

## St Luke Vestry minutes May 16 2021

Present: Rev. Elizabeth Harden, Vestry members: Sue Ward, Ruthann Tryka, Karen Baase, Dane Emens, Mark Bubb, Ginny Campbell, Ralph Crane, Gail Dubicki, Keith Ewanyk, Lynda Krens and Dan McLaughlin. Also present: Sue Holm, treasurer; Diane Rietman, vestry clerk; and visitors Kathy Kristansen and Ricki DeBaun.

The meeting started at 11:07 am with prayer by Dane.

**MINUTES** from April 2021. Motion by Dane, 2<sup>nd</sup> by Mark to approve the minutes. Approved by all present.

**BOOK SALE:** Ricki and Kathy made a presentation about possible ways to build bookshelves in the parish hall as well as the plus and minuses of that. Additionally, they suggested ways to ease the movement of the books from the book storage room to and from the parish hall. The consensus was to hold a special Children's book sale on June 19 and hold the regular book sale in July during the sidewalk sale July 9-10. Tables will continue to be used for this sale this year. After the July sale the vestry will review the event and revisit the how best to move the books. The consensus was that we want the book sale to continue, just in a more streamlined way.

**FINANCIAL REPORT:** A motion was made by Dane, 2<sup>nd</sup> by March to accept the April treasurer's financial report. Approved by all present.

- Chase credit cards: presentation was made by Sue Holm indicating that this would be designated with monthly limits for Elizabeth Harden, Debbie Cond, Karen Baase, Sue Holm, Bill Henderson and Linda Kruchten-Merring. The benefit is that it would make accounting easier, reduce the number of checks written to reimburse people for their purchases. Because it is a church account, it would avoid making sales tax payments. There is a 1.5% cash back on all purchases. This will proceed with a consensus of the vestry.
- Low cost insurance. After reviewing the potential savings and the loss of benefits from the current insurance, the consensus of the vestry was not to move forward with this.
- The 2020 audit is underway. The 2018 Audit and Report to Management by the Diocese made some suggestions for future internal controls, bookkeeping and other needed corrections. They included:

As of 2018, the Ashley Endowment continues to be deposited in a checking account rather than being invested and earning income for the Rector's Discretionary Account. From several prior audits, it has been consistently shown that the donor wished that the Ashley Endowment fund (\$5,400) be a restricted investment with the principal invested and income transferred to the Rector's Discretionary Fund annually. In 2019, this \$5,400 was moved to St Luke's unrestricted endowment in error. The simple fix is to move \$5,400 into a sub-account to CNB names St Luke's Brockport – Ashley Endowment. Annually 4-5% of the Total return on this restricted account would be transferred to the Rector's discretionary Account St. Luke's should document this information in the vestry minutes. Motion by Gail, 2<sup>nd</sup> by Lynda to make this change. All in attendance approved.

Additionally, other changes to be made based on the Audit recommendation: St. Luke's Episcopal Church, Brockport, NY is incorporated using this name. The tax-ID number assigned to St. Luke's

that is used for payroll as well as checking accounts, savings accounts, and investments should use this same name. It is concerning that one Chase account come addressed to: "The Domestic and Foreign Missionary Society of the Episcopal". They ran out of room...the last work would be Church. It looks as though this is a mailing address issue. The checks and the bank statements come addressed to St. Luke's. It would be prudent to confirm that only St. Luke's tax ID is associated with St. Luke's accounts at Chase. Also, change this address to read St. Luke's not DFMS.

**FUNDRAISING:** There was discussion about reinstating the hot dog sale as part of the sidewalk sale. The merchant's association likes the idea but someone needs to take it over. It was suggested that it take place on Friday only from 10 am to 7 pm. It's an opportunity to promote the church. After a review made by Sue Holm of the income received from this event, it was a consensus of the vestry board, through email discussions, that the effort outweighed the limited income it generated and the decision was made not to go forward with the hot dog sale.

**SOCIAL PICNIC** at Charlie Peterson's. This was briefly discussed and a date, likely for late July will be worked out with Charlie.

**HARVEST KITCHEN** Karen presented the Mission Application with a request for \$3,000. A motion was made by Dane and seconded by Ruthann to approve the grant application as modified. The motion was approved 9-1 with one disapproval.

Diane offered to poll participants to get a better idea how to better focus our promotion and advertising of HK.

Additionally, the hours for Harvest Kitchen were changed to 2-3 pm.

**STEWARDSHIP:** The tri-fold stewardship pamphlet should be available in time for the book sale.

**BUILDING:** There was no update on electrical issues. There was discussion on how to handle an active shooters incident if it were to occur at or near the church. Someone from local law enforcement will meet with the vestry to discuss this at a future date.

The next meeting will be on June 20 after church services.

Closing prayer was provided by Keith.

**PARISH MISSION GRANT:** After the May meeting, an email vote took place relative to the grant application to provide funding for the three paid choir scholars. Motion was made by Gail, seconded by Karen to move forward with a grant application of \$4,400 to the Episcopal diocese Parish Mission grant for January-December 2022. Discussion followed that St. Luke's should do a 50-50 match. Mark amended the motion and was seconded by Gail that St Luke's cover \$2,500 from the Betty Dunn funds and apply for \$2,500 from the Mission Partnership to fund the St. Luke's Choral Scholar Program. In addition, this program could be used for further community outreach potentially to Brockport State college students and staff. The motion was unanimous.

Minutes submitted by  
Diane Rietman  
Clerk of the Vestry