

**St. Luke's Episcopal Church Vestry Meeting**  
**Thursday, February 28, 2008**

Present: Phoebe Davoli, Laura Thomas, Alva Stuard, John McKenzie, Father Koehler, Jan Cassidy, Brookie Allphin-Smith, Allen Bodron, Ian Hipwell, Mary Saporito, Laura East and David Stockinger

Absent: Larry White and Deacon Wiggins

**Father Koehler:**

The meeting was opened with a prayer.

Minutes for the 2008 Vestry Retreat were accepted. Brookie Allphin-Smith will submit the minutes from the Communications Committee break out session at the next Vestry Meeting.

Father Koehler expressed his gratitude for Phoebe Davoli's hard work and effort with St. Luke's financials.

Father Koehler was unable to locate a signed, certified and attested copy of the parish bylaws. A copy of the Parish Bylaws was signed by Alva Stuard and Jan Cassidy.

The St. Luke's Foundation Board recommendations were unanimously accepted by the vestry.

Father Koehler reviewed his scheduled time away from St. Luke's. He will be away from St. Luke's on the following days:

March 6 – 8 Austin to visit elderly mother; daughter's wisdom teeth surgery. No Sunday absence

March 23 – 29 Post-Easter Vacation. No Sunday absence.

May 21 - 24 Nashotah Graduation and Trustees Meeting. No Sunday absence.

June 9 – 19 Youth Group mission trip to Honduras. One Sunday away.

November 12 – 29 Vacation (includes Thanksgiving)  
Two Sundays away.

Alva Stuard was unanimously authorized to sign a special letter attesting to the exam of discretionary funds.

The vestry unanimously authorized Father Koehler to purchase a house for the housing of the Gleason family. The authorization has a limit of \$210K including closing cost and to have a mid year parish financial meeting.

**Finance Committee:**

Phoebe Davoli reviewed the January financial reports with the Vestry. St. Luke's is currently operating at a year to date deficit of \$67K total of all funds. Phoebe clarified that while the restricted accounts are reported to have a year to date deficit balance. This deficit is due to the market downturn. St. Luke's reports the loss including unrealized losses.

Father Koehler will perform an analysis as to why the revenue has not been as anticipated. This analysis will be completed prior to the preparation and approval of next fiscal year's budget.

The insurance company did not approve the claim that was submitted for the loss of freezer ingredients.

It is estimated that St. Luke's will end the current fiscal year with a deficit.

Faulk and Winkler have completed the 06/07 review of the church books. No fraud was detected.

Faulk and Winkler made the following recommendations:

- improvement in the reporting of St. Luke's investment income
- Fixed Asset Policy – level capitalization on purchases
- maintain an accurate list of assets
- better utilize the AP system
- segregation of duties within the church office

The annual report prepared and presented by Phoebe Davoli was unanimously approved.

### **Senior Warden – Alva Stuard:**

Alva Stuard submitted the following report:

“Our Congregation has come together nicely in an effort to Host the Annual Convention. So many parishioners have been involved that I could not begin to recognize them all. However, when you see Margaret Schott and Martin please thank them for the outstanding job. Let’s also thank Brookie for all that she has done. If the weather will hold out and I know it ill, we will have an outstanding Convention.

Pray for Tanya Dillion. She has been added to the prayer list as of today. Maybe give her a call or send a get well card or an e-mail. Her address is [tanyadillion@bellsouth.net](mailto:tanyadillion@bellsouth.net)

The Facilities Committee continues on its course of a new office and youth building and completion of the second floor of the Noland Bldg. for use by the School offices and other much needed space.

The audit of the discretionary account is near completion.

Weather permitting the 8<sup>th</sup> grade class rooms should be in position soon and the hook-ups of the various services can be completed.

It is with much anticipation that we await the arrival of Edward Gleason here on staff at St. Luke’s. (Fr. Koehler could use the help). Phoebe and Billy Jo have set up an account under the heading of GLEASON POUNDING PARTY for anyone wishing to make a contribution.”

The next Facilities Committee will be led by Larry White.

Alva was very impressed with the members of St. Luke’s School Board.

### **Communication Committee**

Brookie Allphin-Smith stated that a follow up meeting will be scheduled to complete the effort that was begun at the vestry retreat.

Name tags were made by Brian Lott of the convention. Brian has agreed to make name tags for Sunday school, ushers, and vestry members.

No report was submitted.

**Stewardship Committee:**

A discussion was held regarding whether or not the Evergreen program had run its course at St. Luke's. Faith based budgeting was discussed.

**Facilities Committee:**

Larry White was not present. The Facilities Committee report was included in the Senior Warden's report.

**Parish Life Committee – David Stockinger:**

Breakfast will be served on Sunday during the Sunday school hour.

The committee will meet next month.

**Come What May:**

The next Vestry meeting will be held on April 3 due to Father Koehler's travel schedule.

The copier/fax donated to the choir needs printer cartridges.

We need to encourage families to utilize the nursery. Positive changes have taken place in the nursery.

There being no further business, the meeting was closed with a prayer.

Respectfully submitted,

Jan B. Cassidy  
Secretary