

## BCC Agenda March 20, 2025

Fr. T - Father Tim Backus  
SM - Sean McGaughey, Bishop's Warden  
JN - Jeff Nieusma, Property Warden  
GSC - Geri Sue Coe, Member at Large  
AM - Ann Magnuson, Member at Large  
AP - Alechia Potter, Member at Large

DS - Dakota Solas, Member at Large  
GM - Ginger Miller, Member at Large

NJB - Nancey JohnsonBookstein, Deacon  
JS - Jeff Solas, Treasurer  
MDM - Michelle Mrgan, Clerk

Opening Prayer: Father Tim

BCC check in: (10 minutes)

Core Value(s): (3 minutes)

Children: A place where children are welcomed and learn to love God and one another. (Luke 18:15-17)

Approval of Minutes: 02-20-2024 (1 minute)

Vicar Report: Fr T (8 minutes)

Deacon Report: NJB (8 minutes)

Outreach, Safety, Realm

Bishop's Warden Report: SM (8 minutes)

Property Warden's Report: JN (8 minutes)

Treasurer Report: JS (8 Minutes)

FSV Report: JS (5 minutes)

Nonprofit Report(s): (5 minutes)

BBCR: MDM

BV: JN

Scout Report: GSC (5 minutes)

Old Business: (10 minutes)

- Sexton pay increase: requesting \$50 extra per event due to extra cleaning
- Budget line item for music: \$803 (was \$600 + \$203 from book sales)
  - One License \$210
  - Right Song \$149 = \$608 spent (\$195 left for music purchase)
  - CCLI \$249
- Recap of BCC retreat and additional items
- BV Welcome Party: list of local businesses, welcome wagon, gift bags, contact chamber, (use polls)
- Digital Bulletin
- Raise Right Promotion

New Business: (10 minutes)

- Caviness Bookkeeping Solutions: \$360
- CFB Account and Domain: \$1,085.02, \$38.16/yr for domain
- GoFundMe Account for Ethan
- FSV: posting financials in member directory and on bulletin board
- FSV: *Good Futures* program
- Handles on the door to assist with opening and closing
- Garage sale

Prayers and adjournment:

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**Call to Order:** 7:06pm MT

**Attendance:** Fr T, SM, JN, GSC, AM, AP, NJB, MDM

JS, DS in at 7:19pm MT

GM Absent

**Opening Prayer:** Father Tim

**BCC check in:** (10 minutes)

**Core Value(s):** (3 minutes)

Children: A place where children are welcomed and learn to love God and one another. (Luke 18:15-17) SM

**Approval of Minutes:** ~~02-20-2024 (1 minute)~~ minutes not complete

**Vicar Report:** Fr T (8 minutes)

**Nursery:** we have several kids that are 3 and under. It is time to start thinking about a nursery.

**Membership Changes:** we have 2 new members; Billy Bean and Colleen Evans

**Mutual Ministry Review:** Fr T will have more info later

**Juliette Simmons Funeral:** March 22

Juliet Simmons, who had been a member of the choir, a member of the congregation for quite some time. and I believe, involved in several other areas. There are some, I think Bookie could certainly speak more to Juliet's life, but looking forward to us as a congregation, honoring her and her family on Saturday together.

**BCC Retreat Priorities:** \* are the biggest priorities

- \*Fall Festival for BV: we need to jump in and figure out how to do it.
- \*Babies/children/youth
  - we are losing Emily Rayburn (possibly in May)
  - anyone interested must do safe children training and have a background check
  - maybe Chellie McGaughey?
- Outreach to newcomers
- How do we keep the conversations going? Do we want separate periods of time during the BCC Meeting to talk about those and have 2 or 3 people in each group? Or if you guys want to talk about any of those specifically. But I just want to make sure nothing's falling through the cracks. Discussion followed on what we will need to get these priorities moving forward.
  - Nursery: cribs, space, advertising for caregivers (2), youth babysitting?
  - Children: new Sunday School teacher

### ACTION ITEMS:

ALL BCC: keep conversations about BV Fall Festival, babies/children/youth, Outreach to newcomers

Fr T: send follow up email about BCC Priorities and set up subgroups

Fr T: take to Emily Rayburn about addressing the congregation

**Deacon Report:** NJB (8 minutes)

**Outreach:** Outreach is getting very organized and want to do lots of things. It is now lay lead and clergy supported!

**St Francis:** Katie King is the liaison with St. Francis and is running the donation drive and wants to schedule a tour to go help for a day at the facility.

**SVVSD:** Ginger Miller is working with SVVSD to figure out a way to provide school lunches.

**Tri-town Nonprofits:** GM also has a list of about 20 nonprofits in the tri-town area and is going through them to see how we can help them or do joint projects.

**Realm:** People are beginning to use Realm. There have been some snags and Gary Jaycox is fixing them as soon as we know about them. The Realm Team: Gary Jaycox, NJB, MDM, GSC, Nancy Trubee

MDM: there is a problem with messaging people that you do not share a group with. I think it has to do with security settings that everyone chooses.

### ACTION ITEMS:

NJB, MDM: someone follow up with Gary Jaycox about messaging in Realm

### **Bishop's Warden Report:** SM (8 minutes)

**Becoming a Parish:** SM and Fr T met with John at the Diocese to look at the rubrics on what's required to become a Parish. Tim and I will put together a plan over the next 30 days to review those, and then start to get more of a committee together to look at developing a strategic plan to become a parish versus a mission.

**FSV: Good Future Accelerator:** a group is getting together to do this program. Anybody interested should reach out to SM or Demi Prentiss.

Fr T: it's a great opportunity. Part of it focuses on what is the property and the assets that you have? And are you utilizing them to the best for the community, but also more specifically for the financial gains of your church? It's a way of getting coaching through finding additional revenue streams.

**12 Step Program:** The Episcopal Church National has a Episcopal recovery program. That's on the 12 steps, and I reached out to someone at the Diocese and found out that our Diocese does not have anything like that so SM is going to find out if they will provide any resources for us to have a 12 Step Program. More to come!

**Parent Group:** The Parent Group is no longer meeting. This session ran it's course but can be restarted if needed, maybe when BV opens?

### **ACTION ITEMS:**

SM and Fr T: develop plan for becoming a Parish (you have 30 days!)

### **Property Warden's Report:** JN (8 minutes)

**Annual Back Flow Preventer Valve Inspection:** We are VERY past due on this inspection. The email address they notified was wrong and the mailed Final Notice was sent 02-17-2025 and then left on a desk for 2 weeks. THANK YOU AP for stepping up and finding someone to do the test and report.

AP: We reached out to 3 different people and only one of them got back to us. They will do it for \$125, and they are on the town of Frederick's list of certified people. AP will call them March 21 and set it up.

**Tree Trimming:** The tree trimming is done. We had to skip a few of the crabapples because of cost. The tree nutritionist came out and fed the trees. (They are fat and happy now!) In April he will come back out and arm the Ash trees against the Emerald Ash Boer Beetle.

**Exterior Light Bulbs:** Do we need any outside bulbs? AP and SM will check.

**Lights in Sanctuary:** NJB thinks it is too dark in the Sanctuary. Possible solutions are to change wall sconces to brighter LED bulbs and change out globes on the fans from the dark brown ones to frosted white.

### **ACTION ITEMS:**

AP and NJB: Decide on lighting changes in the Sanctuary

AP and SM: check for burn out bulbs/fixtures outside the church

### **Treasurer Report:** JS (8 Minutes)

- The numbers are following the same trend as last year. February utilities higher because of the cold.
- Plate is very low for this February, \$131. We have only taken in %70 of budgeted amount for this time frame.
- There was a strange \$200 fellowship expense that JS is questioning. MDM: it was for Ceili to make change at the bar. It needs to be transferred into the discretionary fund. (That is where money was taken out of for event)
- MDM: Black Hills Energy bill will decrease because MDM just got us registered as a nonprofit. (No more taxes)
- We have spent %91 of anticipated expenses for January and February.
- NJB: concerned about how the world is changing and thinks we may not see %100 of the pledges we are expecting so we need to be very careful on what we spend!

### **FSV Report:** JS (5 minutes)

- JS: MDM has send several emails about access to certain bank accounts. JS: We need to take a look at those and get back to you. There are a couple of items regarding transitioning the church finances to Realm and making sure that we have the right access for people to see the right numbers in the bank account, so we can connect everything.

### **Nonprofit Report(s):** (5 minutes)

**BBCR:** MDM

**Volunteers:** BBCR needs volunteers!!

**Sprinklers:** the automatic sprinkler system is done! George Andrews has done an amazing job building the new system. Hopefully there will be power from BV to BBCR sometime in April.

**BV:** JN

BV is still on schedule and planning for an August opening. JN is working on the pre-leasing tour for StB, it will most likely be on a Sunday after services.

### **Scout Report:** GSC (5 minutes)

Bryce: He has started in the garden and is making progress

Ethan: He is still in the fundraising stage

Kat: She is hoping to be done with the project by the end of 2025

## ACTION ITEMS:

GSC or AP: Talk to Kat about posting a flyer at the church to help raise money for her scout project

### Old Business: (10 minutes)

- **Sexton pay increase:** requesting \$50 extra per event due to extra cleaning

JS: My suggestion last time was that we do increase the event fee for letting people use our facility. That money we can redirect that dynamically. It sounded like we talked of investigating a couple of really good options for the medium to long term health of the of keeping the church clean and I'd just like to make sure we have money to do that. Whether the extra fee money is going to go to the Sexton or not?

Fr T: The only events that I can really think of that we would be charging would be the music events. There are no other real events, everything else is like Girl Scouts, or nonprofits. How many, MDM, do you think a year?

MDM: 4 to 6 paying events per year

Fr T: 4 to 6. Look, are you suggesting an increase of \$50 for those events or or other events too?

JS: Yeah, I am. I think, for events like this. I think the scout troops compose a a good portion of other events at the church that are not paying that fee, And I think that we need different strategies for that. If you teach those scouts how to keep it clean, I think they will. Cleanliness is in the Scout law.

JS: Even if that's only cleaning it once every other month, when we actually have a music event, I think that'll help improve the overall state of the church. Right? I mean, if a cobweb gets cleaned out, they probably won't be back next week.

MDM: The music events are only twice a year, two different people and they do them pretty close to the same time.

Fr T: Alright, I know there are still conversations being held. I know Shawn and I talked yesterday and I'm planning on talking with David. Sometime soon as well.

AP: Eric and I are gonna help David clean up after the funeral on Saturday. I keep trying to bug him about getting me involved and letting me help him. I tell him "I need to learn this, if I want to be property Warden. I need to learn how the freaking church is cleaned, so let me help you clean. If you're going to be at church, give me a call, and I will come." I have still not heard from him.

SM: It sounds like we just need to make sure. Does anything need to be addressed as far as saying, yes? I think that it is not unreasonable to increase the amount for cleaning. Simply, prices have gone up for utilization of space. Is there any concern about attrition based on increase of of rental?

MDM: I think so. It would be a 50% increase on the rental fee.

JS: I think that as a church, if we exercise some judgment there on, when when to apply that fee, or how much of that fee to apply, I'd hope that we could mitigate that attrition. But it's definitely a factor for sure. The main benefit for setting it up now is that we set that expectation for any future events. although there aren't that many of them we don't really have a good system in place for keeping the church clean for them. If there's more of them in the future, that's only going to compound the problem.

SM: Yeah, that's a good point. Perhaps maybe there's some possibility of good judgment being used for folks that have a legacy of utilization, maybe previous members or referral of new renters. Possibly referral discount so we are getting more people to use that space.

MDM: I don't know how much of a mess a piano recital can make? Sometimes they have food afterwards, in the Kildare room, so maybe the Kildare room needs to be swept again? I know the books have to be put back on the seats. But I just wonder, do we really have to clean the church every time they have a recital. If it's going to be cleaned anyways for Sunday, it may not need a second cleaning. I'm not against increasing the fee, because it hasn't been increased ever.

Fr T: I know one of those would be, after the recital, putting the books back out. So I know some stuff would have to be done. But it may not need to be as intense as as what's happening now is what you're saying?

MDM: If it becomes the thing where we actually start renting the church out more, which I think is our best option for bringing in real income, is could we do a table with the books on them instead of having them on the chairs? When you walk into church you grab your book off the table and you go sit down and when you leave church you put your book back on the table. [OMG CHANGE??!! I just swore at the entire BCC!]

JS: Actually, I think that's a really good idea, and not just whether that specifically, is a great idea. I really like that you're taking the time to think about something new, because changes like that could be really productive. I completely agree on the idea of renting out the church space more often as an alternate revenue stream.

SM: it seems to me that we need to have more conversation on this issue.

JS: I'd suggest we get some dates in place to decide on stuff. Last time we'd also said to start investigating the cost of cleaning crews. I like a lot of the thoughts that have been put out, my concern is that we'll continue to deliberate month over month, and it'll be 6 or 8 months until we make a decision. I would rather make a bad decision now, and then make a better decision to correct it in the future, than to make no decision.

MDM: I am going to look into some cleaning crews. I have a few emails to check into. I will also contact one of our recital people and ask about increase in pricing.

GENERAL: conversation continued about cleaning, piano maintenance, facility maintenance. Basically we need a plan for facility rental for future revenue stream (not expense)

SM: Jeff, do you want to put a date of 1 month, or 2 months, or 3 months? This is the date we have to have a final answer.

JS: I think 2 months would be very reasonable for that. If folks want to take the next month to do you know, research, brainstorm, flesh out any ideas that we've talked about in this month, and then we can kind of do some proposals next month, and then 2 months from now we can do some final voting and get some stuff set in stone.

**ACTION ITEMS:**

MDM: email Karen Reinhold about increasing pricing for facility rental

- **Budget line item for music:** \$803 (was \$600 + \$203 from book sales)

One License \$210

Right Song \$149 = \$608 spent (\$195 left for music purchase)

CCLI \$249

\*Sparkhouse \$211.74 (paid by Emily Rayburn)

I believe a bill came in this month for \$226 for music (from David). I'd say we should consider those licenses as part of the music budget for future years, and we should definitely check into that and make sure that the church accounts are paying for it, and not any individual.

SM: Well, Bookie, the licensing is specific to either recording and/or paper or video. So that we have the legal representation of using the music.

NJB: Correct. We have to have those licenses because we publish them in the form that goes out in the bulletin to the zoomers, in printed form for in church and to YouTube.

SM, NJB: discussed the various licensing programs we have, no decision was made on which to keep.

**ACTION ITEMS:**

NJB: Research all of the music licensing programs we own and see if all are needed.

- **Recap of BCC retreat and additional items:**
- **BV Welcome Party:** list of local businesses, welcome wagon, gift bags, contact chamber, (use polls)

**ACTION ITEMS:**

SM: Will contact chamber about list of local businesses, newcomer packet, etc for new BV residents.

- **Digital Bulletin:** People at other churches are using them and getting used to them. We will still need to start with a hybrid and ease people into it. We spend a lot of money on toner (about \$100 for black and \$300 for color every couple months) and paper to make the booklets. Using a QR code is very popular and probably the easiest way to make this happen. Shelly will have to be involved in the change over.
- **Website:** NJB: Asked how many hits we get per month on the website? MDM: 104 interactions, 336 website views for February, 151 interactions, 468 views in December

**ACTION ITEMS:**

MDM: figure out a method to use a QR code to get to digital bulletin

- **Raise Right Promotion:** Raise Right is all set up and ready to go. We just need to promote it to the congregation. It would be a good way for people to help with the Meal Train. Raise right is a program where you can buy gift cards. You can buy actual physical gift cards or you can buy electronic gift cards. When we buy cards, we get a kickback for the church. The amount is different, based on different gift cards. The kickbacks are given from the companies who the cards are for. For example, if you bought a gap gift card, the gift card gets the full value purchased and StB gets a percentage back from Raise Right (paid by the Gap).
- **Ideas for Raise Right:** Secret Santa for the congregation, HELP center Christmas gifts, Safeway for people that need groceries, Instacart for Meal Train,
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**ACTION ITEMS:**

MDM: create flyer for Raise Right explaining program (\*\*meal train\*\*)

**New Business:** (10 minutes)

- **Caviness Bookkeeping Solutions:** \$360

**Email from Marlene:** This is a quote from Andrea Caviness who is the Treasurer at Holy Comforter to review my St Brigit Quickbooks, help make adjusting entries and help with converting our Quickbooks accounting to Realm. She is Quickbooks Certified and a Certified Professional Bookkeeper. Her 2 years of experience with working with Realm at Holy Comforter will greatly assist in St Brigit avoiding some of the errors Holy Comforter had to correct. We make an awesome team! I would like approval for the expense of using her expertise in converting to Realm. Please let me know if I may start working with her next week .

-Marlene

St. Brigit Episcopal Church  
110 Johnson St  
Frederick, CO 80530 USA

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Date	Activity	Description	Qty	Rate	Amount
03/19/2025	Bookkeeping	Consulting on bookkeeping solutions	4.5	80.00	360.00
Total:				\$360.00	

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This is only an estimated time that is flexible depending on how long the service will take.

**MOTION: GSC SECOND: JN VOTE: UNANIMOUS APPROVAL**

- **CFB Account and Domain:** \$1,085.02, \$38.16/yr for domain. We are paying bank fees (so losing money every month) Conversation followed asking if any monies were restricted, meaning they can only be used for CFB? We did have some donations made to CFB that were not taken back when it was cancelled last time. CFB is an entity under StB and it was a fundraiser specifically for StB. All monies would go to StB when CFB folds. In addition, much of large donations were used to pay for items that could not be returned/refunded.

**MOTION: JN SECOND: AP VOTE: Unanimous Approval to close the CFB bank account and release the [cfb.org](http://cfb.org) domain (12-07-2025) and let David and Shelly Arnold know what is being done.**

**ACTION ITEMS:**

**MDM:** let David and Shelly know about closing CFB-1B account and releasing the domain [celticfestbrigit.org](http://celticfestbrigit.org) as of 12-07-2025  
**MDM and/or JS:** transfer money from CFB account -0092 to StB operating fund account -9358.

- **GoFundMe Account for Ethan:** StB is getting the PayPal donations for Ethan's GoFundMe Scout Project. We are not sure how this is happening but Marlene had to make a new line item to handle the donations.

**ACTION ITEMS:**

**SM:** will check the QR code on Ethan's poster to see if it goes directly to StB PayPal account.

- **Posting StB Financials:** Demi and the FSV want to have P/L posted at the church and on website via a public link.  
Fr T: There is discussion being held about what is our transparency like with our numbers? we talked about eventually getting them on the on the website so that members can see them. But for now at least, we have the financials after the BCC votes to approve the minutes we can post the financials. JS: The profit and loss statements for the church, and all the month over month reports, that I present on this, those were set up in a directory that anyone with the link can view. So I'd be happy to talk about how we can distribute that link more broadly or how we wanna adapt our communication strategy around that. MDM: I think just one copy would work, and then the link or a QR code to the link.
- **Bulletin Boards:** NJB: They are a mess and things are not getting removed in a timely manner. GSC proposed that every posting needs to have date it was posted and/or date for removal.

**ACTION ITEMS:**

**GSC and MDM:** brainstorm how to redo bulletin boards

- **Handle on the Sanctuary door:** to assist with opening and closing.

**ACTION ITEMS:**

**GSC** will purchase and install Sanctuary door handle

- **Garage sale:** The StB garage sale will be the last weekend in June. (Correction it is June 21)  
AP: She would like to get a list of people moving into BV if possible in order to give them coupons for the garage sale. Tabled until next time because list may not be ready in time. MDM: I sent email to Sue Pilon the BV president asking if list would be available. (04-09-2025)  
AM: Wants to know where to leave stuff.

AP: At this time, large items can be left in the garage and smaller boxes can be put in the main room of the basement in the yellow house.

- **Vestry Training:** AP: I have a question about the vestry training. How do we tell what we need to do? I have an email from last April that says, I finished the safe church training.

NJB: Yes, and you should bring that to us.

AP: Is there more that I need to do?

NJB: Yes, the vestry 101 is different.

AP: Okay, I will get on that

**Prayers:** Fr T

**Adjournment:** done via text 9:15pm MT

**MOTION:** GSC SECOND: JN VOTE: they all left.....this beat (still) goes on, this beat goes on, this beat goes on...

**ACTION ITEMS:**

1. ALL: Do Vestry training - AM, SM, JN AND GSC are done!!!
2. SM: send MDM list of all the support groups with day/time/info blurb
3. JS contact Emily and Juanita to make sure Children/Youth funds are ok.
4. MDM: Reimbursement Paths: all ministry/group leads need to know how to get reimbursed for expenses
5. SM: check with Diocese and/or other Wardens about music sharing program
6. Work on a digital bulletin, well, that's kind of a neat idea.
7. Outstanding BCCR Monies: \$126.43 Xfinity 2023, \$433.22 Non-potable Water 2024 = \$559.65

For informational purposes: Vestry Training Link  
<https://episcopalcolorado.org/congregational-resources/safe-church/>

**TABLED ITEMS(S):**

- A. BCC - Find someone to update Emergency Preparedness Doc
- B. JN: put together an email that outlines swamp cooler, humidifier, other church and house maintenance
- C. ALL: decide on a new sign
- D. Review Facility Use Request, Policy, and Contract
- E. Add titles to YouTube Sunday videos - maybe match the church calendar?
- F. Trees vs Poinsettias: decorating during Christmas
- G. JS: look for a more conservative investment for 2025
- H. Plan for talking about the ministries
  1. Figure out how many ministries we have divided by 4, and on a quarterly basis go through and talk about them. We've got lots of new people and they don't have a clue about how to get involved.
  2. Some of this will be done via Realm.
  3. We also need to make the ministries more visible in church, even if they're going to be on realm. It's good that we remind the people at the church.
  4. Why don't we do a put it on the door going into the Sanctuary. Ministry of the week: If you're interested in this idea contact ministry lead. The next week we do the next one and once we get through everybody, we put it up again. It's just I forget things when they're not putting my face sometimes (GSC).
- I. Ideas for reaching out to neighbors:
  - Spaghetti Dinner
  - Pancake breakfast
  - Outdoor Ceili
  - Jon and Carrie Peterson want to help us do a community event or something for police or fire dept.
  - Outdoor Service
  - Halloween Event
  - Chili Cook Off
- J. New Logo that reflects our new identity?----->>
- K. BCC Chat Doc and Chat Cards:
 

Chat Doc: <https://docs.google.com/spreadsheets/d/11QX1PBRnvwnoJsg3xuHuhe8dml6i-XVmQOoWzNql9q8/edit?usp=sharing>

Chat Cards: [https://docs.google.com/document/d/11GECD\\_2vgxO167JrN9YooFTE-fJJmbiHwHh4z2QaMTo/edit?usp=sharing](https://docs.google.com/document/d/11GECD_2vgxO167JrN9YooFTE-fJJmbiHwHh4z2QaMTo/edit?usp=sharing)



**St. B historian**

St. Brigit timeline stops at 2019, we need someone to do updates and keep up timeline going forward.

**NOTES FOR TREASURER (that can NEVER leave):**

- JS: do a valuation of assets and set up depreciation:
- JS: after asset valuation let insurance company know to see if it will decrease rate
- JS: do financial audit
- JS pay attention to CD and when it will mature (around July 29)
- JS: Look into high interest savings account for a different option than the CD