

ST. LUKE'S EPISCOPAL CHURCH
VESTRY MINUTES OF DECEMBER 10, 2017

The vestry met on Sunday December 10, 2017 in the Canterbury Room at St. Luke's Church at 11:30 a.m. Present were Barbara Sajna, Rector; Betsy Rogers, Sr. Warden; Doug Schwartz, Jr. Warden; and vestry members: Ralph Blankenburg, Norma Bramsen, Judy Bush, Steve Elliott, George Hughes and David Skidmore. Also present were Jane Weis, Clerk and Karen Schwartz, Treasurer.

Barb provided the devotions.

Agenda – David Skidmore moved and George Hughes seconded to accept the agenda as corrected. Motion passed.

Vestry Minutes – Betsy Rogers moved and Ralph Blankenburg seconded to accept the minutes of the November vestry meeting as corrected. Motion passed.

Rector's Report

- **Lessons and Carols** – St. Luke's hosted this event on Sunday, December 3 at 4:00 p.m. with Holy Nativity/Christ the King. Only 15 people attended from St. Luke's, 17 attendees were from the invited choir and 10 members from Holy Nativity/Christ the King. After discussion, it was decided to suggest to Fr. Olin Sletto that in 2019 we no longer feel that attendance warrants the work put into this event.
- **Scandia Tea** – the annual Scandia Tea will be held at 1:00 p.m. on Wednesday, December 13th.
- **Christmas Eve Buffet** – Jean Barrett will chair this event and there is a sign-up sheet in clip board alley.
- **Advent 4 and Christmas Eve** – because both of these events occur on Sunday, Barb will have a quiet service on Sunday morning at 10:00 a.m. and the full Christmas Eve service with music at 4:00 p.m. on Sunday. On Christmas Day, Monday, there will be a service at 10:00 a.m.
- **PMF** – has requested to plant a tree on our property in memory of Sarah Wright in August. The vestry suggested that the tree be planted in the spring to allow for the safest time to plant and to have the dedication in August.
- **Delegates to Convention** – the convention will be held for two days October 19 and 20. Our delegates to convention are David Skidmore and two more to be determined and alternate delegates will be Jane Weis and two more to be determined.
- **Accounting Reviews** – The Executive Council is changing the accounting review procedures; there will be on-site reviews every two years, alternating with years in which congregations submit financial information to the diocese by mail.
- **Treasurer** – Karen has announced that she is willing to continue as treasurer for another year, but in 2019 the church should plan on replacing her and it is not too soon to begin this process. It was suggested that this be announced at the Annual Meeting.
- **Retiring Vestry Members** – Barb thanked Norma Bramsen and David Skidmore for their valuable service to the vestry during the past three years. Their term expires in January. Barb also noted that Jane Weis has decided to retire as clerk of the vestry in January and Barb has asked Diana Wallace to serve in that capacity. She has agreed to do so and will be elected at the February vestry meeting.
- **Thank You from Fr. Sletto** – Barb received a thank you letter from Fr. Sletto regarding their organ which they received from the organ company and which was our old organ. They are very pleased to have it.

Senior Warden

- **Hauser Discernment Committee** – has met and John is taking part in the life at St. Luke's.
- **Sign Committee** – will continue their meetings and will report to the vestry in February.
- **Stewardship** – Betsy reported that that we have received 37 pledges out of a possible 49 for \$78,170. It appears that we will meet our 2018 budget figure.

Junior Warden

- Doug had no specific items on which to report. All pending matters have been attended to.

Treasurer's Report

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- **Pledges** – Karen reported that there will be a reminder in the E-News requesting parishioners to send in their pledges to the office before the end of the year.
- **Budget for 2018** – the budget was presented and there were only minor changes. It will be presented to the Annual Meeting for approval. Copies will be distributed to everyone the week prior to the meeting.
- **Housing Resolution** – Betsy presented the annual Housing Resolution to the vestry indicating an increase in compensation to Barbara Sajna as well as an increase in the housing allowance. *Betsy Rogers moved and George Hughes seconded that we accept the Housing Resolution as presented. The motion passed.*
- **Financials** – financial reports were sent to the vestry. The Balance Sheet as of November 30, 2017 indicated total assets of \$366,869.96. The financial report YTD balance reflected a total net income of \$203,224.81 and total expenses of \$120,523.93 indicating a surplus of \$82,700.88. The financial reports will be filed for audit.

Committee Reports

- **Amazon Smile** – David reported on setting up an account with Amazon Smile where St. Luke's would receive .5% of the cost of items purchased. He will set up this program.
- **Diocesan Investment Policy** – David will have details for the February meeting.
- **Proposed Policy for Jr. Wardens** – Doug, George and Ralph met and reported on this policy regarding expenditures under the jurisdiction of the Junior Warden. *The policy determined that the Jr. Warden can expend any amount less than \$500. An amount of \$500 - \$5,000 come to the Vestry for approval and anything over \$5,000 must have a second estimate and then must come to the Vestry for approval. Betsy moved and Norma seconded to accept this policy. Motion passed.*
- **Van Availability from Scandia** – Ralph spoke to Michelle Notz, Executive Director of Scandia who expressed liability concerns. Karen checked with our insurance company who indicated that we are completely covered. The vestry is willing to consider paying a nominal fee for the use of their van and Ralph will consult with Michelle again.

Old Business - None

New Business – It was suggested that all our policies be placed on the website. Norma or David will do this.

- **New Computer in the downstairs office** – *(subsequently after the meeting it was determined to purchase a computer for downstairs. All vestrymen agreed by email to purchase one. It will be done.)*

Adjourn – Judy Bush moved and Betsy Rogers seconded to adjourn the meeting. Motion passed.

The next vestry meeting will be held on Sunday, February 18 following the coffee hour.

Barb will lead the devotions for the February meeting.

Respectfully submitted,

Jane Weis, Clerk