

Prince of Peace Episcopal Church
Special BAC Meeting
September 29, 2024

*This special meeting was held after Sunday worship in our office location on the second floor of St. Paul's.
Purpose of the meeting was to approve the DPA letter to the diocese.*

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

Absent: Barb Barb, Junior Warden (2026); Steve Buresh (2027)

Call to Order: Nancy called the meeting to order.

Senior Warden's Report – Nancy Mortenson

1. Nancy reported the Chris Craun, Canon to the Ordinary, has been unable to reach Mary Macy.

Items for Discussion and Action

1. Diocesan Program Assessment (DPA)

- a. The letter and application to the Diocese of Oregon requesting a reduction in our DPA were approved with minor changes. M/S/P

2. New bookkeeper

- a. Nancy reviewed next steps with Steve Milligan, our newly-hired bookkeeper.
- b. Steve has worked with St. Barnabas, McMinnville and currently serves as Polk County treasurer.

3. Church Windows to QuickBooks

- a. We likely will switch to QuickBooks but will work that out with the new bookkeeper.
- b. Nancy is optimistic we can get this done with help from Neil of St. Thomas and our new bookkeeper.
- c. St. Thomas already uses QuickBooks.
- d. Barb Ross reminded the group that Marcia and Jeanne have both indicated they have experience with QuickBooks. Nancy uses QuickBooks at home.

4. Financial Records

- a. At former treasurer Mary Macy's request, many of our financial records are currently being stored at St. Thomas, Dallas.
- b. After a conversation with our new bookkeeper, a group will go to investigate what records are at St. Thomas and what records need to be brought to our Salem office.

Closing thoughts

Nancy expressed appreciation for the support she has received from the Diocesan Staff.

Meeting adjourned – Nancy Mortenson

Minutes taken by Barbara Ross, Clerk