

St. Mark's Episcopal Church

Vestry Meeting Minutes

June 26, 2022

Members Present: Carol Morgan, Rev. Keith Yamamoto, Marcia Godwin, Jay Chok, Dean Billman, Barbara Nalbach, Sharon Muelhbach, Karin Brown, Nick Adams, Kimberly Cortner, Vicki Levario (clerk)

Members Absent: None

Meeting called to order at 1:04 PM.

Opening prayer given by Kimberly Cortner.

Spiritual Development: Kimberly Cortner gave a thought-provoking presentation about the use of the word "instrument", ending with the question "What kind of instrument will I be today?"

Leadership Development: Karin Brown continued her slide presentation from last month's meeting. (See attachment with May's minutes.)

Agenda – Addition of update of the music director search work group.

Consent Agenda: M/S/A

Finance: April school financials and May for church, building and school. Approved

Motion from the Finance Committee: Transfer \$60,000 from school account to the church. This is a school lump sum transfer to reconcile charges between the two entities in place of more detailed charges.

Auditor is wrapping up work and has gone forward with another year that wasn't approved. The extra year audit on the church financials plus the preschool audit will get everything caught up. There doesn't seem to be an increase in costs at this time but there may be more charges later. The grand total shouldn't go over \$10,000 for all the work but may be only \$6,000. Motion made to approve the payment for the audit work not to exceed \$10,000 -M/S/A

Furniture moving: \$5,000-\$5,500 estimated to move the preschool to the new location. Needed furniture for the childcare and Sunday School will be taken first then remainder will be given to the preschool and donated to another church. Motion made to approve \$5,500 – M/S/A

Executive session removed from minutes.

Unfinished Business: Head Start will be a continuing subject for this and future meetings. Buildings and Grounds Committee need clarification on decisions made. First draft of the lease was incomplete and sharing this document would only cause more issues and concerns than settling issues. When there is a good working document it will be more widely communicated. The diocese has been involved as was Derek May, Sharon, and Marcia. Plans and improvements have been shared with the B&G Committee. Issues with trust and communication have been raised.

Clarify roles and responsibilities – B&G's will be informed of plans/improvements and construction information. B&G will be included in kitchen issues as well. The Vestry will be the decision maker not any committees.

Clarification of other rooms not being used by Head Start: If we were going to rent any buildings, we have to check with the County first.

Clarify our access to restrooms in the classroom building during evenings and weekends – we can use the outside restrooms only. Access will remain to the breezeway during Head Start hours for handicap access.

Clarify our ability to have church services during Head Start hours – No changes from the last agreement with the school as far as access.

Monthly reports to the diocese – start the process of what is happening with the Readiness Package, not a monthly report.

Kimberly volunteered to be available and supportive for the B&G Committee.

There is a meeting with the diocese tomorrow.

Preschool appreciation – delayed due to the summer school extension. Planning on the closing date of August 19, 2022. The last two days will be celebrated with flowers and gift cards. Appreciation luncheon on the last day. Article in the Good News with information about the teachers. Suggestion to have banners celebrating their work in our community.

New Business: Dr. Jim Brown's recommendations for changes to the COVID policy were reviewed which include:

1. strongly recommend vaccinations
2. facemasks required when singing
3. strongly recommend wearing masks during services.

Start the changes in August when Rev. Keith returns from vacation and the announcements will be made upon his return. Motion made to approve updated COVID policy – M/S/A (See attached)

Seven people tested positive this week, three of which attended service last Sunday. Announcements need to be made protecting confidentiality but the need to inform is a priority.

Average monthly attendance – May be a tool to leverage change going forward. May go a long way to introduce elements like Juneteenth, be more diverse, more authentic. ASA means that a church offers things on a weekly basis, but AMA looks at the monthly activities. Okay to do something only once a month not every week. After discussion it was decided to collect and report, if necessary, both statistics.

Fundraising Committee – Carol proposed creating a fundraising committee to pay closer attention to our financial health. With the building loan paid off we will still be struggling financially. Churches in our area do small fundraising events fairly frequently. Some examples are restaurant fundraisers, Amazon Smile contributes to charities when you use their service, Sees Candy does as well. Need a chairperson to lead this effort. Give ideas to Carol to implement this plan. Suggestion was made to incorporate this into the Stewardship Committee with a lead person in charge of implementing these events.

Add Planned Giving as a component to Stewardship – As a member of the Stewardship Committee, Dean Billman will share his expertise in a series of adult forums on Planned Giving. This will hopefully create some endowments for St. Mark's to help our financial situation.

Added agenda item – Music Director transition. The search committee has met a couple of times and created a covenant. Committee members were asked to make a commitment for four months for this process. They want to be very deliberate in this search process and do not anticipate advertising for the position for a while. For the near future we will not have music at the 8:00 service. The band will play once a month. Marcia and some vocalists will cover July 3rd, the memorial service and July 10th will be covered by Christ Church's organist. Rev. Sally will be helping to match music with the liturgy.

Action Items for July and August:

Barbara – Work with Carol to establish action items.

Carol – Continue to work with the Newcomers Committee, on performance evaluations, preschool transition and fundraising and Planned Giving.

Dean – Look into raising funds for the roof and the new refrigerator. Work with Carol on posting fundraising pictures and goals on the Stewardship bulletin board in the Parish Hall.

Jay – Continue to work on the preschool appreciation.

Karin -Prepare a presentation on conflict in ministry for next meeting. Organize a BBQ/pool party for the vestry at her home.

Kimberly – Continue to work on communication (website updates and redesign, signage and photo board). Finish up on the Abernathy gifts, work with Jay on the preschool appreciation gifts and work on the Music Committee.

Keith – Outside of his Rector's Report, increase his involvement in the Poor Peoples' Campaign and give the opening prayer at the City of Upland's August meeting.

Marcia – Head Start, PPP, finance responsibilities.

Nick – Work on the Music Committee, attend Fellowship meeting, and try to get the Men's Breakfast going again with a start in September.

Sharon – Continue with B&G Committee, Head Start and finance work.

Next vestry meeting is August 28, 2022.

Joke of the day given by Marcia Godwin.

Closing prayer given by Carol Morgan.

Meeting adjourned.

Submitted by:

Vicki Levario and Sharon Muelhbach