

ST. LUKE'S EPISCOPAL CHURCH
VESTRY MINUTES OF FEBRUARY 18, 2018

The vestry met on Sunday, February 18, 2018 in the Canterbury Room at St. Luke's Church at 11:30 a.m. Present were Barbara Sajna, Rector; David Skidmore, Sr. Warden; Doug Schwartz, Jr. Warden; and vestry members: Ralph Blankenburg, Judy Bush, Steve Elliott, George Hughes Karen Malzahn and Carol Ann Osinski. Also present were Jane Weis, Clerk, Ray Osinski and Betsy Rogers.

David provided the devotions.

Agenda – It was moved and seconded to accept the agenda as corrected. Motion passed.

Vestry Minutes – Ralph Blankenburg moved and George Hughes seconded to accept the minutes of the December vestry meeting. Motion passed.

The Rector welcomed the new members of the vestry, Karen Malzahn and Carol Ann Osinski and David Skidmore as the new Senior Warden.

Committee Report

- **Sign Committee** – Betsy reported for the Sign Committee members who are Betsy, Ray Osinski and Carl Zapffe. She reported that there were two options under consideration: 1) local contractors or 2) Creative Sign Co. in Green Bay. She reported that Creative Signs can do the sign for an estimated price of \$7,790, considerably less than the original estimate of \$8,500. Their work would be all-inclusive except for the wiring and permit costs. They would work with the Village of Sister Bay for all applicable permits. There were still some design issues to determine i.e. size, color, etc., but the committee recommends using Creative Sign Company. There was also discussion about using the church shield sign on the outside of the church. The committee will do additional research and will report back to the vestry.

Appointment of the Clerk and Treasurer – Barb announced that Jane Weis has resigned her position as Clerk of the Vestry, and Diana Wallace has agreed to serve, and Karen Schwartz has agreed to continue to serve as Treasurer until the next Annual Meeting. George Hughes moved and Judy Bush seconded the motion to appoint them to these positions. The motion passed.

Vestry Member's Resignation – Barb noted that Judy Bush has submitted her resignation from the vestry because of her plans to move to Middleton, Wisconsin (Madison area). Betsy Rogers has agreed to serve out Judy's term which expires in 2020. Ralph Blankenburg moved to accept this appointment and Karen Malzahn seconded and the motion passed.

Next Vestry Meeting – the next vestry meeting date was discussed. George Hughes moved and Doug Schwartz seconded to hold the next vestry meeting on Sunday, March 11 following coffee hour in the Canterbury Room. The motion passed.

Rector's Report

- **Annual Meeting** went well.
- **Retreat** – scheduled for Thursday, March 1 has about 15 people signed up to attend.
- **Lenten Programs** – Wednesday evenings with soup supper and movie has proved to be successful programs and will continue.

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- **Holy Week/Easter Brunch** – will be held as usual with Jean Barrett planning an Easter Eve reception in the Canterbury Room and Easter Day will be a special reception with parishioners bringing goodies. Cake and champagne will be provided by Jane Weis and her family to celebrate her 90th birthday. Doug Schwartz and George Hughes will chair this event. Also, the church will be open on Wednesdays for prayers and discussion during Lent.
- **Parochial Report** – must be filed by March 1. Total Active Baptized Members were increased to 95 plus 63 in other categories of membership. Average Sunday attendance remained at 66. Karen Schwartz was thanked for all the extra time involved by her to prepare this report. [David Skidmore moved and George Hughes seconded to accept this report.](#)
- **Bill Brophy** – it was noted that he died in January. The family has been in touch with Barb and he will be buried in our Memorial Garden with a memorial service probably in June.
- **Organist** – it was noted that Sue Raye Hughes will not be available to play the organ on Sunday, March 18. Ray Osinski has agreed to play the organ electronically.

Senior Warden

- **Update on Amazon Smile** – it was suggested that the senior warden contact Matthew Payne to learn about the diocesan experience as a Smile organization, in terms of the administrative demand and the level of donations. The rector said she would contact Norma Branson about following up on the process
- **Proposal for a Changing Table in the Handicapped Bathroom** – David reported that it is possible to place an infant changing table in this bathroom for anticipated use especially in the summer. It reportedly will cost about \$140 plus installation. [George moved and Judy seconded to install an infant changing table and a large waste basket in the large handicapped bathroom. The motion passed.](#)

Junior Warden

- **PMF Tree** – George Hughes reported that the tree given by the Peninsula Music Festival in memory of Sarah Wright to St. Luke's will be planted on our property near Canterbury Road where a previous tree had been removed. There will be no markers and McKeefry and Yeomans will provide the tree and all the planting. It will be dedicated on Monday, August 13 at 1:00 p.m.
- **Carpet Cleaning** – Doug reported that the carpet will be cleaned on Monday, March 2 beginning at 9:00 a.m.

Treasurer's Report

- **Financials** – financial reports were sent to the vestry. The Balance Sheet as of January 31, 2018 indicated total assets of \$390,488.46. The financial report YTD balance reflected a total net income of \$31,051.21 and total expenses of \$9,344.73 indicating a surplus of \$21,706.48. The financial reports will be filed for audit.

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- **Accounting Review** – at Karen’s suggestion, the review for this year will not be on-site, but will be electronic, at a cost of \$300. [George moved and Steve seconded to accept this plan. The motion passed.](#) There was a motion to schedule an onsite review in alternating years, and some vestry members suggested leaving this decision to the new vestry to address in 2019. The proposal did not come to a vote as the junior warden moved to table the matter. The motion to table was adopted.
- **Credit Card Statements** – as previously requested, Karen submitted copies of the credit card expenses.

Committee Reports

- **Scandia Transportation** - Ralph reported that he has received agreement from two couples and another person to help drive the Scand van to bring people to and from church. They will have to be trained and Ralph hopes that transportation can begin in March/April.
- **WiFi** – Ralph reported that it is not working in the downstairs office. Doug and George will follow up with Charter and/or Rick Bocek.

Old Business - None

New Business – Jane Weis suggested that the Memorials Policy which was approved by the vestry on August 20, 2016 be revised to indicate that the word “clerk” be replaced by “parish secretary” as this has been the duty of the parish secretary in the past. [George Hughes moved and Ralph Blankenburg seconded that this change be made. The motion passed.](#)

Adjourn – [It was moved and seconded to adjourn the meeting. Motion passed.](#)

The next vestry meeting will be held on Sunday, March 11 following the coffee hour.

Barb will lead the devotions for the March meeting.

Respectfully submitted,

Jane Weis for Diana Wallace, Clerk