

**St. Luke's Episcopal Church, Sister Bay**  
**Vestry Meeting**  
**Feb. 18, 2024**  
**MINUTES**

The meeting convened at 11:45 a.m. Attendees: Brit Frazier, Ralph Blankenburg, Paul Neuman, Ross Holton, Trudy Jischke, Lori Holton, Chris Roedl, Julie Hubbard, Ray Osinski, Karen Malzahn, and Susan Hoffert. Norma Bramsen attended via Zoom. Betsy Rogers initiated the Zoom call and stayed on mute.

Kathy Blankenburg and Carol Ann Osinski observed.

**Opening prayer**

Brit gave the opening prayer. She then welcomed new Vestry members Ralph, Ray, Chris, Ross and Julie.

**Procedural**

The February agenda and December minutes were approved. Susan acknowledged the new Vestry members had not received them and will send them out directly.

**Calendar items**—In March, Brit will offer the Stations of the Cross Monday evenings. On March 8, Midsummer Music is holding the Seven Last Words of Christ, a mix of music and reflections from religious and community leaders. Brit will offer the last reflection.

Easter services will begin with a vigil at 7 p.m. Saturday with a festive reception after. There will be a sign-up for deserts and beverages.

On Easter Sunday a brunch is planned. Brit will need someone to coordinate the potluck.

The holy week schedule is:

Palm Sunday— 10 a.m. service

Monday—Stations of the Cross at 5:30 p.m.

Tuesday—Eucharist at 5:30 p.m.

Wednesday—Tenebrae (readings and hymns) at 5:30 p.m.

Maundy Thursday—5:30 service followed by an Agape meal.

Good Friday—Service at noon

Saturday—Service at 7 p.m. followed by a reception

Easter Sunday— 10 a.m. service followed by brunch

We will shift to two services (8 am. and 10 a.m.) on Sundays beginning the Sunday after Easter and continuing until Oct. 6.

The March Vestry meeting is delayed until Wednesday, March 20 at 6:15 p.m. because of travel schedules. Paul and Susan will both be unavailable. Someone will need to take the minutes.

A motion was made by Ralph and seconded by Ray to elect Paul to serve the remaining two years of Pete Thelen's term. Motion passed with Paul abstaining. This was a Vestry vote only; Brit, Susan and the treasurers did not vote.

Discussion was held on using Google Workspace as a resource since it offers free use by nonprofit organizations. We would have access to a cloud database, document sharing and online meetings. It was endorsed by Norma, Ray and Ralph. Norma will take the lead on sign up and provide an update at the March meeting.

Brit passed a copy of the Memorial Policy that was reviewed by Lori and Carol Heil as part of the effort to update all of St. Luke's policies and procedures last fall. Karen questioned the effort given the treasurers have developed an updated policy as well. Their policy will accommodate the suggestions of Lori and Carol so discussions were tabled until the two reports can be merged and presented jointly at the next meeting.

Lori updated the Vestry on the Memorial Garden, indicated it is a sacred space that people use for meditation, serenity and visiting those whose ashes are interred there. She thanked Chris and Kathy Blankenburg for joining the committee as their landscape experience will prove invaluable. The updates will begin small as nothing can be done until spring and more information is needed on expenses. Mike Schneider, executive director of the Clearing, will help assess the current space.

Lori also reported the Altar Guild has been asked to change the sacramental wine. Currently we are using Carlo Rossi which has a lot of additives and is actually a sangria. Brit explained that sangria is not allowed in the Episcopal Church. Lori presented several options and it was agreed to use a port. The change will begin on Palm Sunday.

**Rector's report**—Brit indicated the pancake supper on Shrove Tuesday was a success and plans to continue the tradition.

She also indicated a desire to make the Narthex more welcoming and orderly, reorganizing to make better use of the big bulletin board for updated photos and announcements and including a welcome table with brochures and Bibles available to visitors. Susan indicated she can provide the Bibles from Bargains.

Brit asked the Vestry to consider holding a half-day retreat in April. They will gather offsite, using space at the Clearing, for spiritual growth, to get to know each other, and create a vision for the future of St. Luke's. It was decided to hold the retreat on Saturday, April 13 from 9:30 a.m. to 12:30 p.m., including lunch. This is for Vestry members only. It will not take the place of the regular meeting on the 21st.

**Treasurer's report**—Paul shared the investment report earlier for which several Vestry members expressed appreciation.

Karen did a brief orientation for new members on reading the balance sheet and treasurers' reports.

In January, the Treasurers moved the prepaid pledges into the operating fund, giving a bump-up to pledge income (4.0001) for the month. The matching grant for the food pantry from Abbott Labs finally arrived (4.4081). The first 2024 quarterly withdrawal from the Diocesan Common Trust was deposited in January. Another check arrived in memory of Jane Weis. Checks for Masvingo are still coming in.

Treasurers funded the full 2024 amount for the rector's HSA (5.0502) up front. Expenses for printed worship materials (5.0111) included the Christmas and Epiphany bulletins. After Easter, spending in this category will slow down. Pay for our outgoing bookkeeper Juliana Neuman, who is now a consultant, still shows up in the bookkeeper salary line (5.0060) together with Snezhana's pay, but this monthly total is unusually low because Juliana was paid in February for her January hours. Our new bookkeeper is working out well, and now works alone, consulting with Juliana as needed. Our finances have become complex and non-routine situations still arise that need Juliana's expertise but Snezhana (and Karen) plan to do our 2024 taxes solo.

More payments are being shifted to EFTs and ACHs for regular bills. This month, the Treasurer Team issued W-2s, 1099s and donation statements. Workers Comp, payroll and property tax reports were submitted. Payroll taxes were paid (Wisconsin is paid annually, in January, and the IRS is paid monthly). The Aetrix software used by Church Windows still has problems, but we managed. The CW telephone support this month was much better than last year at this time, when they stopped taking calls for long periods. The Treasurers have started the parochial report online and will circulate the financial section by email to the vestry for approval at the end of the month. It covers the 2023 financial year and will be used by the Diocese to calculate our 2025 assessment.

**Junior warden's report**— Submitted. Ross thanked George for his five years of service and indicated that when he had a choice to make, he would think "What would George do?" He has updated the vendor list for building and support services which he will share with the treasurers. A planning meeting was scheduled on how to move the treasurers to the first-floor office space.

**Senior warden's report**— Ralph will work with Betsy to move the Zoom account from her name to St. Luke's. Norma indicated that problem could be solved by moving to Google Workspace.

He reported that Seuss Electric has reset all the electronic equipment in the Canterbury Room. He and Ross will retag all the equipment and turn one unit around to simplify

operations. Everything has been successfully tested. No one is to use any of it except the microphone without first speaking to Ross and Ralph.

**Other Reports:**

**Outreach**—Trudy will now chair this committee with the help of Joanne Skidmore who has offered to do all the financial paperwork. The Door of Life Pantry is in need of protein; both freezers are empty. Trudy is checking with Piggly Wiggly and the butcher to see when more meat will be available.

The camp scholarship money was paid out this week.

**Old business**— As a matter of due diligence we will need to get copies of liability insurance policies for all who use the Canterbury Room. These should be sent to the treasurers.

*New Vestry Resource Guides* are arriving in March and will be reviewed at the Vestry offsite meeting.

**New business**— None

Brit offered a closing prayer and the meeting was adjourned at 2:10 p.m. The next Vestry meeting will be held Wednesday, March 20 at 6:15 p.m.

Respectfully submitted,

Susan Hoffert  
Vestry Clerk