

Diocese of Milwaukee
Executive Council Minutes—Special Executive Council Meeting
December 21, 2021 6:30 p.m. via ZOOM

Roll Call was taken.

Present: Bishop Jeffrey Lee; the Rev. Joel Prather, Vice-President of the Executive Council; Mr. Mike Weber, Diocesan Treasurer; the Rev. Jana Troutman-Miller, President of the Standing Committee; Ms. D'Arcy Becker; the Rev. Steve Capitelli; Dr. John Johnson; Mr. Peter Larson; the Rev. Pippa Lindwright, President of Commission on Ministry; Ms. Janice Pauc; Mr. John Vogel and Mr. John Washbush

Others present: The Rev. Scott Leannah, Canon for Ministries; Ms. Jill Heller, Executive Director of Trustees of Funds & Endowments and Mr. Mark Ehrmann, Esq., Chancellor

Absent: The Rev. Pedro Lara and the Rev. Scott Seefeldt and the ex-officio member (attendance is optional); the Rev. Ian Burch, President of Commission on Ministry

Special Guests: The Rev. Dr. Kevin Huddleston, Ms. Caroline Senn and the Rev. Debra Trakel

At 6:32 p.m. Bishop Jeffrey Lee called the meeting to order and offered an opening reflection and prayer.

The Rev. Kevin Huddleston was recognized for his work in organizing the finance office and all his assistance with parish financial issues. The Rev. Kevin Huddleston expressed his appreciation for the conversations held and wisdom shared. He felt that there would be a smooth transition in the finance office, and he was looking forward to the next stage – RETIREMENT.

The Council then dealt with the matters on the agenda:

A – Matters arising from the restructure of the EDOM finance office

1. Resolution re: change of financial control
2. Resolution re: signing authorities
3. Resolution re: Financial Controller

B – Clergy Housing Resolution for 2022

C – Investment of TENOH 1 Funds received

4. Resolution re investment of TENOH 1 Funds

Bishop Lee presented the first resolution, which, since it came from the finance committee did not need a second. After a brief discussion clarifying approval of payments, the resolution was amended to read:

***The Executive Council of Episcopal Diocese of Milwaukee hereby authorizes Caroline Senn, Financial Controller, to conduct the daily business of the Episcopal Diocese of Milwaukee as its representative. Furthermore, Caroline Senn is authorized to complete all payments that are line items in the budget approved by Diocesan Council, October 2021. Payroll submissions and expenditures for all other items will need to be approved by the Treasurer or member of the Finance Committee.
The resolution passed.

Bishop Lee presented the second resolution, which, since it came from the finance committee did not need a second.

***The Executive Council of the Episcopal Diocese of Milwaukee hereby authorizes the Treasurer, Mike Weber, the Bishop (or Ecclesiastical Authority), Jeff Lee and Financial Controller, Caroline Senn to be signers on all Diocesan accounts, including, but not limited to: operating fund, saving fund, Haiti Fund, Permanent Development fund and credit cards.

After a brief discussion, the resolution passed.

Bishop Lee presented the third resolution, which, since it came from the finance committee did not need a second.

***The Executive Council of Episcopal Diocese of Milwaukee hereby agrees to the creation of the role of Financial Controller, reporting to the Provisional Bishop of Milwaukee. The total annual compensation for this position will be \$140,000 plus employer payroll taxes estimated at \$10,710.* The Financial Controller and the Episcopal Diocese of Milwaukee will enter into an employment agreement with an effective date of 1 January 2022 on this basis.

* The 2022 budget for finance personnel is \$220,000

After a brief discussion covering some of the history of the finance office, job description for and salary determination of the new position, the resolution passed.

Bishop Lee presented the Housing Resolutions.

Mr. Peter Larson wondered if they could be voted on as a whole.

***Mr. John Washbush moved that the vote for approval of the Housing Resolutions be for all three simultaneously. Mr. John Johnson and Mr. Steve Capitelli seconded the motion. The motion passed.

***The three Housing Resolutions below, passed.

Housing Resolution for 2022 for The Reverend Canon Dr. Kevin D. Huddleston:

RESOLVED, that of the total compensation to be paid to The Reverend Canon Dr. Kevin D. Huddleston during 2022, \$30,000 shall be designated as housing allowance (in lieu of the Episcopal Diocese of Milwaukee providing and maintaining a furnished residence for him), to be excludable from taxable income, within the meaning of section 107 of the Internal Revenue Code, to the extent that said housing allowance is spent by The Reverend Canon Dr. Kevin D. Huddleston for expenses of renting or providing a furnished home for himself and family, including rental or mortgage payments, insurance, utilities, furnishings, maintenance and repairs and other related expenses, up to the fair market rental value of said home, including furnishings and utilities. This housing allowance designation will apply to calendar year 2022.

Housing Resolution for 2022 for The Reverend Kevin Stewart:

RESOLVED, that of the total compensation to be paid to The Rev. Kevin Stewart during 2022, \$20,000 shall be designated as housing allowance (in lieu of the Episcopal Diocese of Milwaukee providing and maintaining a furnished residence for him), to be excludable from taxable income, within the meaning of Section 107 of the Internal Revenue Code, to the extent that said housing allowance is spent by The Rev. Kevin Stewart for expenses of renting or providing a furnished home for himself and family, including rental or mortgage

payments, insurance, utilities, furnishings, maintenance and repairs and other related expenses, up to the fair market rental value of said home, including furnishings and utilities. This housing allowance designation will apply to calendar year 2022 and all future years unless otherwise provided.

Housing Resolution for 2022 for The Reverend Canon Scott Leannah:

RESOLVED, that of the total compensation to be paid to The Rev. Scott Leannah during 2022, \$22,000 shall be designated as housing allowance (in lieu of the Episcopal Diocese of Milwaukee providing and maintaining a furnished residence for him), to be excludable from taxable income, within the meaning of Section 107 of the Internal Revenue Code, to the extent that said housing allowance is spent by The Rev. Scott Leannah for expenses of renting or providing a furnished home for himself and family, including rental or mortgage payments, insurance, utilities, furnishings, maintenance and repairs and other related expenses, up to the fair market rental value of said home, including furnishings and utilities. This housing allowance designation will apply to calendar year 2022 and all future years unless otherwise provided.

Bishop Lee presented the fourth resolution, which, since it came from the finance committee did not need a second.

***Resolved, that the \$1,667,500 received from Tenoh 1, LLC be transferred to TFE for investment in a temporary fund invested in the short-term pool of The Combined Fund. After a brief discussion including the following items:

- the Diocese has received a \$1,667,500 distribution from Tenoh 1, LLC;
- the Finance Committee intends to provide to Executive Council options for the ultimate use of these funds at a later date;
- the Diocese's savings and checking accounts at Chase Bank earn very little interest; and
- the Diocese has previously placed larger cash deposits into a temporary account in the short-term pool of The Combined Fund at TFE while the ultimate use of those deposits is under review by the Executive Council,

the resolution passed.

The Rev. Joel Prather gave the closing prayer and blessing; Deacon Marge said the dismissal.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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

Appendix I

2021 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, leave the room and 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.