

Vestry Meeting Minutes

Tuesday, March 28, 2023

5:00 - 8:15

Conference Room at St. Luke's

Vestry, Interim Rector, Wardens, Treasurer and Guests

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, Don Martin, Kathy Pessin, Kristin Hatfield, Mary Berkheiser

Absent: Carol Goldsmith and Carol Sweeden

Dave pointed out that Secure Banking had been omitted from the Agenda handed out at the meeting. It was added.

Father Phil announced that Carol Sweeden has resigned from the Vestry, but will continue to be our point person with the Chamber of Commerce and some local publications.

II Opening Prayer was offered by **Leanne Bryan**

III. Devotion was offered by **Father Phil**

IV. Approval of Minutes for 11/29/22 and 2/28/23 (Acton Item) **Father Phil**

Minutes were approved without correction

V. Special Request for Vestry Time

- **Food Pantry** - George Chesney gave the Vestry an update on the Food Pantry. He reported that as of January 1, 2023, St. Luke's had become an affiliate of St. Mary's Food Bank in Phoenix. St. Mary's has access to a variety of resources. The site visit and approval process went smoothly. We now get 2 deliveries per month (2nd and 4th Thursday). George indicated that their spending at Fry's has dropped from \$500-600 per month to \$100-200. They now have lots of protein. He appreciated that the church had bought them a new double freezer. St. Mary's has a restriction that we not redistribute or repackage what comes in. There are a few ways that they need help. The Food Pantry information needs to be easier to find on the website. They are well staffed, but could use some strong, young people. They need some help with the finances. There may have been some double billing in the past. St. Luke's needs to find someone to organize "Don't Spend Christmas Alone" this year.
- **St. Luke's Summer Camp Program Proposal** - Dennis Houser reminded the Vestry that 10% of the total gate receipts from the performances by the Prescott Chorale go to St. Luke's and that money would be coming soon from the last performance. He is proposing a partnership between St. Luke's and the Prescott Chorale to sponsor a one week summer camp called "Sing, Dance, Play" where kids would learn to sing, dance and play instruments. The

teachers would all be credentialed music and dance teachers. Dennis would like to hire someone to run the program and he would supervise. He estimates having 25-30 students attending. Families would pay a small tuition and scholarships would be available. Schools have libraries of instruments which they might be able to borrow. A short recital would be given at the end of the week for the families. Dennis stated that he would need to go to the school boards of the school districts (Prescott, Prescott Valley and Chino Valley) so that he can advertise the program to their students. The Vestry, in general, was supportive of the idea and encouraged Dennis to continue to explore the idea.

VI. Interim Rector's Report

Father Phil

- **CPR/AED Training (Required for Staff) Action Item**

There is a Diocesan regulation that all Staff be trained. Ron Wise has been working with a local trainer. Father Phil would like to make it available to all parishioners.

Leanne moved that Ron get some suggestions for dates to offer the training. It was seconded and approved. During the discussion it was suggested that we price 2 more AEDs to place in the Administration building and the Nave.

- Father Phil explained that he would not be attending any meetings in relation to the search for a new Rector. He is not part of the process, but is available if anyone has questions.

- **Commission and Committee Reports**

- **Worship Commission** (Minutes included)- Larry reported that Robin Borok had cleaned the Baptismal Font and it now works. It needs to be run more often. It will now be turned on for the 10:00 am services. There will be two Baptisms this month, April 16 and 30.
- **Pastoral Care** (Report included) - Carolyn reported that 5 caregivers have been trained through Community of Hope and are waiting for assignments. They have also put together some goody bags to be distributed at the food Pantry. There was a short discussion about the Medical Equipment Closet which provides some equipment using a check out system.
- **Fellowship Commission** (Report included) -Carol provided the report indicating that most of the volunteer positions had been filled. The Potluck dinners committee is still in need of volunteers. Carol included a chart which impressed the Vestry. The report mentioned that attendance at coffee hour has increased, but Mugs and Fellowship attendance was down considerably.

VII. Treasurer's Report

Dave Malmquist

Dave presented a summary of the meeting by the Budget and Finance Committee meeting held on March 21, 2023. (Report included)

- **Secure Banking (Action Item)**

Larry moved that all funds in excess of \$250,000 (statutory deposit insurance limits) be moved from PNP to Chase and in addition, that

future funds may be transferred without a vote of the Vestry. The motion was seconded and approved.

- Dave informed the Vestry that the end of Quarter 1 P&L numbers will be provided at the April Vestry meeting.
- **Letter of Intent Authorization (Action Item)**
Gary moved that a new Letter of Intent Authorization be signed by Gib MacIntosh in order for Dave Malmquist to get information from Vanguard. The motion was seconded and approved.
- Scott McMaster reported on the status of the Accounting Reconciliation for 2019,2020,2021,2022. Document is included. He also provided a document showing a Revenue Sources comparison for the first 3 months of 2022 and 2023 and a document offering ideas on how to increase the revenue streams for St. Luke's. He encouraged the Vestry to especially pay attention to the document provided entitled Cash in Bank.
- Gary asked if we need to look at the agreement with the Prescott Chorale. He asked if any expenses occur as a result of the concerts. Father Phil indicated that both Alfonso and the piano tuner are paid directly by the Chorale and the the only cost would be utilities. He felt we were getting the going rate for performances in Prescott. Scott will try to find the actual agreement.
- **Compensation for a New Rector (Action Item)**
Larry informed the Vestry that per federal law the 30% is no longer the the determining amount for housing. The new rector can decide how much of the salary goes to their housing allotment. Last year the Vestry approved \$65,000 (total compensation \$132,000). Gary moved that we advertise our new rector search at the \$95,000 level with a total compensation package of \$148,994. It was seconded and approved by the Vestry.

VIII. Old Business

- **Website Decision Update (Action Item)**
All Vestry members were polled via email on March 21,2023 that due to further action suggested and presented to the Vestry via email, the Vestry voted 9 yay, 2 abstentions and 1 no response, therefore passing the motion to accept Quad Cities Web Design's bid to create our new website.
Gary asked about the previous contract with Prescott Web Design. They hold ownership of our URL. We have a credit with them and Carol will talk with them about how to handle that. Larry will find out how much the credit is.
- **Technical Director Position Update (Action Item)**
Father Phil reported that there had been no response to the ad looking someone for this position. He recommended that we raise the compensation. Carolyn moved that we increase the pay to \$100 per Sunday and \$35.00 per hour for any additional hours needed. Dave White seconded the motion and it was approved by the Vestry.
- **Approval of Revised By-Laws (Action Item)**
Concerns and recommendations were made in relation to updating the By Laws. These included changing the term "snail mail" in Article 4, Section 2 Paragraph A. The Treasurer should be included on the Investment Committee. Change the name from Endowment Fund to Investment Fund. In Article 8 Paragraph 2, add that the committee will vote on the chair. In Article 8 Paragraph 3, it was suggested that the

three current members be designated as either a three year, a four year, or a five year term in order to stagger the positions. After that it will be a five year term. The Treasurer will be a non term position, but a voting member. The Vestry will appoint one new member of the committee and the Treasurer each year. Larry will redraft the By Laws and send them out for a vote by email. These changes will be effective by these By-Laws.

IX. New Business

Larry Neese

- **Sr Warden Report**

Larry handed out the Compilation of Responses document compiled by Kim McConnell from the Refreshing Our Vision meeting. He also provided a list of questions NOT to ask during the interviews for a new rector. In addition, he provided a delineation of the focus areas between the Rector Search Committee and the Vestry.

Larry announced that there will be a Vestry Retreat at Emmanuel Lutheran Church in Prescott Valley on Saturday, April 15, 2023, from 9:00am to 3:00 pm. Each Vestry member is to come to the Retreat with 5 questions related to the Vestry focus areas; Leadership style, Pastoral style, Liturgical style and Administrative style.

- **Jr. Warden Report**

Dave White

Dave reported that the work on the roof has begun. The flat area of the roof will be done first.

X. Closing Prayer

Gary Cole

Respectfully submitted,

Kim McConnell
Clerk of the Vestry