

Vestry Meeting Minutes
Tuesday, October 24, 2023
5:00 - 7:45 P.M.
Conference Room st St. Luke's
Vestry, Rector, Wardens, Treasurer, Comptroller and Guests

- I. **Call to Order, Quorum, Approval of Agenda** **Father Marc**
Attendees: Fr. Marc McDonald, Jr. Warden Dave White, Leanne Bryan, Gary Cole, Carolyn Jones, Kathy Pessin, Laura Henry, Carol Goldsmith, Lauree Birchmeier, Mary Berkheiser
Absent: Sr. Warden Larry Neece and Don Martin
- II. **Devotion and Opening Prayer** offered by **Father Marc**
- III. **Approval of Minutes for 8/22/23, 8/27/23, 9/26/23 (Action Item)**
The minutes were approved unanimously.
Three letters from the Episcopal Relief and Development were acknowledged.
- IV. **Rector's Report** **Father Marc**
Father Marc provided a revised organizational chart. He requested from the Commission Liaisons and Committee Chairs to check with him first before making a change in meeting dates or times. He is trying to attend as many meetings as possible.
Communications Policy - Sandra is requesting that a clear policy be determined concerning what is or is not permissible on the website.
Nominations for Vestry - One nomination has been received and two more are needed. Please steer any possible candidates to Marc.
Credit Card Account and Check Signer Approvals (Action Item) Leanne moved to accept the document listing the check signers and credit card limit approvals. Carol seconded the motion. The motion passed unanimously.
Protocol for Hiring Music/Musicians - Any events should be approved through the Music Director (Dennis), then the organist (Kay) and then John.
- V. **Commission and Committee Reports**
Budget and Finance Minutes - Minutes from the 9/25/23 meeting were submitted.
Outreach Commission Minutes - Minutes from the 8/28/23 meeting and an income and expenses report was submitted. A brief review of the 10/23/23 meeting was given to the Vestry.
Discernment Committee - The discernment process for Trampus has been pushed back. Trampus has been consulted and agreed.
- VI. **Treasurer's Report** **Dave Malmquist and Scott McMaster**
Budget Update - Gary moved that the 2021 Review be accepted and that "DRAFT" be removed from the document. Laura seconded the motion and it passed unanimously. **(Action Item)**
At the Budget and Finance meeting, they discussed the relocation and resettlement costs. Not all costs are in yet including the cost of the moving van which is the largest expense. Dave M. reported that the 2022 Reconciliation and Audit should be ready in 5-6 weeks. It is much more complicated than a

review. They also discussed the current cash overview and the 20% rule. Budget and Finance did not have a quorum and thus could not make a recommendation at this time. David clarified that the recommendation by Gib MacIntosh that the Vanguard account which has mutual funds and investments in it be moved from traditional mutual funds only account to a brokerage account. The advantage would be efficiency in moving funds electronically. The investments are not changing.

Review of Mission Outreach's 2023 Budget - This discussion refers to the Vestry decision at the 8/22/23 meeting to reduce the Outreach Committee's budget by \$5000 and redistribute it to other Commissions. Scott believes there should be a policy in place if the Vestry decides to redistribute funds in the middle of the year. Since there was no policy, he feels the money should be returned to the Mission/Outreach Commission. The other commissions whose budgets were increased can still have the increased funds. There is money in the checking account to cover this. Kathy spoke to the disappointment of the committee at the action of the Vestry. It was determined that there were other avenues available to fund the needs of the commissions that did not involve the reduction of the Mission/Outreach committee.

Therefore, Laura moved to vacate the 8/22/23 decision to reduce the Outreach Commission budget for 2023 by \$5000 and to find other sources to cover the needed increases to Communications, Fellowship and Altar Guild. Mary seconded and offered a friendly amendment that we vacate the vote on the portions of the budget pertaining to Outreach money being given to other Commissions. Laura accepted the friendly amendment. It was seconded. The motion passed unanimously. **(Action Item)**

During discussion, Gary suggested that a notation be added to the 08/22/23 minutes indicating that the motion had been vacated.

Leanne moved to increase the total budget by \$5000 to \$570,275. It was seconded. During the discussion, Scott stated that the needed amounts for the increases to the budgets of Communications, Fellowship and the Altar Guild was available in the operating funds. The motion passed **(Action Item)**

Budget and Finance Recommendations Re: By Laws 5G (20% Rule)

Dave M. reported that the committee discussed the issue but had no decision due to no quorum at their meeting.

VII. Senior Warden Report -

Larry Neece

No report. Larry was absent

VIII Junior Warden Report

Dave White

Fire Alarm Pulls - Dave reported that all of the pull stations have been recalled and/or deemed defective. He presented three estimates to replace them and is planning on using All West Fire and Security. Dave will look into whether the Church as any recourse due to a recall.

Parking Lot Restriping/Resealing - Dave reported that we can not reseal at this time due to low temperatures. We can restripe the parking lot and then reseal at a later time. He presented 3 estimates. There was discussion as to the pros and cons of each. Dave indicated that between his budget and the Burwell donation, the money is available. Carol moved to contract with Maurer Sealing

and Striping LLC. to power broom and clean and stripe the parking lot. Leanne seconded the motion and it passed unanimously. **(Action Item)**

IX. Old Business

2024 Stewardship /Pledge Drive -Lauree provided a report on the progress so far on the Stewardship Drive. She proposed purchasing two banners to be placed near 89 for better visibility. Father Marc is creating a letter to be sent to the inactive people. A suggestion was made to make follow up phone calls.

Facebook Update - Laura has been updating the Facebook page. She has purchased a few Facebook ads for special events. She will contact the Diocese regarding their policy on what can or can't be included on a website. Fr. Marc requested that Laura add him as an Admin on the site.

Vanguard - Readdressing the 9/26/23 vote- It was tabled until the next meeting.

X. New Business

Creation Care Project - Rich Goldsmith gave a presentation regarding the recycling of plastic, especially plastic single use bottles. He and the Creation Care Committee are proposing changing out the water fountains in the Gathering Hall with an Elkay Bottle Filling Station and a single ADA Cooler with Filtration for approximately \$2400 plus installation. The Committee is requesting the support of the Vestry to move forward with the project. Kathy moved that the Creation Care Committee continue to investigate changing out the water fountain for a bottle station and ways to fundraise to pay for it. The motion was seconded by Leanne and approved unanimously. **(Action Item)**

Annual Meeting 2024 - The annual reports from the Commissions are due Nov. 15 to Sandra, the Parish Administrator, with the exception of Outreach (due 1/4/24).

Approval of Draft of Commission Chair Handbook - Tabled until the next meeting. Fr. Marc asks that all Vestry read the document provided and be ready to vote at the next meeting. Sandra asks that pages 8-10 be included in the Vestry binders describing the duties of the Lay Leaders in the Church.

XI. Announcements

Father Marc announced a few changes to the worship schedule during Christmas. Advent 4 is on the weekend of Dec. 24. That means that the Sat. Service on the 23rd and the single service on Dec. 24 at 9AM will be Advent 4. There will be 2 Christmas Eve services at 4:30 and 9:30 PM. There will be one Christmas Day service at 10AM. On Sunday, Dec 31 there will be only one service at 9 AM. and no service on Saturday, Dec. 30. He is hoping that the Fellowship Committee can arrange some type of New Year's brunch after the service.

XII Closing Prayer offered by Kathy Pessin

Respectfully Submitted ,

Kim McConnell
Clerk of the Vestry

