



Meeting Minutes

Date: Tuesday, August 25, 2026

Time: 5:00 pm – 7:00 pm

Location: Conference Room of St. Luke's

Attendees: Fr. Marc McDonald, Senior Warden Dave White, Junior Warden Rich Leon, Bookkeeper Cheryl Erpelding, Betty Doherty, Brenda Schwartz, Gary Nick, Leigh Hunt, Steven Dear, Lauree Birchmeier, Leanne Bryan, Vaughna Henry and Acting Clerk: Deborah Baci

Guests: Laura Henry and the Creation Care Commission

Absent: Treasurer Dave Malmquist

I. **Called to order at 5:00 PM, Quorum confirmed, June Agenda Approved** **Fr. Marc McDonald**

II. **Moment of Inspiration:** **Fr. Marc McDonald**

III. **Opening Prayer Offered By:** **Brenda Schwartz**

IV. **Consent Agenda** **Fr. Marc McDonald**

A. Minutes of June 23, 2026 Meeting and Commission reports

Rector's Report and Commission reports received from the Investment, Business and Finance, Membership and Christian Education commissions.

No additions, changes or questions on the minutes or the commission reports

Motion made to approve the Minutes from June 23, 2026

Motion approved unanimously

V. **Treasurer's Report** **Cheryl Erpelding**

- **Cheryl provided a summary of our financials as of 8/24/2026:**

- Revenue is up compared to Jan. 1 – Aug. 24

- Last Year we had \$415,367 compared to this year \$509,735.

- Last Year expenditures \$352,988V compared to this year \$384,459.

- Net Revenue last year - \$85,574 compared to this year \$163,835.00

- Bank accounts \$68,871.

- Fidelity Money Market - \$126,192.

- Vanguard \$652,036.

Detailed financial reports were provided to the Vestry for review.

- We continue working with the auditor and the Diocesan Accountants to streamline the process with the chart of accounts.
- Fr. Marc mentioned that the expenditures are higher than last year. Cheryl will review and mentioned that it's mostly due to capital improvements.

- Aflac funds have been paid out against Fr. Marc's short term disability claim. Cheryl was asked to transfer \$4,000., to Fr. Marc's discretionary fund to gift monies to the retired clergy who stepped up during that time.
- It was noticed that there is a difference in the year-over-year plate collections. Fr. Marc clarified that a few of our large donors were asked to split their endowments so we have better revenue flow during the summer months..

Motion made to approve the Financials as presented.

Motioned: Leanne Bryan

Seconded: Gary Nick

Motion approved unanimously

VI. Junior Warden's Report

Rich Leon

Front Lawn update

The lawn is looking much better, however there are a few minor concerns. We cut back on the amount of watering and are watering every third day, twice a day. If this is not enough, we can increase the watering to every other day.

The irrigation pipe sunk into the ground in a few places and we will ask Mike to rectify this situation. In the meantime, the lawn has been cut twice, weeded and fertilized.

Lauree shared that we are having a water event on 9/6 for the kids. The lawn should be good to go for this event.

VII. Senior Warden's Report

Dave White

Last year The Vestry initiated a BBQ lunch for our Parishioners in July. That didn't happen this year due to another event. The Vestry would like to sponsor another event in October for St. Luke's Day. Elaine Miller is interested in hosting a taco bar. Would we like Elaine to lead this event with the Vestry paying for the food? We're looking at 10/11 or 10/25. **We'll bring this back to the Vestry in Sept.**

VIII. OLD Business

Fr. Marc McDonald

Website Redesign and Quote

We reviewed the websites that are using SquareSpace recommended by Laurel Way, The Director of Communications at the Diocese. Those were St. Augustine, St. Andrew's, St. Matthew's and Church of the Apostles. We also called them to discuss their experience using SquareSpace (SS) and what package they were using as SS offers several. They mentioned that they have the Core package for \$23 / month as the Basic Package was not robust enough for what was needed.

When talking with St. Matthew's and Church of the Apostles, their websites were designed by Natalie VanDeVeire.

After these conversations, we reached out to three website designers for quotes:

Natalie VanDeVeire who we found also did the site for Chapel Rock (\$1,600)

Matt Parsons with Quad Cities Design, designed our Word Press site (\$2,800)

Bobbie, with Prescott Web Design (\$1,500)

After discussing the pros and cons of each of these designers, the Vestry made a decision to move forward with Natalie as she created several of the Episcopalian websites and knows more of what we are looking for as well as the functionality needed.

Motion made to contract with Natalie VanDeVeire in the amount of \$1,600

Motioned by: Vaughna Henry

Seconded: Leanne Bryan

Motion approved unanimously

IX. NEW Business

Fr. Marc McDonald

A. Creation Care, Labyrinth

Laura Henry

Laura Henry and the Creation Care Commission presented an informational slide show on the St. Luke's Labyrinth project. The Creation Care Team shared their vision that the Labyrinth can be used for spiritual guidance, youth groups, therapy and our for our entire Quad City community for prayer, reflection or meditation.

Dave White will reach out to our insurance company to make sure we're covered under our general liability policy for the church.

The team outlined the various phases – construction, path access, bench and finger labyrinths. The projected cost is \$28K and the money has been secured. These anticipated costs do NOT include plants, finger labyrinth, benches or shaded areas. Construction will start in October 2026.

Motion made to move forward with construction on the Labyrinth Project as proposed and shown on the map with materials the Creation Care Commission provided.

Motioned: Gary Nick

Seconded: Stephen Dear

Motion approved unanimously

B. Updated Columbarium Agreement

Fr. Marc McDonald

Motion made to approve the changes to the columbarium agreement as follows:

Rights and Conditions

Section 1, A

FROM: The Licensee shall have the further right at any time to relinquish the niche to Licensor, and only Licensor and no other person, firm or corporation. Upon such relinquishment, Licensor shall refund the consideration stated above, less \$60.00 to be retained by Licensor as a processing fee, to Licensee.

TO: Increasing the processing fee to \$100.00

Section 1: B

FROM: Should Licensee choose to move the interred cremains from the Columbarium to another location, Licensor shall refund the consideration stated above, less fees already incurred, based on present market value, plus \$50.00 processing fee, to be retained by Licensor for expenses and processing fee, to Licensee.

TO: Should Licensee choose to move the interred cremains from the Columbarium to another location:

- i) The heirs and / or personal representatives understand that there will be no refund in full or part upon relinquishment of the niche.
- ii) Licensor will make every attempt to remove plaque from front panel of niche. In the event the front panel of niche is damaged from attempting removal of plaque, Licensee will incur the current market price of replacement.
- iii) The request to remove the interred cremains shall be made in writing.

Motion made to update the language to the Columbarium Agreement as indicated above and implemented immediately.

Motion approved unanimously

C. Kitchen Floor Repair

The tile in the kitchen buckled due to water under the floor caused by torrential rains received over several days. We received 3 quotes to have the tile floor in the kitchen replaced.

We need to also remediate the water issue in making sure the drainage is directed away from the building

We received 3 quotes to have the tile floor in the kitchen replaced.

Able and Ready Construction in the amount of \$2,990.

Covenant Tile and Stone in the amount of \$4,468.

Reva's Floor Décor in the amount of \$5,173.

After discussing the pros and cons of each proposal, including the underlayment to help insure that water doesn't come through and damage the floor again the Vestry decided to contract with Covenant Tile and Stone.

Motion made to accept the Covenant Tile and Stone proposal to replace the tile floor in the kitchen, including the epoxy coating for moisture mitigation for the amount of \$4468.

Motioned: Leigh Hunt

Seconded: Brenda Schwartz

Motion approved unanimously

D. New St. Luke's Logo

The logo for St. Luke's is the horned bull. We would like to update our logo to one that is more modern and incorporates the Episcopal Church and the Prescott area, creating a logo that is unique to St. Luke's. We have more work to do in presenting ideas to the Vestry for review.

Tabled until further notice

X. Oral Reports from the Commissions

Church Social Media

Vaughna Henry

We managed to connect St. Luke's Facebook site to a new Instagram account and will be using Instagram moving forward as our primary Social Media presence.

No oral reports from the other commissions at this time.

XI. Announcements / Upcoming Events

- Sat 9/12 Memorial Service & Committal for Brenda Jones
- Sat 9/19 Hope Fest downtown
- Sun 9/20 Committal for William (Bill) Johnson
- Sat 10/3 Blessing of the Animals

✝ Save the Date: 2027 Vestry Retreat, April 2 – 4 at the Frances or the Casa. Details to be determined.

XII. Closing Prayer offered by:

Dave White
