

St. Luke's Vestry Minutes  
February 17, 2019

A. Procedural

February meeting agenda approved. December minutes will be resent and approval will be put on the agenda for the March meeting.

B. Rector's Report

Mother Barb reminded the Vestry that part of each member's responsibilities is to introduce themselves and strike up conversations as appropriate with new members.

Foyer dinners are a good opportunity to discuss thoughts and concerns surrounding St. Luke's but that is not to be the focus of the dinners. The dinners are meant as opportunities to get to know one another better.

Mother Barb reported that a generous gift has been received for the Discretionary Fund and to alert her to any needs of which she may be unaware.

Discussion took place around continuation of Lessons and Carols and what that may mean. Subject is tabled until a later date.

By Law revisions have been received.

C. Senior Warden Report

Betsy handed out Vestry Policy and Procedure Manuals to new members. She asked that each person take responsibility for keeping his or her manual up to date. Vestry Handbooks have also been ordered.

The Vestry received the latest question to be completed and put on our Canterbury wall. This question is: What do you believe might be a challenge for St. Luke's in the next several years? All congregation members will also be asked to participate.

D. Junior Warden Report

Due to an unusually large volume of snow one of the emergency exits was blocked. The snow has been removed.

Discussion took place relative to **emergency exit** for the second floor. Currently the door at the bottom of the steps is NOT an emergency exit as it must be unlocked. This could be converted to an emergency exit and/or a stairway could be added to the deck, as an emergency exit. **George** will follow through on **pricing for both contingencies**.

#### E. Treasurer Report

Monthly financials were reviewed, no questions. Treasurer report and credit card summary were distributed.

It was moved, seconded and passed that either the Rector OR the Senior Warden be allowed to approve a quarterly withdrawal following Vestry authorization of the withdrawal. **Mother Barb will write a letter to the Diocesan Trust Fund** to that effect.

The Parochial Report was reviewed, approved and will be filed electronically.

It has been determined that St Luke's will begin to pay recurring bills electronically when the option is available. The first vendor will be WPS.

A motion was made, seconded and passed to update the credit card signers. Joanne Skidmore's name will be on the card issued. Mother Barb and all 3 treasurers will be signers.

A motion was also passed to update check signers. There will be four signers: Mother Barb, the Vestry Clerk, Junior Warden and Paul Neuman, Vestry member.

The treasurers will prepare the information/documentation needed for the annual financial review. The review is done by auditors from the diocese.

A motion was put forth to move cash from checking to savings. The savings account would then fund a CD laddering project whereby each month, for twelve months, a \$5,000.00 CD would be purchased. This would continue until such time as the Vestry provides different direction. Discussion took place, the motion was seconded and passed.

#### F. Committee Reports

**Carol Ann** reported that she will **ask for a quote for the window shade** that would be installed between the kitchen and Canterbury Room.

Norma reported that the stained glass window committee had reviewed several concerns with Gary and he had confirmed that he is able to change the orientation of St. Luke's so that St. Luke is looking inward toward the altar. The final drawing has been approved and Gary will begin the work. It is hoped we will have the completed window installed by early summer. **Norma will ask those expressing an interest in contributing to this project, to pledge a specific amount.** The entire cost of approximately \$5000.00 will be covered through donations. The Vestry must only approve the gift.

Meeting Adjourned. Next Meeting: March 17, 2019, following coffee hour.

