

**ST. LUKE'S EPISCOPAL CHURCH
MEETING OF THE VESTRY
January 16, 2008**

MINUTES

The meeting was called to order by Sherri at 7:25 p.m.

Present: Tim Brennan (until 8:30 p.m.), Marilyn Grimes, Cindy Hodges, Karen Hoth, Dodie LaMarte, Sherri Landmann, Chuck McKean, Ann Merry

Absent: Steve LaRowe, Shelley McKean (member at large)

1. Sherri reported that Rev. Clare Oatney was not able to attend the meeting due to illness.
2. Opening prayer was led by Sherri.
3. Minutes:
 - a. Moved by Marilyn, seconded by Karen, to accept the minutes of the vestry meeting of 12/19/07 as presented; carried unanimously.
 - b. Moved by Karen, seconded by Tim, to accept the minutes of the vestry meeting of 12/30/07 as presented; carried unanimously.
4. Financial Report:
 - a. The Financial Reports for November and December were distributed and reviewed. Moved by Chuck, seconded by Karen, to accept the Financial Report for November as presented; carried unanimously. Moved by Cindy, seconded by Tim, to accept the Financial Report for December as presented; carried unanimously.
 - b. Request for Counters Meeting: Chuck reported that the envelope secretary, Julia Brennan, has indicated that counters aren't being consistent with their tallies and has requested a meeting to go over counting reporting procedures. Chuck is to get a list of the counters to Julie, who will set up and run the training session.
 - c. Budget Line Management Meeting: Chuck stated that the process for expending budget line items needs to be better defined, and that a specific person or committee should be designated to be responsible for expenditures for each line item. He would like the Finance Committee to address these issues.
 - d. Cathedral Book Store Bill: Sherri reported that we received a bill from the Cathedral Book Store for \$378.78; it included charges back to February 2005. She has reviewed the charges; some were not the responsibility of St. Luke's (e.g., a stole purchased by Dave Carlson), and she will discuss reimbursement in regard to these charges with the persons involved.
5. Outreach and Growth Report:
 - a. Visitor Packets: Sherri reported that we are out of Visitor Packets. They need to be revised anyway, and she will address this with Clare.
 - b. Gleaner's Cans to Gerry Brisson: Cindy volunteered to get the cans collected so far to Gerry.
 - c. New People Shepherding/Greeting: There was some discussion regarding our need to encourage all people with special needs, while at the same time safeguarding our parishioners.

6. Memorial Report: Nothing to report this month.
7. Special Events and Fellowship Report: There will be a special coffee hour for Dave and Monique on January 20, followed by a potluck for Dave at the Brennans (after choir practice). Gift certificates have been purchased (\$50 for Dave, \$25 for Monique), and Tim is making crosses for each.
8. Worship Report: Nothing to report this month.
9. Communications and Newsletter Report:
 - a. Rector Computer (Laptop): Chuck reported that a parishioner is making a designated donation for the purchase of a laptop computer for the new rector. He has already done some research, and he volunteered to take on the task of making the purchase, with approval from the donor. Moved by Cindy, seconded by Karen, to authorize up to \$500 to purchase a laptop computer for the rector's office, using funds from a designated donation; motion carried.
 - b. Internet Service for the Church: Chuck indicated that he has researched internet service providers. He recommends AT&T, which costs \$22 per month with a one-time fee of \$80. Cindy suggested bundling the internet service with our phone service. Moved by Chuck, seconded by Cindy, to update our internet service to DSL at a cost of no more than \$30 per month and up to \$100 for one-time installation costs; motion carried.
 - c. Financial Software: Chuck reported that there are many software programs available to non-profits and churches to help with the budget process, financial reports, etc., at various costs. He will continue to do research on this.
10. Building and Grounds Report: Chuck reported that the new sexton is working out great, the church looks wonderful.
11. Deacon's Report: Dave was not present. His last service with St. Luke's is January 27th.
12. Covenant of Call: This document outlines the responsibilities of the rector and the vestry, and includes compensation and benefits to be provided. Moved by Cindy, seconded by Karen, to accept the terms and conditions as proposed; motion carried.
13. Other Business:
 - a. Nominees for Vestry to date are Vicki Rautio, Dave Cottrill, Jack Hodges, and Shelly McKean.
 - b. Nominees for Convention Delegate to date are Karen Hoth and Nicole McKean.
 - c. Special Recognitions: The suggestion was made that this year's Special Recognition be given to the entire St. Luke's Community; agreement by consensus.
 - d. Parochial Report and Membership Update: Sherri Landmann, Dave Carlson, and Chuck McKean are working on this report.
 - e. Annual Meeting: Sherri reported that a quorum for the annual meeting is 40% of the communicants listed in the prior year's Parish Report. Annual reports are coming in, and Allison will put them into a booklet. Marilyn volunteered to make copies if needed.
14. Next Meeting: The next meeting is scheduled for February 20, 2008.

The meeting was closed with the Lord's Prayer at 9:15 p.m.

Respectfully submitted,

Dodie LaMarte, Secretary