

**Prince of Peace Episcopal Church**  
**BISHOP'S ADVISORY COMMITTEE**

June 30, 2024

*This special meeting was called for the purpose of approving the minutes from June 23.  
The meeting was held after Sunday worship in the chapel at St. Paul's.*

**Present in person:** Nancy Mortenson, Senior Warden; Barb Barb (2026), Junior Warden; Diana Rainey (2027); Katrine Smith (2027) and Barbara Ross (Clerk)

**Absent:** Steve Buresh (2027); Mary Knutsen (2026); Mary Macy (2025), Treasurer

**Guest:** The Rev. Linda Wood

**Call to Order:** Nancy called the meeting to order.

**Registration with the Secretary of State – Nancy Mortenson**

Senior Warden Nancy Mortenson opened the meeting by reporting she had learned that in order to open a new bank account, Prince of Peace must show that we have an active business registration with the Secretary of State. Unfortunately, our registration is currently inactive.

At Nancy's request, Clerk Barbara Ross researched the minutes and discovered two references to this in past minutes:

**From the November 11, 2022 minutes:**

**Secretary of State Business Registry**

Rachel reported that our Secretary of State Business Registry was done incorrectly. It expired at the end of the year. Mary will introduce Rachel to the diocesan chancellor so they can talk about how it can be corrected.

**From the May 17, 2023 minutes:**

**Secretary of State registry**

Rachel reported our registry with the Secretary of State has expired. Chris+ (The Rev. Christopher Craun, Diocesan Missioner for Thriving Congregations) said to bring it to the attention of the Bishop who will likely have the Chancellor handle it.

Nancy will contact Anne Marie Lowe, Canon for Finance and Property at the diocesan office, for advice as to how we should proceed.

**Further discussion about opening a new bank account**

In response to questions, Nancy clarified that if we open a new account, we will need to transfer funds from the current account into it. She expects we will allow the current account to lay fallow for a couple of months to make sure all checks are covered and so we can figure out which automatic payments will need to be transferred to the new account.

Nancy also reported she was able to pick up 10 more checks from the financial files at St. Thomas so she will be able to make payments as needed until the new account is open. We continue to receive online statements from the current account but because Treasurer Mary

Macy is the only person who knows the password to the current account, we have not been able to open them.

**Approval of the June 23 minutes:**

Diana moved we approve the minutes from the June 23 meeting. This was seconded by Katrine and approved unanimously.

Diana volunteered to contact Mary Knutsen to make sure she checks her email and is aware of what transpired at the June 23 meeting. Mary missed the meeting because she was attending ECW Triennial and General Convention in Kentucky. Nancy said she is at a loss as to how to get a response from Mary Macy.

**Other items discussed:**

**1. Safe Church**

1. Nancy said she is in conversation with Sally, the senior warden at St. Thomas, about the diocese holding an in-person SAFE Church training in the Salem area.
2. Nancy will let us know as soon as that is decided.

**2. Licensing of EM's, EV's and Readers**

1. Ray and Diana drove to St. Thomas yesterday to attend the training for EM's only to learn that they had been given the wrong time.
2. Rev. Linda Wood graciously agreed to do a special training for EM's next Sunday after church.
3. Nick has been invited to attend.

**3. Website progress**

1. Barb Ross was able to get website credentials for Jeanne Dalton.
2. Jeanne and Rachel met yesterday for training.

**4. Defibrillators and First Aid kits**

1. Barb Barb reported that St. Paul's has two defibrillators and lots of first aid kits.
2. There is a defibrillator and first aid kit at the end of the catwalk near the library.
3. To date, there are is not a defibrillator upstairs.
4. Cost for a defibrillator was estimated to be \$700-\$800.
5. Barb Barb will continue to pursue making sure we have access to the proper equipment and training for people to use them.

**Meeting adjourned – Nancy Mortenson**

**Next Regular Meeting will be Sunday, July 21.**

Minutes taken by Barbara Ross, Clerk