for sale. Ms. Watter will put an ad/request in the Clergy News and Notes and the E-news.

## **Financial Reports**

Ms. Marlene Udovich noted that, though there was no financial report, the job description of the Financial Reviewer was before the Council. She reminded the Council of the new audit process that was beginning and asked for help in obtaining individuals to assist in the audit process.

## **Canon's Report**

Canon Peggy Bean brought a request from St. Boniface in Mequon that the Executive Council approve helping the congregation retire its debt as it did with St. Mary's in Dousman, St. Aidan's in Hartford and St. Bartholomew's in Pewaukee. They would raise \$200,000 and the Permanent Development Fund would contribute \$100,000.

She further noted that Mission and Development felt because the church has had a good record of accomplishment raising money it would approve this plan with the caveat that a representative – Alice Mirk – from Mission and Development consult with them on their redevelopment plan. On September 5, 2018, Commission on Mission and Development approved the request from St. Boniface to contribute \$100,000 from the Permanent Development Fund after they raise \$200,000.

\*\*\*After a brief discussion, Bishop Miller stated that the request comes from a committee so does not need a second. There was no further discussion and the motion to grant the request from St. Boniface, Mequon carried unanimously.

Canon Peggy Bean also spoke briefly about St. Andrew's Monroe and the possible creative approach to assist them as their numbers dwindle.

Canon Peggy Bean further spoke about the success of the Leadership Day – that it was very well received; that it *provided good practical information on how to connect and build relationships within the community in order to have a strong community of stewards* and that the setting was lovely and welcoming.

## **Bishop Miller's Report**

Bishop Miller asked that the clergy vest, process and sit in the chancel for the Eucharistic Service.

He noted that St. Andrew's, Kenosha is connecting with St. Matthew's, Kenosha and the paper work for the sale of the property is in the final stages, on hold while a non-profit considers buying it.

The issue regarding the previous agreement with St. Luke's Hospital, Racine is not settled.

Bishop Miller asked for an authorization to spend \$2,200.00 for an appraisal. He noted that it is likely that the Brown Deer school district would buy the St. Martin, Brown Deer property, but that an appraisal was needed.

\*\*\*The Rev. Andrew Hanyzewski moved and the Rev. Debra Trakel and the Rev. David Simmons seconded the authorization to have an appraisal done for the St. Martin, Brown Deer property. The motion passed unanimously.

The deed to the St. Luke's, Whitewater property specifically states, that once the property is not being used as a church, it reverts to the owner. In accordance with the deed:

\*\*\*The Executive Council unanimously affirmed the policy, as stipulated in the deed, that items not related to the deed would be retained by the diocese; the property would be returned to the owner.

Bishop Miller concluded that in September he would be at a House of Bishop Meeting and a Province V meeting; in October, he had the convention and a meeting of the Board of the General Theological Seminary.

Mr. John Washbush moved and the Rev. Debra Trakel seconded the adjournment of the meeting. The motion carried.

Respectfully submitted,

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

## **Appendix I**

**ALL MEETINGS WILL BE HELD AT  
ST. BARTHOLOMEW'S, PEWAUKEE**

### **Future Meeting Dates for 2018 Executive Council**

November 10, 2018	10 AM - 12:30 PM
December 1, 2018	10 AM

### **Future Meeting Dates for 2019 Executive Council**

January 5, 2019	10 AM
March 2, 2019	10 AM
April 6, 2019	10 AM
May 4, 2019	10 AM
June 1, 2019	10 AM
September 7, 2019	10 AM
October 5, 2019	10 AM
November 2, 2019	10 AM

## **Appendix II**

### 2018 Norms for Executive Council Meetings

Begin with prayer

Start and end on time

Receive and Review material one week ahead of time of meeting

Respectful communication

    Assume good/best intentions

    Seek to model reconciliation

    Look for the best in others

    Give the best we have

    Gentleness first

Recuse oneself or abstain from matters in which one has a conflict of interest

Respect the “confidential nature” of the discussion (Identify if confidential)

All responsible for the process at the table; Pay attention/Be actively engaged

All members of Executive Council are authorized to raise their hand, to call for a pause in the process, and to ask for a moment of prayer from the Bishop

We are always The Church