

St. Luke's Episcopal Church, Sister Bay
Vestry Meeting, April 24, 2022
MINUTES

The meeting convened at 1 p.m. via Zoom.

Attendees were Frank Maxwell, Betsy Rogers, Paul Neuman, George Hughes, Trudy Jischke, Pete Thelen, Carol Heil, Lori Holton, Norma Bramsen, Meredith Albright.

Opening prayer

Betsy Rogers offered the opening prayer.

Frank introduced Mother Meredith Albright who offered updates on the process for the Search for our new rector. She and Cathy Cowling have reviewed the first draft of the Parish Profile that has been compiled by the Search Committee. After they have reviewed it and the needed changes are considered with the Search Committee, it will be reviewed by Bishop Matthew Gunther and Matthew Payne. She then asked permission to spend the funds needed for advertising the position for 40 days in the Episcopal News Service. It was moved and seconded that \$500. can be allocated for that budget. She will ask the Search Committee for guidelines for the advertisement notice.

Procedural

The April agenda was approved
March minutes were approved

Interim Rector's report

All Holy Week services were well attended. Positive feedback was given for the earlier times offered for the services and the inclusion of the first Seder meal offered on Maundy Thursday prior to the service. Frank also positively referred to more active participation by some regular attendees and the addition of new visitors as a response to the ad placed in the Pulse prior to Holy Week. Frank feels the church will have an active summer schedule as Mike Eischen and Norma Bramsen have been contacted about the possibility of resuming Canterbury Cinema, the Griffon Quartet will be hosting concerts and there may be an Adult Education class available. Sue Ray is also looking into having the Gibraltar High School Senior Choir perform during coffee hour.

Senior Warden's Report

Betsy and Carol Heil have worked on revising the disposition of bequests policy. The revisions were approved by the vestry. A copy of the Policy Regarding the Disposition of Bequests and Gifts can be found at the conclusion of the minutes. The original disposition of bequests policy was approved by the vestry on October 16, 2016 and the revision was approved by the vestry on April 24, 2022

Betsy also referred to the possibility of “Live Streaming” services. She said that a small apparatus could be purchased to adapt a cell phone for filming a service in progress and it could then be played on Facebook. Frank said that he has a tri-pod that could be placed in the back of the nave upon which to place the cell phone. It was suggested that it should not be placed near the organ. It was also suggested that the Mevo Start or Gopro Hero systems could be investigated but the cost for those systems would be about \$400.

Junior Warden's Report

George reported that he had been in touch with The Sister Bay Planning Commission Chair about concerns for the higher elevation of the property being built adjacent to the church that is 3 to 4 feet higher than the church property. He was told that the Planning Commission had considered this when they approved the plans for the development and they decided that the drainage/absorption was adequate. The commission chair further stated that if a problem should arise, the planning commission would take action to correct it.

A dark spot on the floor of the Sanctuary Equipment Room thought to be a water leak was investigated. Action was taken to correct the situation as it was not leakage but excess moisture from the high level of water from the air conditioner compressor outside the building and building wall that affected an open bag of ice melt.

There are fewer flies being found in the northwest corner window in the nave after the seams on the bay windows were caulked.

Telephone Internet outage was corrected by Spectrum.

Action Electric replaced batteries in all Exit and Emergency lights. Replacement parts for those needing additional service have been ordered and will be changed when the replacements are received.

Considerable discussion was offered pertaining to the UV and blower vent fans being turned off during services because the vent over the candles near the altar have been melting due to the airflow on the candle flames. It was decided that it is important for the safety of those attending the services to have the circulation of air. The only candles that will be required for the Eucharist are the two upon the altar; therefore, the other candles will not be lit.

Treasurer's Report

Norma stated that there were no additions to the Treasurer's Reports that had been submitted.

Outreach

The article that was written by Betsy pertaining to the assistance that St. Luke's has provided to the people in Masvingo through the purchase of dairy cows and an irrigation system was presented in the Pulse and on Sister Bay Door County Breaking News on-line. Pete reported that he had heard from the members of the church in Masvingo and the next project they would like us to consider would be assistance for the purchase of an ambulance.

Old Business None

New Business None

Paul offered to do the prayer next month.

The May 22nd meeting will be in person after the 10 o'clock service at St. Luke's.

Frank offered a prayer and the meeting was adjourned at 2:20 p.m.

Respectfully submitted, Lori Holton
In the absence of the Vestry Clerk

Policy Regarding the Disposition of Bequests and Gifts St. Luke's Episcopal Church, Sister Bay, WI

General

This policy statement governs the disposition of bequests or gifts which, for purposes of this statement, will mean any gift in which assets are transferred to St. Luke's Episcopal Church (hereafter "St. Luke's"). The assets may be in any form, such as cash, securities, personal or real property, etc. "Vestry member" is meant to include elected vestry members, senior and junior wardens and the rector.

Bequests and gifts can be of two general types:

1. "**Designated**," in which the donor identifies a specific purpose(s) to which the funds should be directed. The vestry has ultimate responsibility for determining that the uses to which these funds are applied are faithful to the donor's wishes. The funds may be directed to their designated purpose(s) either as a quasi-endowment (in which case they normally would be established as a designated fund in an investment account or by direct expenditure of the funds through the parish treasurer. Designated gifts' directions and restrictions must be formalized in writing by the donor or the estate and accepted by the vestry. If the designated purpose is inconsistent with St. Luke's parish mission, the vestry, treasurer and/or rector will consult with the donor or the estate to bring the designation into conformity with the parish's mission.
2. "**Undesignated**," in which case the vestry and rector have greater freedom in determining their ultimate use. St. Luke's Episcopal Church will practice Biblical stewardship and tithe 10% of all undesignated bequests and legacy gifts of cash and/or securities over \$10,000 for outreach to the community, diocese and missions as determined by the vestry and Outreach Committee. The vestry may, at its discretion, tithe smaller legacy gifts to the Rector's Discretionary Fund.

Of the balance of such undesignated bequests and cash gifts over \$10,000, the vestry will direct the treasurer to place 80-85 percent of the asset into an investment account and 15-20 percent into the short-term savings fund. For non-monetary bequests or gifts, see St. Luke's Gift Acceptance Policy. When there is a significant need, and with a two-thirds vote of all vestry members, the distribution between an investment account and the short-term savings fund may be amended. In such instances the following procedures will apply:

- a. The treasurer will assess the particular circumstances giving rise to a perceived need to make an exception to the policy. Such circumstances should be judged by the treasurer to be truly extraordinary, such that no other financial resources of the parish are available or expected to be available in time to fulfill the urgent needs. If the treasurer concludes that an exception is appropriate, the treasurer will bring a recommendation to the vestry at the earliest practicable time.

- b. Final authority for granting an exception to the policy rests with the vestry.
3. **Designated bequests and gifts:** Upon the vestry's acceptance of the bequest or gift, and once it is liquid, the money will automatically be transferred to an investment account upon receipt. The value of the assets will be applied to establish a designated fund of an investment account, and the principal made available for the designated purpose only. Any earnings will accumulate in the investment account. The treasurer is responsible for tracking each designated bequest or gift.
 4. **The procedure for handling bequests and gifts** begins with the vestry's formal acceptance of the bequest/gift. For non-liquid bequests/gifts, the treasurer will prepare copies of relevant documents along with the treasurer's recommendations and distribute them to vestry members to aid in the decision to accept the bequest/gift. After that, the treasurer will see that any cash is immediately deposited and held in the bank pending a decision regarding the final disposition of the bequest/gift.
 5. **Appropriate acknowledgments of bequests/gifts** will be given by the rector, the treasurer and/or the vestry clerk in a timely manner. The Gift Acceptance Policy provides guidelines for assigning value to non-liquid gifts.
 6. **Changes to this policy** require a two-thirds vote of all vestry members.

Approved by the vestry October 16, 2016
Revised by the vestry April 24, 2022