

Vestry Meeting Minutes
Tuesday, September 26, 2023
5:00 - 7:00 P.M.
Conference Room at St. Luke's
Vestry, Rector, Wardens, Comptroller

- I. **Call to Order, Quorum, Approval of Agenda** **Father Marc**
Attendees: Father Marc, Sr. Warden Larry Neece, Jr. Warden Dave White, Leanne Bryan, Gary Cole, Carolyn Jones, Kathy Pessin, Laura Henry, Carol Goldsmith, Lauree Birchmeier, Scott McMaster, Boy Scout Caden Brewster
Absent: Don Martin and Mary Berkheiser
- II. **Opening Prayer** offered by **Father Marc**
- III. **Devotion** offered by **Father Marc**
- IV. **Approval of Minutes** **Larry Neece**
Regular Meeting Minutes 8/22/23, 8/27/23 (**Action Item**)
Gary requested that the approval of the minutes be **tabled** until they had had a chance to read them. A discussion was held and it was decided that the minutes would be sent electronically before each Vestry meeting and a paper copy would also be in everyone's folder.
- V. **Eagle Scout Presentation- Labyrinth** **Caden Brewster**
Caden presented his plan for building a Labyrinth as his Eagle Project. He answered questions from the Vestry regarding the location, size, cost, materials needed, timeline, maintenance, signage and accommodations for mobility challenges. The Vestry thanked him for his presentation.
Leanne moved that the Vestry approve the proposal for building a Labyrinth. Carolyn seconded the motion. The motion passed with 8 voting in favor and 1 against. (**Action Item**)
Caden's proposal is to locate it on the west side of the pet cemetery. It was moved and seconded to accept this location. The motion passed unanimously. (**Action Item**)
- VI. **Rector's Report** **Larry Neece**
Commission and Committee Reports
Reports for the following committees were provided: Pastoral Care, Membership and the Food Pantry.
Carolyn and Leanne gave an update on the Discernment process for Trampus Tribbey to become a deacon.
- VII. **Treasurer's Report** **Scott McMaster**
Scott reported on the purchase of the Rectory, the Cash Overview as of 9/22/23, Gifts and other revenue thru 9/22/23 and the Profit and Loss statement thru August, 2023.
Regarding the creation of the 2024 budget, the Treasurer, Dave Malmquist, would like to see the Commissions stay with the amounts assigned for 2023 until there is an increase in income. Dave requested that each Vestry member go

to their Commissions and determine if that is feasible or do they need more. He would need those responses before the next Budget and Finance Committee meeting. October 15 would be the deadline. Send to either Scott or Dave. Scott reported that the 2021 audit is complete and 2022 has started. He predicts it to be done mid to end of November. At that time, the restricted funds balances will be known.

VIII. Old Business

Carol Goldsmith

Website Update

Carol led a discussion of the Content Curation Process using a chart in the packet. Vestry liaisons are responsible for monitoring the page for their ministry and bring attention to the Commission chair if changes are necessary. Sandra is the editor and manager of the site and articles/notices should be submitted to her by Wednesday. An example of the necessary form was included in the packet.

Stewardship Program Presentation

Lauree Birchmeier

Lauree presented the plan for the Stewardship program starting with small group get togethers to meet Father Marc and discuss the hopes and dreams for the church. Father Marc introduced the concept of a Narrative Budget in addition to a line item budget. Lauree emphasized the need for education of the parish as to pledge vs tithe vs plate and the diocesan share. She is hoping for 100% participation from the Vestry and Budget and Finance in turning in pledge cards and will be creating a tree with leaves to represent pledges received.

Gary reported that Budget and Finance Committee recommended giving \$1000 to fund the Stewardship Campaign with the understanding that they can come request additional funds if needed. Leanne moved that the Stewardship Committee be funded \$1000. Kathy seconded the motion. The motion passed unanimously. **(Action Item)**

Carol explained the purpose of the Fundraising Exploration committee. She is looking at meeting in November.

IX. New Business

Sr. Warden Report

Larry Neece

Rectory Debrief - The Vestry Housing Allowance Resolution was brought to the Vestry. See attachment.

Gary moved to approve the Resolution. Dave seconded the motion and it passed unanimously. **(Action Item)**

Gary asked if the LOA had been finalized and Larry reported that he had just talked to Canon Anita and she was getting the Bishop's signature as soon as possible.

Arizona Corporation Additions - Fr. Marc, Dave White and Dave Malmquist have been added to the officers.

Naming the Rectory- In light of the contributions of the previous Rectory and the property on which the current St. Luke's resides, Leanne moved that the new Rectory be named in honor of Mitzie James.

Kathy seconded the motion and it passed unanimously. **(Action Item)** It was suggested that Ron James be involved in the wording/display of the plaque. Father Marc suggested there be some sort of blessing of the Rectory some time after the first of the year.

Ancillary expense reimbursement for Rectory Search - Gary moved that up to \$10,000 be used from the money designated for the purchase of the Rectory to cover the ancillary costs such as inspections, appliance purchases and cleaning. Leanne seconded the motion and it passed unanimously. **(Action Item)**

Vanguard Funds - Gib MacIntosh wrote to the Vestry to report that Vanguard is transitioning from mutual funds to a brokerage account and needs a motion from the Vestry to proceed. Dave White moved that the Vestry approve moving the monies from the existing Wellesley, Vanguard and other accounts from mutual funds to the Vanguard brokerage account and name the following as having access to the St. Luke's Vanguard account: Gib MacIntosh, Chair of the Investment Fund, Rector, Fr. Marc MacDonald, Senior Warden Larry Neece, Junior Warden Dave White. Comptroller Scott McMaster and Treasurer David Malmquist would have viewing access. Carol Goldsmith seconded the motion and it passed unanimously. **(Action Item)**

Gary moved that the Vestry ask the Budget and Finance Committee to review, investigate and come to the Vestry with a recommendation relative to the section of the bylaws (Paragraph 5 G) as to whether they would like to make a different recommendation in regards to the 20% excess of the annual expenses. Carol seconded the motion and it passed unanimously. **(Action Item)**

Don't Spend Christmas Alone - Due to the lack of volunteers and the late start in organizing, the program will not be held this year.

Jr. Warden's Report

Dave White

Dave W. reported that they have been working on moving the Library to the Meditation Room. They have been culling the books and now they have several boxes to put in the Gathering Hall for people to help themselves. He also mentioned that according to the LOA the Vestry needs to approve paying for a portion of Fr. Marc's phone bill. Dave moved that we pay \$55 of Fr. Marc's phone bill. Laura seconded it. Gary made a friendly amendment to the motion of \$125. Dave accepted the friendly amendment and Carolyn seconded it. The motion passed unanimously. **(Action Item)**

X. Closing Prayer offered by

Fr. Marc

Respectfully submitted,

Kimberly McConnell
Clerk of the Vestry

