

St. Luke's Episcopal Church, Sister Bay
Vestry Meeting
Aug. 20, 2023
MINUTES

The meeting convened at 12:45 p.m. Attendees: Brit Frazier, Betsy Rogers, Paul Neuman, Trudy Jischke, George Hughes, Susan Hoffert, Karen Malzahn, Pete Thelen, Carol Ann Osinski, Lori and Ross Holton. Norma Bramsen attended via Zoom.

Opening prayer

Betsy offered the opening prayer.

Procedural

The August agenda and July minutes were approved.

Calendar items— The final forum will be held next Sunday (Aug. 27).

Joanne Skidmore will spearhead the reception planning for the Installation on Sept. 5. A sign-up sheet for food will go out soon.

The calendar, which is created in Google, is now on the Website, viewable to all. Ralph Blankenburg, David Skidmore, and Brit can update. Carol Ann Osinski asked if she could include a link to the view-only version of the calendar in the Enews. Brit will write a description of how to use the calendar and how to reserve space in our buildings.

George brought up that the Vestry approves who uses our building and that he is concerned about outside groups using some of our equipment, such as the PA system, could easily be harmed by someone not familiar with their workings. Betsy pointed out that the policy doesn't require approvals but also doesn't include use of equipment. Our auditors have already requested proof of liability insurance from those who access the building. Brit will check with Matthew Payne, the Diocesan business administrator, about what is required. Discussion concluded groups already with access and already using services can continue. Brit can approve the use of services by others. But we must make sure we have renewals of the proofs of liability, a clear policy on use of the Canterbury Room and Brit will talk with Ralph B. about shepherding the paperwork.

It was decided to do the full overall policy review via Zoom, separately from a Vestry meeting so committees can present the revised texts. Dates will be set for when revisions are due and for the overall review.

Junior warden's report— George presented an estimate from Dave's Tree Service of \$4,000 to remove trees surrounding the columbarium and grind the stumps. Additionally he gave an estimate of \$500 for removal and stump grind of the maple adjacent to the parking lot entryway which is dying. The wood would be left for fireplace use.

Because the columbarium is a longer-term project which could stretch into the next budget year he suggested that a Vestry member be appointed for oversight and a committee be assembled to do the planning.

Senior warden's report—Betsy has been writing and printing the Sunday morning announcement inserts. As she is leaving for the season someone will be needed to take over the printing and distribution. She can continue to do the writing. Trudy volunteered.

Treasurer's report—Dick Heil has agreed to serve in the absence of Carolyn Finch who has moved. Betsy motioned to appoint him as co-treasurer; Trudy seconded. Motion passed.

We are still searching for a bookkeeper. Juliana continues to work which is very helpful as we continue to adapt to changes in the accounting software and implications of a bigger payroll and new benefit obligations. Most of our business is moving online.

Giving across all categories is up, making July one of our best income months. Investments are steady, with TD Ameritrade showing an increase. We established a fund for burial plots income which can offset some memorial garden expenses. Expenses were fairly routine for summer.

David S. upon returning from vacation is now working on the online giving site. It's expected to be operational by next month.

Betsy moved that as of now, we increase the stipend for the organist Sue Raye Hughes by 10 percent to review and increase if possible after the stewardship campaign. Trudy seconded, George abstained. Motion passed.

Outreach—In the coming months, Brit plans to contact people and churches throughout Door County to see if we can exchange ideas on outreach.

Four people volunteered to help Trudy with the Door of Life after her request for help at the Forum.

Ross reported a parking committee for Fall Fest is meeting next Sunday. The committee includes Brit, Trudy, George, Carol Ann, Ray Osinski, Ralph B. and Stan Hoffert. He has talked with Door County Medical Center, which agreed to use their lot on Saturday and Sunday and exchanged proof of liability forms. A volunteer sign up will be posted in September. We will increase the number of signs and include a couple of banners to increase the visibility of both DCMC and St. Luke's. It will be clear on the signage that the money is going to Door of Life. Brit also asked that we make clear St. Luke's is a sponsor. Ross expects expenses, to be extracted from the proceeds will be around \$300-\$500. A press release will be sent to the Pulse, the Fall Fest website and the Sister Bay Advancement site. Brit will post on the FaceBook page for Door County Year Rounders.

Rector's report—Brit has met with Betsy and Paul regarding stewardship. The goal is to start early in order to catch some of the summer attendees. At the last forum we asked what people would like to see in the letter which was then written by Betsy and distributed to the Vestry. Oct. 22 will be designated Commitment Sunday for parishioners to hand in pledges and bless the cards in church. On the Sundays leading up to that date, we will invite testimony from parishioners (both long-standing and newer) as to why they give to St. Luke's. Ideally it will be a mix of people who are financially stable and just starting out. The Vestry was asked to consider individuals and give the names to Brit. Each testimonial will be given during the services, lasting about three to four minutes.

She would also like to post a physical sign of how the campaign is doing (similar to the usual thermometer) but focus on giving units rather than dollars. A goal of perhaps 40 or 45 (over the 37 from last year) could be established. George pointed out that since June 25 we have had only one Sunday with less than 50 attendees so that seems a good goal.

Oct. 18 is the Feast of St. Luke. Beth Chafee Hahn and Sue Raye will give a concert followed by a reception. We will pass a hat and all donations will go to the Outreach Committee.

Brit thanked everyone for their support for the forums—good ideas came out of each one. The Wednesday lectionary study will end in August. The Wednesday Eucharist is well attended and will continue. Brit and Kathy Blankenburg are developing a Bible study class on Acts. She also plans to offer six weeks of Episcopal 101 this fall, covering what the Episcopalian Church is and what it does.

Brit also noted that she and her husband will be on vacation Oct. 1-9. A supply clergy will cover both Sundays.

Old business— Susan, upon learning that lanyards with the Episcopal Shield cost \$13 each, conferred with Karen and has purchased plain dark blue lanyards for new name tags. Brit will send names of people who are requesting to join St. Luke's to Susan. She will also replace the red name tags of those members who are leaving the Vestry.

New business— George will reset the Canterbury Room, after the last Midsummer concert, to hold more people during coffee hour.

Brit offered a closing prayer and the meeting was adjourned at 3 p.m. The next meeting will be held Sunday, Sept. 17, after the 10 am service. Susan will offer the opening prayer.

Respectfully submitted,

Susan Hoffert

Vestry Clerk