

# St. Luke's Episcopal Church, Sister Bay, Wisconsin

Vestry Meeting July 21, 2024

## Minutes

**Attendees:** Vestry Members Brit Frazier, Ralph Blankenburg, Ross Holton, Pat Lee, Paul Neuman, Trudy Jischke, Chris Roedl, Julie Hubbard, Ray Osinski; via teleconference Norma Bramsen; with Karen Malzahn and Stan Hoffert in attendance.

Carolyn Finch and Carol Ann Osinski were present and observed.

The meeting convened at 11:45 PM with an opening prayer offered by Ralph.

**Minutes:** The minutes of the June 24 Vestry meeting were approved.

**Calendar:** Mother Brit updated the Vestry on the status and scheduling of the following church events and programs:

- St Luke's Day: October 18<sup>th</sup>
- Bonhoeffer Study: To be held in August
- Acts Bible Study: Continuing through August
- Labor Day weekend: The last holding of two Sunday services for the year
- Blessing of Animals – To be held in October
- Mother Brit on vacation, Sept. 22 service

**Treasurer's Report:** Karen submitted financial statements setting forth the church's assets, liabilities and also set forth the church's financial transactions for the month of June, 2024. The financial statements are attached to these minutes.

**Investment Report:** Paul submitted Schwab statements for the church's investments made through Nicolet bank for June and also a report of all the church's investment accounts for the prior 6 months. Paul explained Ralph being removed as an church authorized representative for the Nicolet Schwab account due to his having a personal Schwab account and the confusion that resulted within Schwab's records. He also outlined, due to an error in Schwab's records system, reestablishing Nicolet's status as the church's investment manager.

**Rector's Report:** During the coming months of this election year Mother Brit expressed her desire St. Luke's remain a place of discernment where the parish's members mindfully contribute to the exercise of patience, understanding and maintaining the friendship that is a hallmark and strength of the St. Luke's community. Discussion followed with the Vestry expressing its endorsement and support.

**Junior Warden's Report:** Ross submitted his report of the status and progress of the various current Building Improvement Projects. He also reported the completion of the Treasurer's office renovation and that a proposal for repair of the church parking lot surface had been received from

Door County Asphalt. A motion was made and passed authorizing Ross to accept the repair proposal.

**Senior Warden's Report:** Ralph distributed a number of documents listing the ministries of the church, specifying the tasks of each ministry and each ministry's current leaders. The vestry agreed recruitment and training of each ministry's members is the leader's responsibility. There was agreement on using the e-news to communicate the church's need for these ministries.

**Outreach Report:** Trudy outlined the process the Outreach Committee has determined for the handling and disbursement of funds that come to the Committee for its use which was approved by the Vestry. She also requested that Julie Hubbard be named her co-chair of the Committee and was approved by the Vestry.

**Old Business:**

- Motion made and passed to approve the revised Memorial Policy
- Motion made and passed to approve the Investment Policy as currently written
- Several edits to the Wedding and Funeral Policy were discussed but further consideration of the policy was tabled until the next Vestry meeting

**New Business:** The next meeting of the Vestry was scheduled for August 18 following Sunday services.

The meeting was adjourned with a closing prayer at 1:10 PM.

**St. Luke's Episcopal Church - Sister Bay WI**  
**Balance Sheet as of June 30, 2024**

Sunday, July 14, 2024

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Account #	Account Name	Period Activity	YTD Balance	Beginning Balance
<b>CURRENT ASSETS</b>				
<i>Endowment Assets</i>				
1.0004	Diocesan Common Trust Fund	0.00	675,241.75	647,448.59
1.0005	Schwab Investment Fund	3,098.94	500,860.40	481,027.82
	<b>Total Endowment Assets</b>	<b>\$3,098.94</b>	<b>\$1,176,102.15</b>	<b>\$1,128,476.41</b>
<i>Cash Funds on Hand</i>				
1.0001	Checking Account Nicolet Bank	75,445.47	183,980.25	31,756.81
1.0002	Operations Money Market Acct	0.00	0.00	20,314.32
	<b>Total Cash Funds on Hand</b>	<b>\$75,445.47</b>	<b>\$183,980.25</b>	<b>\$52,071.13</b>
	<b>TOTAL CURRENT ASSETS</b>	<b>\$78,544.41</b>	<b>\$1,360,082.40</b>	<b>\$1,180,547.54</b>
<b>LIABILITIES</b>				
<i>Payroll Liabilities</i>				
2.0005	944/941 Federal Tax Withholding	18.92	1,633.48	1,738.94
2.0006	Wisconsin Tax Withholding	214.44	1,286.64	1,958.29
	<b>Total Payroll Liabilities</b>	<b>\$233.36</b>	<b>\$2,920.12</b>	<b>\$3,697.23</b>
2.0020	Prepaid Pledges	0.00	0.00	6,195.00
	<b>TOTAL LIABILITIES</b>	<b>\$233.36</b>	<b>\$2,920.12</b>	<b>\$9,892.23</b>
<b>FUND BALANCES</b>				
<i>GENERAL OPERATING FUNDS BALANCE</i>				
3.0001	Operating Fund Balance	1,362.43	50,305.76	38,903.90
	<b>TOTAL GENERAL OPERATING FUNDS BALANCE</b>	<b>\$1,362.43</b>	<b>\$50,305.76</b>	<b>\$38,903.90</b>
<i>NON-OPERATING FUNDS BALANCE</i>				
3.0022	Non-Operating (Pass Through) Fund Balance	1,220.00	3,474.69	0.00
	<b>TOTAL NON-OPERATING FUNDS BALANCE</b>	<b>\$1,220.00</b>	<b>\$3,474.69</b>	<b>\$0.00</b>
<i>BEQUEST, BURIAL &amp; MEMORIAL FUND BALANCE</i>				
3.0049	Burial Fund Balance	0.00	1,100.00	1,100.00
3.0050	<i>Memorial Fund Balance</i>			
3.0052	Ted Laitner Memorial Fund Balance	500.00	2,200.00	700.00
3.0060	Jean Berkenstock Memorial Fund Balance	0.00	125.00	125.00
3.0061	Jane Weis Memorial Fund Balance	0.00	1,600.00	1,350.00
3.0062	Lori Holton Memorial Fund Balance	1,950.00	4,450.00	0.00
3.0063	Building Fund in Honor of Lori Holton Balance	70,179.68	117,804.68	0.00
	<i>Total Memorial Fund Balance</i>	<i>\$72,629.68</i>	<i>\$126,179.68</i>	<i>\$2,175.00</i>
	<b>TOTAL BEQUEST, BURIAL &amp; MEMORIAL FUNDS BALANCE</b>	<b>\$72,629.68</b>	<b>\$127,279.68</b>	<b>\$3,275.00</b>
<b>TOTAL ENDOWMENT FUNDS BALANCE</b>				
<i>Investment Funds</i>				
3.0005	Schwab Investment Fund Balance	3,098.94	500,860.40	481,027.82
3.0025	Diocesan Common Trust Fund Balance	0.00	675,241.75	647,448.59
	<b>Total Investment Fund Holdings</b>	<b>\$3,098.94</b>	<b>\$1,176,102.15</b>	<b>\$1,128,476.41</b>
	<b>TOTAL ENDOWMENT FUNDS BALANCE</b>	<b>\$3,098.94</b>	<b>\$1,176,102.15</b>	<b>\$1,128,476.41</b>
	<b>TOTAL FUND BALANCES</b>	<b>\$78,311.05</b>	<b>\$1,357,162.28</b>	<b>\$1,170,655.31</b>
	<b>Total LIABILITIES and FUND BALANCES</b>	<b>\$78,544.41</b>	<b>\$1,360,082.40</b>	<b>\$1,180,547.54</b>



**St. Luke's Episcopal Church - Sister Bay WI**  
**Treasurer's Report as of June 2024**

**Sunday, July 14, 2024**

Account #      Account Name

Period Activity

YTD Balance

Annual Budget

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 Annual Budget  
 Remaining

**INCOME**

**INCOME FOR OPERATIONS**

*Pledging Income*

4.0001      General Pledge

	5,400.00	77,820.00	138,860.00	61,040.00
<b>Total Pledged</b>	<b>\$5,400.00</b>	<b>\$77,820.00</b>	<b>\$138,860.00</b>	<b>\$61,040.00</b>

*Other Revenue for Operations*

4.0006      Misc Income for Operations  
 4.0008      Nicolet Interest and Refunds  
 4.0010      Designated Parishioner Gifts for Operations  
 4.0400      Canterbury Room Use

	0.00	0.20	1,000.00	600.00
38.87		186.98		
660.00		1,020.00		
400.00		400.00		
<b>Total Other Revenue for Operations</b>	<b>\$1,098.87</b>	<b>\$1,607.18</b>	<b>\$1,000.00</b>	<b>(\$607.18)</b>

*Non-Pledge Gifts for Operations*

4.0002      Giver of Record  
 4.0003      General Plate  
 4.0005      Visitor  
 4.0012      Christmas Offering  
 4.0015      Easter Offering  
 4.0107      Gifts for Non-Holiday Altar Flowers

	885.00	4,035.00	16,570.00	12,535.00
682.00		4,917.00	7,477.00	2,560.00
65.00		215.00	880.00	665.00
0.00		0.00	340.00	340.00
0.00		745.00	665.00	(80.00)
0.00		100.00		
<b>Total Non-Pledge Giving for Operations</b>	<b>\$1,632.00</b>	<b>\$10,012.00</b>	<b>\$25,932.00</b>	<b>\$15,920.00</b>

*Carryover Cash for Operations*

4.0030      Operating Cash Carried Over From Last Year  
**Total Carryover Cash for Operations**

	0.00	0.00	10,595.00	10,595.00
<b>Total Carryover Cash for Operations</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,595.00</b>	<b>\$10,595.00</b>

*Transfers from Investments to Operating Fund*

4.0025      Transfer from Diocesan Fund for Operations  
**Total Transfers from Investments to Operating Fund**

	0.00	11,895.50	22,000.00	10,104.50
<b>Total Transfers from Investments to Operating Fund</b>	<b>\$0.00</b>	<b>\$11,895.50</b>	<b>\$22,000.00</b>	<b>\$10,104.50</b>

	\$8,130.87	\$101,334.68	\$198,387.00	\$97,052.32
<b>TOTAL INCOME FOR OPERATIONS</b>				

**INCOME FOR NON-OPERATING PURPOSES**

*Pass-Through Gifts*

4.0020      Ingathering Gifts for Masvingo  
 4.0023      Ingathering for UTO

**Total Pass-Through Giving Income**

	0.00	5,190.00	\$5,810.00	
0.00		620.00		
<b>Total Pass-Through Giving Income</b>	<b>\$0.00</b>	<b>\$5,810.00</b>		

*Gifts for Outreach*

4.0100      General Outreach Gifts  
 4.4081      Outreach Gifts for Food Pantry  
 4.4082      Outreach Gifts for NDCC Northern Door ChildrensCtr

	0.00	2,882.98	\$2,000.00	1,382.00
0.00		618.00		
1,120.00		1,120.00		
<b>Total Gifts for Outreach</b>	<b>\$1,120.00</b>	<b>\$4,620.98</b>	<b>\$2,000.00</b>	<b>(\$2,620.98)</b>

St. Luke's Episcopal Church - Sister Bay WI  
Treasurer's Report as of June 2024

Sunday, July 14, 2024

Account #      Account Name

Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
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**Other Non-Operating Income**

4.0052	Ted Laitner Memorial Income	500.00	1,500.00		
4.0061	Jane Weis Memorial Fund Income	0.00	250.00		
4.0062	Lori Holton Memorial Income	1,950.00	4,450.00		
4.0063	Building Fund in Honor of Lori Holton Income	100,000.00	150,000.00		
4.0082	Gifts for Memorial Garden	100.00	1,000.00		
	<b>Total Other Non-Operating Income</b>	<b>\$102,550.00</b>	<b>\$157,200.00</b>		

**Carryover Cash for Non-Operating Uses**

4.3030	Cash for Food Pantry Carried Over From Last Year	0.00	0.00	561.00	561.00
	<b>Total Carryover Cash for Non-Operating Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$561.00</b>	<b>\$561.00</b>

**Non-Operating Transfers from Investment**

4.0300	Transfer from Diocesan Trust for Non-Operating Use	0.00	0.00	1,791.00	1,791.00
4.0310	Transfer from Schwab for Non-Operating Use	0.00	0.00	18,024.00	18,024.00
	<b>Total Investment Transfers for Non-Operating Uses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19,815.00</b>	<b>\$19,815.00</b>

**TOTAL INCOME FOR NON-OPERATING PURPOSES**

**\$103,670.00      \$167,630.98      \$22,376.00      (\$145,254.98)**

**INVESTMENT GAINS (SEE ALSO LOSSES)**

4.0026	Diocesan Fund Gains	0.00	34,419.20		
4.0027	Schwab Fund Gains, Earnings and Dividends	3,307.44	33,421.44		
	<b>TOTAL INVESTMENT GAINS</b>	<b>\$3,307.44</b>	<b>\$67,840.64</b>		

**TOTAL INCOME      \$115,108.31      \$336,806.30      0.00      (\$336,806.30)**

**EXPENSES**

**STAFFING**

**Rector Salary and Benefits**

5.0010	Rector Pension	1,200.00	7,200.00	10,800.00	3,600.00
5.0500	Rector Salary	4,816.66	28,899.96	57,800.00	28,900.04
5.0501	Rector Housing Allowance	1,850.00	11,100.00	22,200.00	11,100.00
5.0502	Rector Insurance (Health, Dental, Life, HSA)	1,940.10	15,090.60	27,139.00	12,048.40
5.0550	Rector Education	1,000.00	1,000.00	1,000.00	0.00
5.0551	Rector Travel	0.00	335.42	4,200.00	3,864.58
	<b>Total Rector Salary and Benefits</b>	<b>\$10,806.76</b>	<b>\$63,625.98</b>	<b>\$123,139.00</b>	<b>\$59,513.02</b>

**Other Parish Staff Salaries**

5.0553	FICA/Medicare	53.27	357.59	921.00	563.41
5.0600	Parish Bookkeeper	256.25	3,562.45	6,760.00	3,197.55
5.0601	Parish Organist	440.00	2,712.00	5,280.00	2,568.00
	<b>Total Other Parish Staff Salaries</b>	<b>\$749.52</b>	<b>\$6,632.04</b>	<b>\$12,961.00</b>	<b>\$6,328.96</b>

**Other Personnel Costs**

**St. Luke's Episcopal Church - Sister Bay WI**  
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Account #      Account Name

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Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
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5.0103	Supply Clergy Salary	0.00	0.00	520.00	520.00
5.0116	Direct Deposit	13.40	92.18	160.00	67.82
5.0504	Supply Clergy Travel	0.00	0.00	760.00	760.00
5.0506	Workers Comp Insurance	0.00	532.00	700.00	168.00
5.0740	Diocesan Convention Delegation	0.00	80.00	300.00	220.00
	<b>Total Other Personnel Costs</b>	<b>\$13.40</b>	<b>\$704.18</b>	<b>\$2,440.00</b>	<b>\$1,735.82</b>
	<b>Total STAFFING</b>	<b>\$11,569.68</b>	<b>\$70,962.20</b>	<b>\$138,540.00</b>	<b>\$67,577.80</b>

**MINISTRIES**

*Worship & Music Ministries*

5.0111	Printed Materials for Worship	418.75	2,023.99	1,800.00	(223.99)
5.0112	Altar Supplies	0.00	148.81	1,300.00	1,151.19
5.0127	Christmas/Easter Flowers	0.00	581.46	1,250.00	668.54
5.0507	Videography of Sermons	0.00	300.00	600.00	300.00
	<b>Total Worship &amp; Music Ministries</b>	<b>\$418.75</b>	<b>\$3,054.26</b>	<b>\$4,950.00</b>	<b>\$1,895.74</b>

*Fellowship Ministries*

5.0145	Video Fees / Zoom/Website	0.00	225.00	430.00	205.00
	<b>Total Fellowship Ministries</b>	<b>\$0.00</b>	<b>\$225.00</b>	<b>\$430.00</b>	<b>\$205.00</b>
	<b>Total MINISTRIES</b>	<b>\$418.75</b>	<b>\$3,279.26</b>	<b>\$5,380.00</b>	<b>\$2,100.74</b>

*Administration*

5.0102	Financial Review	0.00	200.00	500.00	300.00
5.0110	Advertising	0.00	1,640.52	1,700.00	59.48
5.0113	Office Supplies (incl. Postage)	0.00	258.22	1,100.00	841.78
5.0117	Nicolet, Post Office and Tax Fees	0.00	17.00	300.00	283.00
5.0118	Online Giving Fees (VANCO)	23.95	47.90		
5.0119	Accounting Software and support	0.00	0.00	800.00	800.00
	<b>Total ADMINISTRATION</b>	<b>\$23.95</b>	<b>\$2,163.64</b>	<b>\$4,400.00</b>	<b>\$2,284.26</b>

**FACILITIES**

*Utilities*

5.0122	Trash Service	0.00	147.05	450.00	302.95
5.0701	Electricity	126.97	1,146.55	3,800.00	2,653.45
5.0703	Propane	0.00	0.00	2,300.00	2,300.00
5.0704	Landline and Internet	166.77	985.98	1,900.00	914.02
5.0705	Water & Sewer	0.00	426.98	1,000.00	573.02
	<b>Total Utilities</b>	<b>\$293.74</b>	<b>\$2,706.56</b>	<b>\$9,450.00</b>	<b>\$6,743.44</b>

*Building Maintenance and Protection*

5.0115	Repairs & Maintenance	150.00	1,362.76	3,500.00	2,137.24
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**St. Luke's Episcopal Church - Sister Bay WI**  
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Period Activity      YTD Balance      Annual Budget      Annual Budget Remaining

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5.0120	General Cleaning	550.00	3,561.25	4,300.00	738.75
5.0121	General Supplies	160.00	637.65	600.00	(37.65)
5.0130	Landscaping Services	175.00	350.00	1,500.00	1,150.00
5.0131	Lawn Mowing	630.00	630.00	1,150.00	520.00
5.0132	Snow Removal / Salting	0.00	1,325.00	2,800.00	1,475.00
5.0135	Grounds Supplies (salt, mulch, etc.)	157.00	166.00	500.00	334.00
5.0690	Building Insurance	0.00	2,027.50	4,100.00	2,072.50
<b>Total Building Maintenance and Protection</b>		<b>\$1,822.00</b>	<b>\$10,060.16</b>	<b>\$18,450.00</b>	<b>\$8,389.84</b>
<b>Total FACILITIES</b>		<b>\$2,115.74</b>	<b>\$12,766.72</b>	<b>\$27,900.00</b>	<b>\$15,133.28</b>

**DIOCESAN PLEDGE**  
5.0101      Diocesan Pledge

		(7,498.68)	0.00	22,496.00	22,496.00
<b>Total DIOCESAN PLEDGE</b>		<b>(\$7,498.68)</b>	<b>\$0.00</b>	<b>\$22,496.00</b>	<b>\$22,496.00</b>

**BENEVOLENCES**  
5.0095      Rector Discretionary Account

		139.00	761.00		
<b>Total BENEVOLENCES</b>		<b>\$139.00</b>	<b>\$761.00</b>		

**NON-OPERATING EXPENSES**

**Outreach Spending**

5.0080	Outreach Barb Sajna Camp Scholarship Spending	0.00	1,000.00	1,000.00	0.00
5.0081	Outreach Food Pantry Spending	0.00	291.29	2,000.00	1,708.71
5.0100	Outreach General Spending	0.00	855.00	10,315.00	9,460.00
<b>Total Outreach Spending</b>		<b>\$0.00</b>	<b>\$2,146.29</b>	<b>\$13,315.00</b>	<b>\$11,168.71</b>

**Pass-Through (Outreach) Spending**

5.0022	Masvingo Ingatherings Expenses	0.00	5,190.00		
5.0023	UTO Ingathering Expenses	0.00	620.00		
<b>Total Pass-Through (Outreach) Spending</b>		<b>\$0.00</b>	<b>\$5,810.00</b>		

**Other Non-Operating Expenses**

5.0016	Non-Operating Reserve Fund from Investments	0.00	0.00	5,000.00	5,000.00
5.0082	Memorial Garden Expenses	0.00	0.00	3,500.00	3,500.00
<b>Total Other Non-Operating Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,500.00</b>	<b>\$8,500.00</b>

<b>TOTAL OUTREACH AND OTHER NON-OPERATING EXPENSES</b>		<b>\$0.00</b>	<b>\$7,956.29</b>	<b>\$21,815.00</b>	<b>\$19,668.71</b>
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**Memorial and Burial Fund Expenses**

5.0063	Building Fund in Honor of Lori Holton Expense	29,820.32	32,195.32		
<b>Total MEMORIAL AND BURIAL FUND EXPENSES</b>		<b>\$29,820.32</b>	<b>\$32,195.32</b>		

**Investment Losses & Expenses**

**St. Luke's Episcopal Church - Sister Bay WI**  
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5.0025	Diocesan Fund Management Charges	0.00	678.29		
5.0027	Schwab Fund Losses and Fees	208.50	13,588.86		
5.0030	Withdrawal from Diocesan Common Trust for Operati	0.00	5,947.75		
	<b>Total INVESTMENT LOSSES AND EXPENSES</b>	<b>\$208.50</b>	<b>\$20,214.90</b>		
	<b>TOTAL EXPENSES</b>	<b>\$36,797.26</b>	<b>\$150,299.33</b>	<b>\$220,531.00</b>	<b>\$129,260.79</b>
	<b>Difference</b>	<b>\$78,311.05</b>	<b>\$186,506.97</b>	<b>(\$220,531.00)</b>	