

Prince of Peace Episcopal Church
BISHOP'S ADVISORY COMMITTEE
December 15, 2024

The meeting was held after Sunday worship in our office location on the second floor of St. Paul's.

Present in person: Nancy Mortenson, Senior Warden; Barb Barb (2026), Junior Warden; Mary Knutsen (2026); Steve Buresh (2027); Diana Rainey (2027); Katrine Smith (2027); and Barbara Ross (Clerk)
Absent: Nick Fortey, Treasurer
Guest: Sue Rembert

Call to Order: Nancy called the meeting to order.

Opening Prayer: Nancy shared a prayer.

Approval of the Agenda: The agenda was approved with additions.

Approval of the minutes:

Minutes from the November 24 regular meeting were approved with corrections.

Treasurer's Report:

1. Newly-elected treasurer Nick Fortey was not able to attend the meeting.
2. Nancy distributed the November Profit and Loss and Balance Sheet statements from our new bookkeeper Steve Milligan.
 - a. She said the November income needs to be amended.
3. Nancy met with Steve on Thursday.
 - a. She complimented him on the simplicity of the reports.
4. The BAC needs to decide how much they wish to invest in laddered Certificates of Deposit.

Senior Warden's Report – Nancy Mortenson

1. Update on Rev. Linda Wood
 - a. Linda+ is getting close to completing her paperwork.
 - b. Nancy will ask her to contact Barb Ross concerning the Background Check.
2. Upcoming Sundays
 - a. December 22 – The Rev. Anne Moore will celebrate and Diana will fill in for Ray as EM.
 - b. December 29 – We will join St. Paul's at the 10:00 service.
 - i. Barb Ross will be a lector and Diana Rainey will serve as a Eucharistic Minister.
 - ii. In recognition of the complications that we have had with Aysa's payroll this past year, it was moved that we pay Asya for December 29 even though she will not be playing that morning. M/S/P
 - c. January 5 – Asya will not be available. Nancy will check with Rebecca or Honey to see if one of them can play the piano to for us.
3. Financial matters
 - a. Nancy went to the Post Office to let them know it is OK to accept bank statements at our address even though they are addressed to the Diocese of Oregon.

- i. Unfortunately, the Post Office said that since the PO Box was opened by The Rev. Margaret McMurren and former parishioner Rick Passiantes, they are the only ones that can make changes to the account.
 - b. Nancy will request that the bank send digital copies of the statements from our new bank account rather than mailing hard copies.
- 4. New Bookkeeper, Steve Milligan
 - a. Our new bookkeeper Steve Milligan has agreed to help us send our donation statements and develop a budget.
 - b. Nancy invited Steve to attend our January 19 BAC meeting.
 - c. Steve has been in contact with the Polk County Assessor and with Ann Marie Lowe from the diocesan office regarding the possibility of getting at least part of our property deferred from the tax rolls. More information will be coming.
- 5. Communications with St. Paul's
 - a. Nancy met with The Rev. Janell Monk, Parish Administrator Colleen Kistler, and Senior Warden Johana St. Clair.
 - i. St. Paul's utility expenses went up 40% last year.
 - ii. Our rent is expected to go up 35% next year.
 - b. Several members of Prince of Peace have received pledge requests from St. Paul's.
 - i. This most likely is because individuals have made various donations to St. Paul's and thus are in their database.

Junior Warden's Report - Barb Barb

1. The museum tour is on hold.
2. No response yet from the Fire Department regarding a CPR class.

Altar Guild – Mary Knutsen

1. The Altar Guild is busy getting ready for Christmas.
 - a. They plan to put up the creche next Sunday.
 - b. Katrine will check with St. Paul's to see when the poinsettias will be coming.

Garden Committee – Barb Ross

1. Things are quiet at the garden this month.

Office/Administration – Nancy Mortenson

1. Nancy said she could use some help with filing.
 - a. Barb Barb volunteered to help in January.
2. We still have files stored at St. Thomas.
 - a. Nancy will check with Steve Milligan to see how long we need to keep them.

Items for Discussion and Action

1. Christmas Services
 - a. Since we will not have a priest for Christmas, members of Prince of Peace are invited to worship with St. Paul's at 4:00, 8:00, or 10:00 p.m. There will be a Carol Sing at 7:30.
2. Bishop's Visitation on Sunday, January 26.
 - a. Nancy sent in the initial paperwork.
 - b. The BAC indicated a desire to meet with the Bishop.
 - c. We will do further planning at our January BAC meeting.

3. Integrity Money
 - a. According to the January 2021 Activity Report, the amount money that Prince of Peace has been holding for Intergity is \$1387.90. This may date back to the time when Matt Haines, former member of Prince of Peace, was president of Integrity.
 - b. Charlene McCreight, a former member of Prince of Peace who also served as Integrity President, has requested that these funds be transferred to St. Barnabas, McMinnville, where she now worships.
 - c. Nancy will check with Steve Milligan to see how best to make that happen.
4. Property
 - a. Steve Milligan is checking to see if we qualify for tax abatement.
 - b. The recent doubling of the community garden space should help.
 - c. Other ideas that have been discussed in the past include adding a pergola, benches, a labyrinth, or Stations of the Cross walk.
5. Budget
 - a. Steve Milligan has agreed to help us develop a budget for 2025.
6. Bylaws
 - a. Barbara Ross distributed the most recent version of the Bylaws which were amended and approved in 2023.
7. Annual Meeting
 - a. Date for the Annual Meeting was tentatively set for February 16.
8. Diocesan Vestry /BAC Day
 - a. The Willamette Convocation is invited to attend the Vestry/BAC Day that is scheduled for Saturday, February 22 from 10:00-4:00. Registration is \$12 which includes lunch.
 - b. Barb Ross will send out the registration link to members of the BAC.
9. Piano
 - a. Our piano is currently being stored at St. Thomas.
 - b. Northwest Piano Service notified us that their rate to tune a piano is increasing to \$175.
 - c. It was decided to wait until piano is moved into a permanent location before having it tuned.
10. Senior Warden Zoom meetings with Bishop Diana
 - a. Nancy has attended opportunities for Senior Wardens to meet with the Bishop on Zoom.
 - b. There are currently 20 congregations in the diocese without priests.
11. Bishop Ladehoff
 - a. It was noted that Bishop Ladehoff, who is the Bishop who named Prince of Peace, has continued to be a faithful supporter of Prince of Peace over the years.
 - b. It was suggested we send him a Christmas card and perhaps some chocolate goodies to show our appreciation.

Closing prayer – Nancy Mortenson

Meeting adjourned – Nancy Mortenson

Next Regular Meeting is scheduled for Sunday, January 19, 2025.

Minutes taken by Barbara Ross, Clerk