

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

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

Barb Sajna presided.

Jane provided the opening prayer.

Agenda – was approved as distributed.

Vestry Minutes – it was moved by David Skidmore and seconded by Karen Schwartz to accept the revised minutes of the February vestry meeting. Motion passed.

Communications Report – David and Joanne Skidmore reported jointly. Discussion centered about the website. It will to be redesigned with Norma Bramsen's help. The vestry was shown a sample of a possible website for St. Luke's. A new website can offer many updates to provide specific statistics, number of visitors, and many other items of interest to St. Luke's. There should be a privacy statement and certain items would not be included on the website such as the Newsletter in order to maintain privacy for members of the church. The website committee includes David Skidmore (consultant), Joanne Skidmore, Norma Bramsen and Carol Ann Osinski. David and Norma will present policies as they relate to the website at the next vestry meeting.

Rector's Report

- **Chairs** – Barb announced that we will purchase 5 new chairs for the sanctuary. Norma Bramsen moved to accept the new chairs and David Skidmore seconded. The motion passed.
- **Marion Marcellus' Bequest to the Parish** – It was suggested that the vestry vote to accept her gift to the parish if not previously done so. *(Subsequently, Jane discovered that the vestry had not approved this gift and will suggest that it be done at the April vestry meeting.)*
- **Sound System** – It was agreed to accept the gift of Pat and Dick Diemer to pay for the updated sound system. It was also reported that the sound system and parts are all covered for 1 year under the warranty.

- **Lanyard Name Tags** – it was suggested that we try the lanyard type name tags. They range widely in price. Barb and David will find out what's available and purchase 100 of them.
- **Holy Week** – Chrim Mass in Fond du Lac on Saturday, March 28; Palm Sunday with the Passion on Sunday March 29; Tenebrae service on Wednesday evening, April 1 at 7:00 p.m.; Maundy Thursday with Stripping the Altar on April 2 at 7:00 p.m.; Good Friday Worship, April 3, 12:00 Noon; Easter Vigil/First Eucharist of Easter, Saturday, April 4 at 7:00 p.m.; and Easter Day, April 5 at 10:00 a.m.
- **Gwynne Schultz**– the retreat offered by Gwynne Schultz has been postponed to May 18. Nancy Laitner has offered her home for the retreat venue.
- **Retreat** – Barb reported that John Gorsuch has agreed to do a Retreat for us at St. Luke's on September 18 and 19. There will be a charge to participants which will include a box lunch. The retreat which will be limited to 20 people.

Senior Warden (given by Barb in Betsy's absence)

- **Job Descriptions** – Betsy suggested that there be included in the job description for the Treasurer a statement stating who writes the paychecks and specifies all the procedures including the bookkeeper and her duties under the Treasurer's job description.
- **Social Events** – Betsy stated that last year Nancy Laitner chaired almost all of the events held by St. Luke's. This year it was suggested that we appeal for a chair for each event as it occurs. Mary Magnin and Pat Wisner have offered to do Easter morning.
- **Advertising** – will be handled by Norma Bramsen and Joanne Skidmore.

Junior Warden

- **Sound System in the Canterbury Room** – Carl Zapffe will be our point person to look into this issue. He will meet with the sound system people on March 22nd.
- **Signage** – Carl Zapffe will meet with the Village of Sister Bay regarding the ordinances for signage.

- **Sound System** – Karen reported for Ray that the carpeting under the organ will be installed before Easter. As noted previously, all the sound equipment is under warranty for 1 year.

Treasurer's Report

- **Parochial Report** – was completed and sent to the Diocese. The final copy reflected a change in addition which is noted on the clerk's filed copy with last month's minutes.
- **Reserve Account** – It was suggested that the vestry discuss establishing a Reserve Account to cover major expenses which may occur in the future such as paving the parking lot, and other future needs of the parish. This will be discussed at the April vestry meeting.
- **Restitution payments from Marty** – discussion took place regarding these payments. *(Subsequently, it was determined that all payments due have been made.)*
- **Financials** - Doug presented the Balance Sheet as of March 11, 2015 indicating total assets of \$217,495.93. He also presented the Expense to Budget Performance of January 1 through March 11, 2015. This statement reflected a total net income of \$144,040.09 including an unrestricted gift of \$96,000 and total expenses of \$23,914.43 reflecting a surplus of \$120,125.66. The monthly report will be filed for audit.

Committee Reports - None

New Business – None

Old Business - None

Adjournment - There being no further business, [Norma moved and Karen seconded that the meeting be adjourned. The motion passed.](#)

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The next vestry meeting will be held on:

SUNDAY, APRIL 19 FOLLOWING COFFEE HOUR IN THE CANTERBURY ROOM!

Next month, the vestry will vote regarding Marion Marcellus' bequest to St. Luke's Church and the establishment of a Reserve Account.

David Skidmore will do the opening prayer in April.