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Leadership Team Meeting
Minutes
Thursday, September 17, 2026

Meeting minutes taken by Jill Barry

Members Present: Cal Meuzelaar, Sally Todd, Laura Kremer (via Zoom), Co Walter (via Zoom), Mary Trasky, Marjo Jordan, the Rev. Jonathan Bratt Carle (JBC)
Non-voting Present: Jill Barry (recording secretary)

Meeting called to order 6:03 PM; Cal offered the opening prayer.

- Cal mentioned a study completed by The Episcopal Church which showed that only two things influence whether a particular congregation is growing or declining: 1) If there is a follow-up process for inquiries/visitors, and 2) whether leadership spends at least 1/3 of their time dealing with strategic planning.

Agenda approved with corrections/additions (deleted Vision Retreat Goals from Old Business/added Marjri & cleaning to New Business, as well as Diocesan Delegate) (Marjo moved / Mary 2nd/Passed)

Prior Minutes for August approved with typo corrections (Laura K. moved/JBC 2nd/Passed)

Liaison & Clergy Reports – all reports accepted. (Laura K. moved/Marjo 2nd/Passed):

Clergy Reports (written) for August accepted

- Jonathan's report
  - Expressed gratitude for the leadership and congregation for their support during a time of grief, and for the hard work being done on several fronts including spiritual formation and facilities management.
- Kim's report
  - We prayed with Kim who is grieving her fur-companion Riley's illness.
  - Kim has set up Birthday Card ministry for a shut-in member who asked to contribute in this way.
  - Midweek 8-session Book/Bible Study has begun at Kim's condo.

Property (verbal report from Sally)

- Master Landscape Plan is still in progress – Sally was dissatisfied with the initial plans we received and will be looking into this further.
- Elevator – Cal, Sally, & John met with McNally Elevator (who have been our regular maintenance people for several years) and discussed what needs to be done to achieve a working elevator.
  - Our elevator is 32 years old and is not a size that is made anymore.
  - Installing a new elevator would be approximately $100,000 plus the cost of digging/creating a new shaft for the modern-size elevator.
  - An alternative would be to "rebuild" our current elevator, manufacturing the parts as needed. This cost would be approximately $43,000. 10% down is needed for McNally to get started on the project.
    - Discussed the importance of having an elevator for safety if we are to continue to use the lower level of the building. Discussed that after inspection by Cal and John, the new roof that is needed should be able to wait approximately 2 more years.
    - Discussed that we have sufficient funds in investment accounts to cover this extraordinary expense.
    - JBC moved that we proceed with the McNally rebuild quote and authorize Co to deal with the finance team to determine how to pay for it (determine which funds to take money from). Marjo 2nds – passed.
    - JBC and Co to also investigate the possibility of grants to help cover the expense, as the elevator is used primarily for ministry activities (Diaper Depot in particular.)

- Bhutanese Garden – old fence has been torn down by the gardeners (at Cal's request). A new, cheaper but higher fence will be put in late in October.
    - Cal mentioned the importance of the garden to the community, citing a conversation he had with a woman who clearly uses the garden as therapy/respite time away from caring for her sick husband.

Community Ministry (written report from Laura K)

- Holy Cross Day (Sept. 14) offering was earmarked for The Green Apple, but… plates were not set out for the service, and so there was only one offering rec'd.
- Discussed the Spaghetti Dinner fundraiser for The Green Apple, which has received decreasing support/energy around this event in the last few years (since Covid). Marjri W. had agreed to head this again this year, but the Leadership Team is recommending that we cancel the dinner and find other ways to support the pantry. Laura K. will discuss it with Marjri.

Hospitality (no report).

Worship & Music – (verbal report from JBC)

- Thankful to everyone who helped to rearrange the altar area, and especially to Laurie G. for all the organizing she has done for the altar guild
- We are looking into picking a new (better) wine for communion.

Together West Michigan – (verbal report from Marjo J.)

- Candidate Accountability Forum coming up Saturday, October 10 at 10 AM – we are being asked to attend.
- Asking that everyone vote in the midterm elections (November 3.)

Correspondence

- Thank you from In the Image for support of their shoe program.

Treasurer's Report – (written report from Co)

- Discussed several items from the audit that were either recommended or required
- We are not in compliance in terms of the Sunday counting procedures
    - We need to recruit additional counters and keep them on a rotating schedule
    - It was suggested, and agreed, that leadership team members present would agree to help count.
- Noted that we need to make electronic copies of vital parish records, including non-financial records, and store them off-site.
- Noted that the elevator repair will be considered a capital improvement expense.
- Briefly discussed a stewardship campaign for 2027. We will need to get pledge cards out to members and get them back in before Thanksgiving in order to assist with creating a 2027 budget.

Old Business:

- LGBTQ+ Workgroup (Jonathan BC, Sally T., Marjo J., Cal M., Mary T., Laura K., Lauren, Mary M., Diane) – have not done anything further since putting out the "inclusion" pins in the narthex.

New Business:

- Marjri W., our current cleaner, has put in her 2-week notice, as the job has become too much for her to juggle.
    - Discussed options including using the company that Holy Trinity is using (which comes with a high recommendation from JBC).
    - JBC will contact them (GH Cleaning LLC); Sally will coordinate getting additional quotes from other companies.
- Committee Structure as listed in our By-Laws

  - Discussed revitalizing that structure, with each member of the Leadership Team potentially chairing a committee, or at least acting as liaison to the LT.
  - Emphasized that the work being done by different committees/teams has to be moving in sync with the vision of the congregation.
- Per the By-Laws, the Leadership Team must appoint a nominating committee to identify congregants who meet the qualifications to be on the Leadership Team for the coming year.
  - Appointed: Mary T., JBC, Co, Laura K.
- Diocesan Delegate
  - Our delegate Shelley M. is not able to attend Diocesan Convention in October due to work constraints.
  - Our alternate delegate is Chuck M., and it is probable that with his new job he may not be able to attend either.
  - Discussed and named potential alternates of Tony B., Andrew T., Esther Y.-P., and Laura K.
  - Co moved that the Leadership Team agree to elect an alternate from this list (in the order of that list, if they are available and willing to go), in the event that Chuck is not able to attend convention. Mary T. 2nd, passed. JBC to contact people from the list as needed.

Next meeting scheduled for Thursday, October 15, at 6 PM

Meeting adjourned at 9:01 PM and closed with the Lord's Prayer.