St. Luke's Episcopal Church
Vestry

Meeting Minutes

Date: Tuesday, Sept Oct 27, 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, Brenda Schwartz, Gary Nick, Leigh Hunt, Lauree Birchmeier, Leanne Bryan, Peter Betts, Steven Dear, Vaughna Henry and Acting Clerk: Deborah Baci

Guests: Carol and Richard Goldsmith

Absent: Betty Doherty, Treasurer Dave Malmquist

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

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

III. Opening Prayer Offered By: — **Lauree Birchmeier**

IV. Introduction and approval of Peter Betts as Treasurer — **Fr. Marc McDonald**

Dave Malmquist submitted his resignation and we accepted. Peter has a bookkeeping background, performed audits and worked in Title and Escrow for 25 years. He expressed interest in becoming the Treasurer for the class of 2029.

Motion made to approve Peter Betts as the Treasurer.
Motion approved unanimously

V. Consent Agenda — **Fr. Marc McDonald**

A. Minutes of Sept 22, 2026 Meeting and Commission reports
Commission reports received from the Investment, Outreach and Christian Education Commissions.

No additions, changes or questions on the minutes from September or the commission reports submitted

Motion made to approve the Minutes from Sept. 22, 2026
Motioned: Leann Bryan
Seconded: Steven Dear
Motion approved unanimously

VI. Treasurer's Report — Cheryl Erpelding

Cheryl provided a summary of our financials:

- Detailed financial reports as of 10/21/2026 were provided to the Vestry.
- Cheryl shared that we received two large checks for the Generations of Hope Capital Campaign. These monies will be moved to our investment accounts. We also received $40K for the Food Pantry. We are tracking the 2027 capital campaign in Realm our database management system.
- Fr. Marc met with the investment team to put together the funds they suggested we use for the Generations of Hope Capital Campaign. The Vestry discussed the funds and decided on the four funds below:

  The four funds are:
  - Building Maintenance (for immediate needs: Lights, Paint Carpet)
  - Building Expansion (church, offices and tech booth)
  - Exterior Property Improvements (grounds, parking lot)
  - Legacy Endowments

If we give a list of funding opportunities to people, they will be able to direct their money to specific funds and might be more motivated to give.

Fr. Marc went over some of the needs for the church – lighting in the Sanctuary, carpeting & paint throughout, the parking lot needs to be torn up and replaced, The roof underlay needs to be replaced and the leaks addressed in the flat roof area, HVAC maintenance, window resealing as the seals are disintegrating, and tree removal. This is not the entire list, just top-of-mind issues.

As a side note, we don't have to pay a percentage of monies raised in the Capital Campaign to the Diocese.

Motion made to approve the Financials as presented as of Oct, 21, 2026
Motioned: Brenda Schwartz
Seconded: Steven Dear
Motion approved unanimously

Motion to accept the four designated funds for the Generation of Hope Capital Campaign funds as indicated above.
Motioned: Steven Dear
Seconded: Leanne Bryan
Motion approved unanimously

VII. Rector's Report — Fr. Marc McDonald

TAEHS Training begins this Thursday, 10/29 to Saturday, 10/31 at St. Luke's. We have 14 people signed up. Jim Clark will be facilitating this class and Ann Hott, a former Parish Admin will be here assisting. Meals and accommodations have been made.

VIII. Senior Warden's Report — Dave White

We sell Café Justo's coffee every 3rd Sunday of the month (Just Coffee Sales) to support the farm in Mexico. Many times, people donate extra monies to the cause. At this time, we have $125.00 in donations for Café Justo. We would like Vestry Approval to send a check for these donations to Café Justo.

Motion to send a check to Café Justo in the amount of $125.00 for the donations made through the Just Coffee sales at St. Luke's.
Motioned: Dave White
Seconded: Brenda Schwartz
Motion approved unanimously

IX. Junior Warden's Report — Rich Leon

- **Lights in the Church**

  We continue to have issues with the lights in the Sanctuary.
  - Some of the work is not up to current safety standards, for instance; the breaker box has 5-6 breakers that are taped on – which is illegal
  - We have 29 fixtures and replacements are $3,500. Each. We believe we can have better lighting with fewer lights and a better quality of product.

  While we know that fixing this and getting our system current regarding safety standards, we would like to hire a lighting company, U2 Productions, that install theater lighting.

  The initial cost is $500 for them to inspect the lighting. The company will supply a scissor lift so we don't need to rent a lift. However, we will need to set up the scaffolding and will ask Dave White, Rich Leon, Don McKellar, and Matt Rowntree to help set this up. The set-up will take about a day.

- **New Leaks on the Roof**

  We have several areas that are leaking with the recent storms. We hope one area will still be under warranty. There's a leak by the side door into the chapel and you can see the paint has been damaged. We also have the 2 skylights that need to be replaced in the men's and women's restrooms as they are broken. We are waiting on a quote.

- **Expansion of sidewalk**

  We are looking at expanding the sidewalk between the Columbarium and the roses. The evergreens by the church wall in front can't be trimmed as they will look horrible. We are considering moving the river rock and putting in concrete, expanding the sidewalk for people in walkers or wheelchairs. The river rock will be repurposed and used in the Labyrinth area.

  We will speak with Mike Davi and request an estimate. We believe the cost will be in the neighborhood of $5K – $6K.

  Rich asked if the Vestry would support this? The Vestry indicated that they support getting a quote.

  Once we receive the quote, we will initiate an email to the Vestry for approval.

X. OLD Business **Fr. Marc McDonald**

- **Website Redesign**
  Deborah indicated that they continue to work on this and anticipate being completed by the end of November.

XI. NEW Business **Fr. Marc McDonald**

- **Bell Rental Policy and Lease Agreement**
  Shepherd of the Hills Lutheran Church's Music Director, Juliette Singler, has expressed interest in renting the Malmark 5-Octave Handbell Set from St. Luke's.

  Fr. Marc read the policy to the Vestry from the document included in the packet. John Euson will take photos of the bells, cases, tables, etc. for our records before leasing the handbells out. The draft copy of the lease agreement was not sent to Shepherd of the Hills or Juliette as Fr. Marc would like approval from the Vestry. If the Vestry agrees, the President of Shepherd of the Hills will be the authorized signer.

  It was shared that we need to include verbiage that Shepherd of the Hills is not authorized to lend or sublease the handbells to another organization or individual without the express authorization of St. Luke's. Fr. Marc will include this language in the revised policy.

  Motion made to approve the Policy and Resolution regarding the Malmark 5-Octave Handbell with the addition of "Restriction on Use, Subleasing and Lending" verbiage.

  Motioned: Fr. Marc McDonald
  Seconded: Leanne Bryan
  Motion approved unanimously

- **Creation Care**
  - **Labyrinth**

    The labyrinth has been completed with the help of our volunteers, and they made a big difference.

    The area around the labyrinth is under construction and we will be building a patio and a bricked ramp going from the parking lot to the labyrinth with rails. The ramp will be built by Mike Davi and his crew. The patio will be completed with the help of the Boy Scouts.

    We have benches and finger labyrinths to be installed yet.

    Phase 2 will include shade for the patio and possibly solar lights.

  - **Policy about the use of Disposable Products**

    Rich and Carol Goldsmith from the Creation Care Commission were in attendance to address the "Green Service Ware Policy"

    Rich introduced the policy focusing on Reuse, Reduce, Recycle. He distributed an overview on the policy with the Why, What, Approach and requested Vestry Action.

    There was a lot of discussion about this policy, the practicality, implementation and costs. If we use more of our dishware for events, it was suggested we look into putting in a 2nd dishwasher. We asked for an inventory of the disposables so we can keep track of what we have so we don't purchase more unless it's a necessity.

    It was mentioned that we have a large dishwasher in commercial kitchen. Rich clarified that this is NOT a dishwasher, it's a sanitizer. The dishes need to be clean before putting them in the sanitizer, no food debris can be introduced into this machine as it will damage the machine.

    While there's no timeline, the Creation Care Commission would like to start introducing this policy this to help people understand why're we're asking people to seriously take "Reuse, Reduce and Recycle" into consideration.

    The Vestry agrees to implement this policy as soon as feasible, however since this is a policy, a motion is not required.

XII. Oral Reports from the Commissions

- Dec 6th, Ret. Bishop Kirk Smith will be visiting and celebrating at the 10:00 AM service at St. Luke's. We will eliminate the 5:30 Service on Saturday and possibly the 8 AM on Sunday. We will have a simple reception after the service and Gary has offered to get a cake in celebration of the new members.
- The Wardens and Fr. Marc are working on a gift for Dave Malmquist and Roger Messick in appreciation for their service.
- **Due to the upcoming holidays, the Vestry meetings for Nov and Dec have been moved. NEW VESTRY MEETING DATES: Nov 17th and Dec 15th.**
- Working on vestry nominations – if you identify someone with leadership skills, please hand them a packet.
- We have possibly 10 people that will be joining St. Luke's on Dec. 6th.

XIII. Announcements / Upcoming Events

- 10/29 – 10/31 TAEHS Facilitator Training
- 11/14 – Men's Breakfast
- 11/19 – Celebration of Thanks at Trinity Presbyterian Church
- 12/2 – Blood Drive
- 12/5 – Prescott Choral Concert
- 12/6 – Retired Bishop Kirk Smith will be at St. Lukes
- Save the Date: 2027 Vestry Retreat, April 2 – 4 at the Frances or the Casa. Details to be determined.

I. Closing Prayer offered by: Dave White
