

Vestry Meeting Minutes

Tuesday, June 27, 2023

5:00 - 8:05 PM

Conference Room at St. Luke's
Vestry, Interim Rector, Wardens, Comptroller

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

Attendees: Fr. Phil Shaw, Sr. Warden Larry Neece, Jr. Warden Dave White, Leanne Bryan, Carolyn Jones, Don Martin, Kathy Pessin, Laura Henry, Carol Goldsmith, Kristin Hatfield, Mary Berkheiser

Absent: Gary Cole

Laura stated that she had requested to be on the Agenda for a report from the Creation Care ministry. She was added to the agenda.

II. Opening Prayer offered by **Mary Berkheiser**

III. Devotion offered by **Father Phil**

IV. Approval of Minutes for 5/23/23 (revised), 6/10/23, 6/14/23 (Action Item)

Kathy moved to accept all three sets of minutes. It was seconded and approved.

V. Interim Rector's Report **Father Phil**

- AVO Update - The preliminary title report from Yavapai Title has been requested. A donor has volunteered to pay the \$600 fee. The AVO has reached an agreement with Mr. James. We are awaiting a signed letter from the City.
- The results from the email poll to accept Dave Snyder as the Auditor for 2020, 2021, 2022 reviews and audits. (8 in favor, 1 abstention)
- Mary moved that we continue to employ Kathy Swanson in her current role for 12 hours per week at \$20 per hour for 2 months. Kathy P. seconded the motion and it was passed.

Commission and Committee Reports

- **Worship Commission** (Minutes included from 6/27/23) Father Phil made one correction stating that Amy Bryan will be a guest preacher not Cannon Anita Braden.

VI. St. Luke's Website Progress Report **Carol Goldsmith**

Carol directed the Vestry to the Website User Test Report directions and chart. She requested that all Vestry members use these to test out the

new website before it goes live. Sandra will send a link and the responses need to be returned by June 30. Focus on the formatting, trying out the links and look for what is missing. Ignore the photos, as they will be changing. Carol provided a chart detailing how the content would be curated. Sandra is the administrator and will update once per week. Commission chairs will submit articles to Sandra. Vestry liaisons need to keep an eye on their commission updates to keep them current.

VII. Treasurer's/Comptroller's Report

Scott McMaster

Scott reported that the Budget and Finance had approved a proposal to move the Money Market account currently at PNC Bank to a different account at Fidelity to take advantage of better interest rates. Leanne moved that the account be moved from PNC to Fidelity. Don seconded and the Vestry approved the motion. **(Action Item)**

Scott reported that both he and Kathy had been rebuilding the FOB system. It was purchased in 2020, but has not been working correctly, so they wiped the system clean and started over. It is now working. Scott stated that it will need to be updated soon, but recommended that it not be done until all the audits and reviews are completed. The update will not be free, but the company will send a proposal. Carol thanked Scott and Kathy for their hard work.

Review/Audit Update Scott stated that David Snyder had examined the 2018 and 2019 reports and is currently working on 2020. He explained that in the past entries had been ignored due to the inexperience and turnover of bookkeepers. These errors are being fixed.

2019 Financial Review Scott presented two documents which explained the examination and reconciliation of the 2019 report. It is the responsibility of the Vestry to approve reviews. Budget and Finance will approve them first and then submit them to the Vestry for approval. Laura moved that the Vestry accept the 2019 review documents and send them to the Diocese. Kristin seconded the motion and it was approved. **(Action Item)**. Scott reminded the Vestry that 2020 and 2021 will be reviews and 2022 will be a complete audit.

Scott provided three additional documents (Cash Position, Profit/Loss, Revenue Analysis by Year). He reported that income has dropped off in the last few months when compared to the first 6 months of previous years. He recommended that 2018/2019 be compared with 2022/2023. 2020/2021 are outliers due to Covid.

Carol proposed that a subcommittee be created to focus on fundraising, grant writing and other ways to increase revenue. Don suggested using

Membership and Stewardship as the core of this subcommittee. Larry mentioned that there are successful professional grant writers in the local area. Carol moved to establish a subcommittee to look at potential fund-raising for the benefit of St. Luke's. The motion was seconded and approved. **(Action Item)**

VIII. Old Business

- **Prescott Chorale Facilities Usage Agreement**

Father Phil

Leanne moved that the Usage Agreement be approved with the understanding that set up, break down and cleanup to restore the facility to its previous condition be the responsibility of the Chorale. Their insurance rider would cover any damage to the facility. Laura seconded the motion and it was passed. **(Action Item)**

- **Creation Care Report**

Laura Henry

Laura pointed out the new window in the Gathering Hall that features what the Creation Care team is focusing on. They have introduced using reusables during Coffee Hour. The Episcopal Church has made Creation Care a priority for all dioceses and churches. The team did an audit of the building and as a result APS changed us to a non profit and lowered our bill. They also did a water audit and got a rebate. The Bishop of Arizona has now made a requirement that all parishes do these audits, which put us ahead of the game. The team meets the 4th Monday of each month. They created a herb garden, created a bulletin board on recycling bins and have a recycle dumpster on site. They put up an Earth Day display and are looking at ways to reduce plastic use.

The team requests one key for the janitor's closet where they keep their tools. They would like to be included in the Newcomer's binders and participate in the luncheons. Possibly in the future, they would like to build some raised beds.

- **"Don't Spend Christmas Alone" organizer progress**

Larry Neece

Larry reported that we are still in need of someone to head up this very important event.

IX. New Business

- **Sr Warden Report**

Larry Neece

- St Lukes's Advertising (Yavapai Symphony Association)

Larry handed out a copy of the Concert Program Ad Agreement and Invoice. Don moved we purchase the one third page in black and white for \$250.00. Mary seconded the motion and it passed. **(Action Item)**

- July 2nd BBQ assignments

Carol reviewed the assignments for the BBQ that the Vestry is hosting. Vestry will provide the hot dogs and hamburgers and do

the grilling. Sides will come from the parishioners.

○ Rector Search Update

Larry went over the schedules for the two candidate visits. The first candidate will be here July 10 and 11. The Potluck for the search committee and Vestry only will be July 10 in the Parish Hall. The interview with the Vestry is at 11A.M. on July 11. The second candidate will visit July 17 and 18. That Potluck will be on July 17 at 6 P.M. and the interview will be at 11A.M. in the large conference room. The Vestry was asked to sign up for sides for the Potlucks and it was decided to bring in the main course from Colt Grill. Leanne moved to approve having wine at the Potlucks. Don seconded the motion and it was passed. **(Action Item)**

• **Junior Warden Report**

Dave White

The report was tabled for another meeting.

• **Columbarium Pricing**

Father Phil

Father Phil provided a document showing the increase in prices for the plaques and urns. He proposed that we increase the price of the columbarium to reflect a per person charge of \$750. A double occupancy columbarium niche would now be \$1500.00. Laura moved that we accept the proposal. Leanne seconded the motion and it was approved. **(Action Item)**

X. **Closing Prayer** offered by

Carol Goldsmith

Respectfully submitted,

Kim McConnell
Clerk of the Vestry