

St. Mark's Episcopal Church

Vestry Meeting

January 3, 2021

Members Present: Kay Alexander, Rev. Keith Yamamoto, Andrea Griffin, Marcia Godwin, Edwina Golightly, Larry Shade, Ken Drew, Julia Warren, Sally Monastiere, Jay Chok, Vicki Levario (clerk), Giselle Tackoor (guest)

Members Absent: Kathryn Barbour

Opening prayer was given by Rev. Keith Yamamoto.

The meeting was called to order at 1:02 PM.

Agenda approved as is.

Minutes were approved from the previous meeting. M/S/A

Acceptance of Reports: No report received from Building and Grounds. All other accepted.

Financials: Preschool financials reviewed with Katherine Abdolhosseini. All the school accounts remain and need to be resolved. Request to be approved for audit. S/A

Draft 2021 budget sent for review. Changes were made to account for the lack of building use. There will be decreases due to the closure of the school. There will be a second submission for PPP funds. The vestry will need to perform periodic reviews of the budget due to the deficits. Trying to get out of the leasing agreement for three copy machines, we need only one at this time. Janitorial costs are significant for the preschool. Telephone costs are significant. Salaries for Natalie Dunlap and Barbara Harris are a church expense. Income categories were reviewed. The vestry needs to decide which budget of the two presented to approve and present at the Annual Meeting.

Decision made to discuss the Preschool shared costs at this point. Preschool Board voted to forward to the vestry that the church pick up everything except direct costs. Staff salaries are covered by tuition. Janitorial and other expenses would exhaust their funds. Concern expressed that the Preschool should not share costs with the church due to the current financial state of the church. This affects the mortgage fund and building fund as well.

Need another meeting to decide these budget questions. There will be more adjustments needed over the first several months requiring frequent review. Vestry will meet on January 17, 2021 at 1:00 to approve the budget. Motion made to have the church pick up all the indirect costs for the Preschool. M/S/A

Old Business: None

New Business: Andrea previously sent out the bio of the three candidates, Sharon Muehlbacher, Andrea Flasher and Marcia Godwin. Motion made to approve these candidates. M/S/A

Committee Structure: Now there are 11 committees. Each vestry member will be the Chair one of these committees. Motion made to accept the submitted document for the committee structure. M/S/A

Julia Warren was thanked for her outstanding work this year.

Paycheck Protection Program: Katherine Abdolhosseini researching the second round of this grant. More information will be forthcoming from the government.

Stewardship Committee: Under the new committee structure stewardship will be a yearlong activity. The scope of this work is changing. Focus on giving needs to be reinforced and communication needs to be at least quarterly. Stimulus checks are coming now so this would be a good opportunity for donating to the church. Information needs to be disseminated to parishioners regarding wills and trusts. 1910 Legacy Society needs to have recognition and inclusion in this work. Dean Billman is the coordinator for this estate planning.

Annual Meeting: Quorum will be needed which is 25 parishioners. Since in-person meeting cannot occur there is concern how to gather for the annual meeting. Zoom can be used for the worship service immediately followed by the Annual Meeting. Facebook Live can be used as well. January 31st will be a Zoom meeting for worship immediately followed by the Annual Meeting.

Vestry will meet immediately following the Annual Meeting to elect a Junior Warden. There are three open positions on the vestry if there are interested persons. This will be shared in the Good News.

Action Items: All completed for last month except Edwina's and this meeting isn't scheduled as yet.

Marcia – all work is with the Finance Committee

Ken – Budget development

Edwina – as above

Jay – left meeting

Andrea – Candidate names to Barbara Harris for the Good News

Kay –write recap of the year

Keith – prayerful consideration for dealing with the \$250,000 budget deficit

Larry Shade led the group in the closing prayer.

Submitted by,

Vicki Levario, clerk

