Vestry Meeting Minutes
Tuesday, August 22,2023
5:00 - 7:10 P.M.
Conference room at St. Luke's
Vestry, Interim Rector, Wardens, Treasurer, Comptroller

I. Call to Order, Quorum, Approval of Agenda **Father Phil**

Attendees: Fr. Phil Shaw, Sr. Warden Larry Neece, Leanne Bryan, Carolyn Jones, Laura Henry, Carol Goldsmith, Mary Berkheiser, Gary Cole, Lauree Birchmeier, David Malmquist, Scott McMaster

Absent: Dave White, Don Martin, Kathy Pessin

II. Opening Prayer offered by **Larry Neece**

III. Devotion offered by **Father Phil**

IV. Approval of Minutes for 7/21/23 (Executive), 7/25/23, 8/6/23 (Revised)

(Action Item) Gary indicated that he was not in attendance for the 7/25/23 meeting. Leanne moved to accept the minutes as amended. Mary seconded the motion and it was approved.

V. Interim Rector Report **Father Phil**

- AVO Update

  Father Phil indicated that the City has sent us the letter of agreement, however there is some confusion on whether we have received it. The City Attorney said that he could send another copy and that St. Luke's got all that they requested. We will not be required to sign a Hold Harmless Agreement. The Title Report has been sent to St. Luke's.
- We are now recording all Vestry meetings digitally.
- Server Update

  Scott is continuing to update the system. FOB system is stable, but still on the old system. All other systems are on the new system. Scott stated that the $35 dollars per hour approved by the Vestry for outside IT consulting is inadequate. Father Phil asked Scott to bring a more accurate estimate of costs to the next Vestry meeting for approval. No action item at this time.
- Lauree requested that all Vestry members remove and recycle the old version of Safeguarding God's People from the Vestry Member Guidebook and replace it with Safe Church, Safe Communities.
- Commission and Committee Reports

  Membership - The report is tabled for next month.

  Stewardship - Lauree spoke with Father Mark and he wants the Church to wait for him to get to St. Luke's. The theme is Rooted

in Abundance. Lauree stated that she would need between $500-$1000 for posters and postage. She has recruited Nancy Reynolds and Sharon Tuttle for the committee.
Discernment - The committee has met with Trampus and they are getting ready to start the process with him.

VI. Treasurer's Report **Dave Malmquis**t

- Business and Finance Committee Report

Dave reported that the reviews for 2018, 2019, 2020 have been completed. They are currently reconciling 2021 and are about 6-8 weeks away from the 2022 audit being finalized and approved.
Lauree moved to accept the 2020 Annual Review and to pass it on to the Diocese. Mary seconded and it was passed unanimously. **(Action Item)**

Dave commented on the Profit and Loss Statement through July,2023. The committee recommends that St. Luke's improve its predictable income stream before looking at increasing the funding of commissions in the coming year. The committee also feels the cash position is strong. Dave then focused on the budget vs actual spending of the commissions. They have been operating at 85% of their requested budgets. So far they are under budget in their spending this year. Therefore, the committee is making the following suggestions:

Communications should get and additional $2500 added to their budget due to the new website costs.
Fellowship should be increased by $200.
Mission Outreach should be decreased by $5000 based on the rate they have been spending so far this year.

The Budget and Finance committee recommends that each commission be held at their 85% budgets through 2024 until there is an increase in pledges and plate. The committee wants to see if there is improvement in the revenue stream after Father Phil's appeal in his sermon, the Stewardship campaign and any other fundraising events which may occur. In addition, the Fidelity account should increase the interest received. The Fidelity account application will be sent in shortly.

The Budget and Finance committee recommends that the Burwell Bequeath be accepted and distributed according to their original wishes which is 1/3 to the Music program, 1/3 to Building and Grounds an 1/3 to the Food Pantry. This comes to $16,667 to each of the three ministries.

Gary moved to accept the Burwell Bequeathment of $50,000. Laurie seconded the motion and all voted in favor. **(Action Item)**

Mary moved that the Burwell money be split evenly between the Food

Pantry, Building and Grounds and the Music program as requested by the Burwell Family. Carolyn seconded the motion. It was approved. **(Action Item)**

Laura moved that $2500 be moved to Communications budget. This would be amended to $3000 if it is determined that a $500 deposit for the website had already been included as part of their budget. This was seconded by Leanne. The motion passed unanimously. **(Action Item)**

Leanne moved that the Fellowship budget be increased by $200. Laura seconded the motion and it passed. **(Action Item)**

Laura moved that the budget for Mission Outreach be decreased by $5000 for their 2023 budget and that the money would be redistributed to Communications, Fellowship and other needs as they may be identified. Leanne seconded the motion. It passed unanimously. **(Action Item)**

Leanne moved to extend the employment of Kathy Swanson in her current role for two more months. Mary seconded the motion. The motion was approved unanimously. **(Action Item)**

VII. Old Business

Website Update **Carol Goldsmith**

Leanne requested that everyone send in current photos to be used on the website.

In regards to the posting of Commission chairs' phone numbers on the website and bulletin board, the chairs have requested that their numbers NOT be posted. Carol has set up a procedure for Sandra to pass on messages to the Commission chairs. They will try this procedure for awhile and then evaluate how effective it is.

Fundraising - This is on hold for one month to coordinate with Lauree and the Stewardship drive.

VIII. New Business

Sr. Warden's Report **Larry Neece**

Rectory Update - A group from the Vestry toured the home at 2904 Beulah Ct. An offer of $645,000 was made. A home inspection was done. There is normal soil settling. St. Luke's requested an appraisal and scheduled a heating and air conditioning inspection. There were some other possible repairs which would be needed. There was a discussion of a Home Warranty.

Because this will be a Rectory, Father Mark and Canon Anita will need to renegotiate his Letter of Agreement after the closing of the house. It is normal for the Church to pay the utilities. Father Mark has requested to pay the utilities. After much discussion, Gary moved that St.Luke's pay the utilities. Leanne seconded the motion and it was approved unanimously. **(Action Item**)

Don't Spend Christmas Alone - Larry really needs names of people to help with this very important program.

Convention Delegates/Alternates - We are in need of one delegate and an alternate. Leanne moved that Laurie Birchmeier and Laura Henry share the positions. Laurie seconded the motion and it was approved.Convention is October 21, 2023 at St. Barnabas in Scottsdale. **(Action Item**)

St Luke's Name Change- St Luke's was originally named St. Luke's Episcopal Parish in the incorporation documents. Leanne moved that the name of the church be changed on the Arizona Articles of Corporation from St. Luke's Episcopal Parish to St. Luke's Episcopal Church. Laura seconded the motion and it passed unanimously. **(Action Item)**

Annual approval of Arizona Incorporation filing - The Vestry Definitions and Duties document needs to be revised. Laura moved that within 30 days of the Annual meeting the names of the officers will be updated with the Corporation Commission. The Rector will be listed as the President. The Senior Warden will be the Director. The Clerk will be the Secretary. Carolyn seconded the motion and it was approved unanimously. **(Action Item)**

IX. Closing Prayer was offered by **Larry Neece**