

ST. LUKE'S EPISCOPAL CHURCH
VESTRY MINUTES OF FEBRUARY 15, 2015

Revised Copy

The Vestry met on Sunday, February 15, 2015 at 11:30 a.m. in the Canterbury Room at St. Luke's Church. Present were Barbara Sajna, Rector; Betsy Rogers, Senior Warden; Karen Schwartz, Junior Warden; and vestry members Norma Bramsen (by speaker phone), Ray Osinski, David Skidmore (by speaker phone), and Sarah Wright. Also present were Jane Weis, Clerk; Doug Schwartz, Treasurer; and Carl Zapffe.

Barb Sajna presided.

Barb provided the opening prayer.

Agenda – was approved as distributed.

Election – It was moved and seconded to elect Jane Weis, Clerk of the Vestry and Doug Schwartz, Treasurer. Motion passed.

Vestry Minutes – it was moved and seconded to accept the minutes of the December vestry meeting as presented. Motion passed.

Rector's Report

- **Lenten Programs** – there will be an Ash Wednesday service on Wednesday, February 18 at 12:00 noon, and a weekly Eucharist will be held on the following Wednesdays at noon during Lent.
The soup suppers will be held on Wednesday evenings beginning on February 25 at 5:00 p.m. and will continue for the following four Wednesdays. Joanne Skidmore's couples retreat will be held at a later time and the date for Gwynne Schultz's Lenten retreat will be determined later. (*Subsequently it was decided to cancel this retreat and to reschedule it in the spring.*)
- **Clergy Retreat** – Barb attended a clergy retreat last week. She would like to have John Gorsuch do a retreat for us on spirituality.

Senior Warden

- **Anne Egan's Resignation** – she submitted her resignation from the vestry due to family commitments. Judy Bush has agreed to fill her two year term on the vestry. *The vestry approved this appointment.*
- **Policies** – the Investment Policy was reviewed and was submitted to the vestry by the committee i.e. Dick Egan, Doug Peterson, Ralph Blankenburg and Doug Schwartz. It was noted that the policy is very general in order to accommodate several possible situations. *It was moved by Ray Osinski and*

seconded by Karen Schwartz to accept the Investment Policy as submitted. The motion passed. The Discretionary Fund was discussed and noted that the use of this fund is totally up to the rector but it belongs to the church. The balance of the account will be recorded on the monthly statements and is also audited yearly.

- **Gift Acceptance Policy** – was reviewed and Betsy Rogers moved and Sarah seconded to accept this policy as submitted. The motion passed.
- **Policy Regarding Disposition of Bequests and Gifts** – several items were discussed and Karen Schwartz moved and Betsy Rogers seconded to accept this policy as submitted. The motion passed.
- **Renewal Works** – Betsy reported that the survey has been ordered and we will receive the directions on how to proceed. Barb will get a team together to work on this program: Marcia and Mike Eischen, Annie Egan, and Gwynne Schultz.
- **Advertising** – Betsy noted that we need someone to take over Advertising for the church and to arrange for social events. This will be discussed at the March meeting.
- **Follow up on Summer Vestry Retreat** – We have met many of our goals, i.e. green ministry, more frequent “live” worship music, a new sound system, policies for bequests and gifts, Renewal Works, progress on signage and the use of the Vestry Resource Guide. We will continue to work on additional goals: including our Mission Statement in all our materials, bylaws review and revision, preparing for the rector’s retirement, etc.

Junior Warden

- **Kitchen Cart** – Karen noted that Jane’s son has donated a kitchen cart which should be a big help during the Wednesday night soup dinners. Ray Osinski moved that we accept the gift of the kitchen cart, Betsy Rogers seconded. The motion passed.
- **Sound System in the Canterbury Room** – Carl Zapffe will be our point person in looking into this issue. It was suggested that foam could be placed on the bottoms of the chairs and tables.

- **Signage** – Carl Zapffe submitted an excellent report on proposed new signage for St. Luke’s which is in the process of being circulated to vestry members. Carl indicated that our current signage is very poor and his report gives many excellent examples of how to proceed. The first thing will be to check with the Village on their ordinances for signage.

Treasurer’s Report

- **Financials** - Doug presented the Balance Sheet as of February 15, 2015 indicating total assets of \$120,140.35. He also presented the Expense to Budget Performance of January 1 through February 15, 2015. This statement reflected a total net income of \$38,991.61 including a gift of \$20,040 to the Discretionary Fund and total expenses of \$16,006.26 reflecting a surplus of \$22,985.35. The monthly report will be filed for audit.
- **Reserve for Future Needs** – Doug reported that the Capital Fund Account has been transferred to the Savings Account. The Discretionary Account will now be listed in the monthly financials. Doug mentioned that we need to have funds available for future needs i.e. parking lot repaving, roof, etc. We will discuss the future needs of the parish for which we will need financial reserves at the next Vestry meeting.
- **New Reimbursement Form** – Doug distributed a copy of a new request for reimbursement form.
- **Audit** – we will again be using the Diocesan auditor to audit our books for 2014.
- **Parochial Report** – was completed and sent to the Diocese. Copy is filed with these minutes. Attendance and membership has increased gradually over the year. [Betsy Rogers moved that the Parochial Report be approved as submitted.](#) [Sarah Wright seconded.](#) The motion passed.

Committee Reports

- **Sound System** – Ray reported that the platform has been built for the organ and the electricity will be done next week. Lighthouse Productions will work

with the electrician. The organ will be moved on February 24th. Naomi will play the organ at its new location on Sunday, March 1. It was suggested that Ray get the documentation on the warranty for the equipment.

- **Outreach** – they plan to have a Rummage Sale in the Spring and a Concert in the summer.

New Business – Next month the vestry will review the job descriptions, a chairman for advertising and social events, and discussion of reserve assets.

Old Business - None

Adjournment - There being no further business, Karen moved and Betsy seconded that the meeting be adjourned. The motion passed.

The next vestry meeting will be held on

SUNDAY, MARCH 15 FOLLOWING COFFEE HOUR IN THE CANTERBURY ROOM!

Respectfully submitted,
Jane Weis, Clerk