

St. Luke's Episcopal Church, Sister Bay
Vestry Meeting for Treasurer Reports
Feb. 26, 2023
MINUTES

The meeting convened at 2 p.m. via Zoom. Attendees were Frank Maxwell, Betsy Rogers, Paul Neuman, George Hughes, Susan Hoffert, Lori Holton, Carol Heil, Pete Thelen, Karen Malzahn, Norma Bramsen and Carolyn Finch

Opening prayer

Frank offered the opening prayer.

Procedural

The February agenda was approved as were the January minutes.

Interim rector's report—Submitted. Most of the discussion revolved around the recommendations made by the investment committee which met several times prior to this meeting. After speaking to representatives of Nicolet Wealth Management and Graystone Consulting (which manages the Diocesan Common Trust) the committee recommends transferring all our CDs into US treasury bills at Nicolet and having Nicolet Wealth Management monitor our Fidelity account which will be invested with a moderate level of risk. Pete asked if we have a choice as to which companies we will invest in so that we pick socially responsible organizations. Karen will check on what the Common Trust chooses to invest in. Betsy motioned to accept the committee's recommendations. Paul seconded. Motion passed.

Lori asked on behalf of the Altar Guild about timing of Easter Services. Frank is considering an Easter Vigil at 4 pm but is also going to check with Christ the King of Sturgeon Bay to see if we may want to share services. We will give sign up for the Seder meal another week to see if there is more interest in attendance.

Senior warden's report—Betsy noted she is recruiting people to help with the transition of Mother Brit to St. Luke's. Joanne Skidmore is overseeing an evening prayer service followed by a potluck on Friday, April 14. Jean Barrett and Paul Neuman are hosting a Welcome coffee hour on the 16th. Julie Roenigk is working to schedule small gatherings in parishioners' homes for social meetings. She and Susan are pulling together informative materials for Mother Brit, such as past meeting records and corporate information. When Brit arrives Betsy will accompany her to the bank to register her as a credit card signatory. A check will be needed this week to pay their moving company. Brit will notify Betsy as to the amount and who to send it to.

Betsy was informed that the Parochial Report is underway.

Junior warden's report—George notified the vestry that we will wait for Mother Brit's input before making too many physical changes to the building. He did recommend

that the deck be removed and replaced by a stairwell to the upper level. Ross Holton and George did obtain the new inserts for the sign and sent a photo to Betsy for approval (which was given). Ross repacked and repainted the area behind the altar to better harmonize with the front of the church.

He met with Forestville Lumber to set up installation of bathroom door locks that include occupied/vacant indicators and to install an automatic closure on the bathroom door closest to the Canterbury Room for better aesthetics. He asked Carol Ann Osinski to find and get estimates for installing shades in the sacristy and adjacent bathroom. He instructed her that because the amount was less than \$500 to go ahead and install them.

The Christmas trees have been moved upstairs to the storage room. He suggested a door be installed to close off that area.

On Friday (March 3) volunteers have been recruited to clean the fluorescent lights. Betsy asked if the curtains have been cleaned. The ones in the rector's office have been removed. The upholstery has been cleaned. Lori suggested cleaning the curtains in the Sunday School room and it was agreed to evaluate as to whether we should even keep them.

George also suggested that the cleaning supplies in the step-down bathroom be distributed to parishioners on a take-as-needed basis since the cleaner uses her own supplies. Susan suggested any supplies that are unopened be donated to the Door of Life Pantry. Betsy noted that Brit will be arriving March 23 and that she and her husband have rented an apartment for the short term. We should also offer the supplies to them as well.

Treasurer's report—Submitted. Karen noted all expenses in January were routine. Pledge prepayments were converted into income this month, with some paying their entire year's pledge in January, so pledge income increased.

The Fidelity account gained value. The Diocesan Common Trust's fourth-quarter results do not show in the January monthly activity report since it is a 2022 result. The value of our investments is the first table on the balance sheet. The total is still below this same time in 2022 but we are gaining ground and not withdrawing any funds this year will help as well.

The discrepancies noted in the 2022 end-of-year report notes have been corrected.

Two additional notes — the Nicolet checking balance is about \$360 too high since the electronic fund transfer for Sister Bay Water and Sewer and for Charter/Spectrum were entered as expenses in December but have not yet been entered as payments. (Nicolet did pay both in January.) This will be sorted out by the next vestry meeting.

Karen noted that our bookkeeper, Juliana, has done an outstanding job for us and as a thank you and because she deserves it, suggested we consider giving her a 10 percent raise (which will increase her rate from \$30 to \$33/hour). Betsy moved to do that effective May 1. Carol seconded. Motion carried.

Norma has been asked by several parishioners for a booklet version of the new directory. The directory will be laid out in Windows and Frank will print them.

Outreach—Submitted. Pete listed the three \$1,000 disbursements the committee approved:

- Secret Santa
- Doctors Without Borders Syria/Turkey relief
- Zuni Indian Health Service

A third disbursement of \$325 to the Piggly Wiggly was in response to a request by the Door of Life for desperately needed meat donations.

All have been submitted to the treasurers for payment.

Old business—None

New business—Pete volunteered to offer the opening prayer at the next meeting which is March 19. It was decided to move the April meeting to the 17th.

Frank offered a prayer and the meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Susan Hoffert
Vestry Clerk