



Vestry Meeting Minutes

Date: Tuesday, April 28, 2026

Time: 5:00 pm – 7:00 pm

Location: Conference Room of St. Luke's

Attendees: Senior Warden, Dave White, Junior Warden, Rich Leon, Vaughna Henry, Brenda Schwartz, Lauree Birchmeier, Gary Nick, Leanne Bryan, Betty Doherty, Steven Dear and Clerk, Deborah Baci.

Absent: Fr. Marc, Leigh Hunt, Treasurer Dave Malmquist and Bookkeeper Cheryl Erpelding

I. Called to order at 5:02 PM, Quorum confirmed, and April Agenda Approved **Dave White**

II. Update on Fr. Marc and Coverage of Services **Dave White**

III. Appointment of Temporary Clerk **Dave White**

Motion made to appoint Deborah as the temporary clerk

Motion: Steven Dear

Seconded: Leanne Bryan

Motion passed unanimously

IV. Moment of Inspiration **Dave White**

V. Opening Prayer Offered By **Gary Nick**

VI. Consent Agenda **Dave White**

A. Minutes of March 24th Meeting

The March minutes should be amended to add Steven Dear to the attendees.

Motion made to approve the Minutes from March 24, with the Correction to the attendees list.

Motion: Leanne Bryan

Seconded: Steven Dear

Motion to approve with the amendment mentioned above.

B. Commission Reports

Nothing new to report

VII. Treasurer's Report

Dave White

We have the Financial Statement as of 4/23/2026. The statement shows \$90,511. in the checking account and \$114,083. in the Fidelity Money Market account.

Profit and Loss (P&L) report as of 4/23/2006 shows \$137,319 vs. the same period in 2025 of \$57,970. However, the second payroll in April and the gifts collected during the weekend of 4/25 and 4/26 are not reflected in the P&L. We've taken in \$230K vs 201 last year.

The increase in the Net Revenue line on the P&L is due to spending less money.

We did not make our Diocese contribution which is 16%. In 2024 we were overcharged and we're waiting for the Diocese to let us know how much we overpaid. We are not paying anything until they let us know.

No questions or comments

VIII. Junior Warden's Report

Rich Leon

A. Accordion Wall

Rich has a proposal to repair the accordion wall. The wall is 20+ years old, and the track is starting to come down in a couple of places. The company that made the wall is out of business. We can have someone from JWK Construction in Gilbert look at it, complete some minor repairs and preventative maintenance. The cost is \$850., plus a \$375 trip charge totaling \$1,125. We received a gift in 2025 to address this in the amount is approximately \$30K

Upon inspection, JWK will provide us with a written proposal to correct all problems.

Timeline is not set yet. Rich will sign the proposal and send it back to JWK.

Motion made to accept the proposal from JWK Construction to complete minor repairs and the inspection of the accordion wall.

Motioned: Rich Leon

Seconded: Steven Dear

Motion Approved Unanimously

The timeline for this has not been established. Rich will sign the proposal and send it back to JWK. Then he'll reach out for the timeline.

B. Bees Returned

The bees are back again on the back sacristy wall close to the back door. They are inside the building, and they are going inside the roof. We don't want to start tearing down walls. Rich will talk to Don McKellar as he might know who took care of this last year. Vaughna suggested we contact someone to relocate the bees instead of killing them. Rich will reach out to someone for a quote.

C. Front Door Auto-Open Feature (Handicapped access)

The Auto-Open feature on the front door going into the gathering hall is not working properly. It sometimes works and sometimes not. Rich will have someone come and look at it to get it fixed.

D. Landscaping

- i) Roger Messick will no longer be helping with the landscaping.
 - ii) The lawn mower is broken. Don McKellar and Rich Leon will see if they can get the lawn mower fixed.
 - iii) The grass is not looking it's best. We will wait another couple a weeks to see if the grass comes back. If not, we will reseed and put fertilizer on it. The irrigation system is working ok right now. Rich found one that is not working and he will replace it. Maybe we can get volunteers to cut the lawn twice a month.
 - iv) The wooden barrier by entrance to the parking lot blew over and needs to be replaced. Rich believes this will be a nominal cost, approximately \$20.
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IX. OLD Business

Dave White

A) Hiring Process - EXECUTIVE SESSION

B) Website

Vaughna spoke to Laurel Way, the Director of Communications and Information Technology at the Diocese, regarding our website and recommendations. Laurel recommended Square Space and the monthly cost is \$16/monthly or \$195/yearly. This may increase depending on the functionality required for e-commerce to accept donations and possibly open an on-line store.

Vaughna showed a mock-up on Square Space. She shared that it's easy to edit and upload documents and videos and create various sections compared to

Word Press. Square Space is more intuitive, and they offer tutorials on the internet. Vaughna will ask Laurel if there's other parishes that are using Square Space so we can see a live website in action.

Vaughna will continue to delve into the details

X. NEW Business

Dave White

Resignation of the Memorial Reception Coordinator

Robin Borok resigned and is willing to work with an individual, or a group to get them trained on what it takes to coordinate memorial services. Robin had teams on a rotation basis and a core set of people to rely on. Last year we had 9 memorial receptions and so far this year we've had 1.

The individual or team(s) are responsible for the refreshments after the service. The Altar Guild is responsible for the Eucharist, and the Columbarium. Alfonso takes care of the tables and chairs.

Leann shared that we charged for the reception on a per person basis. Brenda mentioned that we spoke about this about a year ago. It's in the by-laws and Dave will look to see if he can find it.

Alfonso is excellent and willing to do anything to help and set up everything based on how many people they are expecting.

The Fellowship Team would like to be more involved and get the Memorial Teams back together. It was suggested that we incorporate having someone greet the mourners and answer questions. As well as having a person assigned to be a parish liaison for the family and mourners.

VESTRY ACTION – Dave asked the Vestry to give this role more thought. A consideration would be for the Fellowship Team to coordinate the reception and the Pastoral Care Team to focus on the family. These teams should come up with an outline of the duties and responsibilities before asking people to volunteer.

Dave will talk to Robin and Marc and get back to the Vestry. After that, we can consider putting a Memorial Team Volunteer request in the Epistle.

XI. Oral Reports from the Commissions

A. Christian Education

There was a discussion regarding the Youth Ministry and finding a teacher for the summer schedule. The teachers are not members of the committee. Maybe they should be part of a sub-committee. This has not been resolved yet.

We also need to have a plan to fill that space if a teacher is unable to make it to the class for whatever reason. The committee should be meeting once in a while to discuss issues as they come up.

Adult Education - Should we have programs continue throughout the year? We have Adult Education classes during Advent and Lent and nothing else. We can ask Fr. Phil if he would be willing to host a class on 'Women in the Bible'. We offered this in the past and everyone who attended; enjoyed it.

We can also offer a program on building bridges where you go to other Christian churches and those of other religions. This is people meeting people, having coffee and getting to know each other as fellow believers.

Education for Ministry was discontinued do to a lack of participation. What do we need to do if someone wants to restart this Ministry. No resolution currently.

B. Pastoral Care

Brenda spoke to Fr. Phil and provided an update on people receiving care. She hasn't heard back.

XII. Announcements / Upcoming Events

- Canon Katlin McAllister preaching Sunday, May 3
 - Mother's Day Plant Sale, Creation Care – Sunday, May 10th
 - Inquirer's Classes – TENTATIVE May 17th and 24th
 - May 17th, outreach committee will be awarding scholarships to several High School recipients.
 - Vestry Retreat – TENTATIVE June 5-6
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XIII. Closing Prayer offered by

Leanne Bryan

Meeting adjured at 6:30 PM