

# Vestry Meeting Minutes

Date: Tuesday, February 28, 2023

Time: 5:00 - 7:30 pm

Location: Conference Room at St. Luke's Episcopal Church

Groups: Vestry Board, Interim Rector, Wardens

## 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, Gary Cole, Carolyn Jones, Kathy Pessin, Carol Sweeden (Zoom), Carol Goldsmith, Kristin Hatfield.

**Absent:** Mary Berkheiser and Don Martin

## II. Opening Prayer was offered by

Larry Neece

## III. Devotion was offered by

Father Phil

## IV. Approval of Minutes from 1/10/23, 1/24/23, 2/19/23 (Action Item)

Gary noted that the minutes from the Nov. 29th meeting had never been approved. New Vestry members had a copy of them, but others had not. Dave White will send them out and they will be approved at the next meeting.

Minutes were approved without correction.

## V. Interim Rector's Report

Father Phil

- Mugs and Fellowship will be at 5:15 each Wednesday in Lent. If, due to weather, it has to be cancelled in person, an email blast will go out with Zoom links for 11:30am and 5:30 pm.
- He explained how he has organized his Lenten series on the Book of Common Prayer to make it more user friendly. The first lesson will be on "Collects and other Prayers". It will be helpful to have the Book of Common Prayer in front of them or they can go to [bcponline.org](http://bcponline.org) and print out Collects in Contemporary Language.
- The saga between the City Planning Commission, the City Council and the Airport Vicinity Overlay (AVO) continues. St. Luke's is not included in any of these meetings, however we are staying on top of it. Both the Bishop and the lawyers are aware of the situation.
- A new Commission is being formed called Heritage and Environment. Gary will oversee this commission and Building and Grounds will now report to Jr. Warden Dave White. The purpose of this Commission is to resume St. Luke's Native

American ministry and to hopefully begin a Mexican American ministry. Laura Henry who is in charge of the Creation Care ministry is currently doing some things related to the Heritage ministry.

- **Commission and Committee Reports**

- **Building and Grounds** - Dave reported that his first month has been a learning experience and thanked Becky Hansen and Don McKeller for helping him. Becky has given him a large binder to help with the transition.
  - **Roof repair** - The final permits from the city have been applied for and the tile work should begin soon. The flat roofing can only be done when the temperatures are reliably above 45 degrees. Becky and Don are seeing this project through. Once this is done, we can replace the water damaged ceiling tiles and move forward with the remodeling work in the Gathering Hall.
  - **Snow removal** - Dave is working with C&M Landscaping on a snow removal contract. Until this is secured, they are on deck to take care of us as needed. We also hope to work with them on a monthly basis this summer for grounds cleanup.
  - **Flags** - Don Martin pointed out that our flags looked a little ragged. They are only a few months old, but the weather has been hard on them. Dave and Larry removed them due to high winds being forecasted and Sandra is securing new ones which should be up soon.
  - **Gathering Hall and Parish Clocks** - Thanks to Carol Sweeden for providing new, easier to read clocks.
  - **Freezers** - The freezer in the Parish Hall kitchen now works. It seems that a heavy box of square foils fell on top of the freezer causing the fan for the motor to shut off. It was repaired for no charge. A new double freezer for the Food Pantry has been ordered.
  - **Insurance Estimates** - Becky secured estimates for the mural in the Parish Hall and the stained glass windows. Dave is working with John Euson to obtain estimates for the value of the piano and both organs.
- **Communications** - Carol Sweeden reported that she had submitted articles to the Daily Courier for "Don't Spend Christmas Alone" and the presentation by Esther Basch. The Daily Courier Holy Week ad will cost \$270 and include our service times. An ad will be placed in the Prescott Valley Chamber of Commerce magazine. They will print 6000 copies and include a digital copy with a link to our website. A one-eighth page ad costs \$395. The total cost of advertising for the first quarter will be \$665. Carol expressed her hope that the cost for the new website will not come out of the Communications budget.
- **Christian Formation** - Diane Mazmanian will report at a future meeting.

## **VI. Old Business**

### **Website Update (action needed)**

**Carol Goldsmith**

- Carol Goldsmith did her due diligence and created a comparison matrix for three website building companies. She guided the Vestry through the matrix and answered their questions. In her professional opinion, she recommended Quadcitiesdesign. Carol agreed to check with the Better Business Bureau to see how solid the company is. Father Phil agreed to talk to some of his colleagues about their websites and compare them to the Quadcitiesdesign description. The Diocese of Arizona also has a new website. A motion was made by Leanne to table the decision until this information can be presented to the group. It was seconded by Carol and all voted in favor. Everyone thanked Carol for an excellent presentation and all her hard work.

## **VII. New Business**

**Larry Neece**

### **Senior Warden Report**

- Larry provided the *2023 Vestry Meeting Schedule* and *Vestry Liaisons, Commissioners and Chairpersons* assignments.
- He asked if any Vestry members were going to attend the Lay Leader Retreat. Leanne and Gary have both signed up.
- The Parish Profile and OTM were sent to all Vestry members for their perusal. Gary moved that both be accepted. The motion was seconded and passed, It was recommended that both documents be sent to Canon Anita before the Zoom meeting with her on March 8, 2023.
- A new committee has been formed to complete a Facility Use Study. The committee will analyze the available space and the needs of the different groups (library, food pantry, youth, meditation etc.) and bring a recommendation to the Vestry for their approval.
- By Laws Update - Some changes have been made. They will be color coded to indicate which were requested by the Diocese. An email will be sent for a vote at the next Vestry meeting.

### **Jr. Warden Report**

**Dave White**

Dave gave most of his report earlier in the meeting. He added that he was asked to look at the attic and what was currently stored there. Different commissions and committees have the need for storage space. He asked that each group set up a time with him to go through what is up there and assess their needs for storage.

## **VIII. Closing Prayer**

**Dave White**

Respectfully Submitted,

Kim McConnell  
Clerk of the Vestry