

St. Mark's Episcopal Church

Vestry meeting

February 28, 2021

Members Present: Rev. Keith Yamamoto, Kay Alexander, Edwina Golightly, Carol Morgan, Larry Shade, Andrea Griffin, Ken Drew, Vicki Levario (clerk), Sharon Muehlbacher, Marcia Godwin, Dean Billman, Jay Chok

Opening prayer given by Kay Alexander.

Meeting called to order at 1:04 PM.

Agenda approved. M/S/A

Consent Agenda: Removed Worship report. M/S/A

Vestry Resource Guide: Andrea Griffin reported our mission statement needs to reflect our ministries and vision. Our vision statement needs to be updated. She reviewed the Vision and Strategic Thinking document. Strategic planning needs to guide the vestry's goals allowing for flexibility to adapt to changes. Strategic thinking starts with the vestry with the congregation contributing as well. Regular evaluation is critical.

Finance Report: Reports submitted were approved for audit. S/A

PPP Loan: Marcia reported on the work occurring to secure a second PPP loan. Rules are changing with the second process. 60% has to be spent on salaries which is forgivable. Window closes March 9<sup>th</sup> for submission. M/S/A

Reducing Expenses: Reviewing all expenses in an attempt to reduce the church deficit. Budget scenarios will be impacted by the PPP loan.

Stations of the Cross expenses: We have two stations to decorate. Rev. Keith is asking for funds to cover these expenses. There are line items in the budget that would cover these expenses. Motion made to use \$200 from the Worship Committee funds. Contributions will also be requested in the Good News. M/S/A

New Business: Rev. Keith wishes to formally thank the preschool staff and Karina Carretero who publicized our Ash & Dash that was in the Daily Bulletin. Administrative staff will send out a thank you letter on church letterhead to express our appreciation.

Vestry members will be giving the opening and closing prayers at vestry meetings as well as making video announcements during the service each week regarding their committee work/activities. Andrea Griffin will do March 7<sup>th</sup>, Sharon Muehlbacher will do March 14<sup>th</sup>, Jay Chok will do March 21<sup>st</sup>, and Edwina Golightly will do March 28<sup>th</sup>.

Get video to Julia Warren by Thursday of the week you are assigned. The information shared will be addressing the preschool families as well as the church members.

Verbal reports will be done each month by a vestry member as Andrea Griffin did today.

Action Items for this month:

Carol Morgan: Actively recruiting members for the Membership Committee. Research available programs for membership development. Work with the Communication Committee, recruiting a new chairman for that committee.

Larry Shade: Attending Worship Committee on the 2<sup>nd</sup>.

Ken Drew: Work with Katherine to clean up the accounts on the school side.

Andrea Griffin: Make the video announcement for next week and collect the nondisclosure statements from the vestry members.

Sharon Muehlbacher: Work with Marcia and Dale to minimize costs for Buildings and Grounds, attend the committee meeting. Work on video announcement as assigned.

Marcia Godwin: Current building loan expires March, 2022 and working to address refinancing.

Edwina Golightly: Reach out to Susan Mackall.

Dean Billman: Get knowledge about his committees and chairs of all the committees.

Jay Chok: Can assist with refinancing work. Make video working with Rev. Keith and preschool staff. Attend March Preschool Board meeting. Convening taskforce to select partners for summer camp.

Kay Alexander: Attend as many meetings as possible. Continue to make announcements. Work on report for next month.

Buildings and Grounds discussed refinancing due to historically low interest rates. Are we looking at refinancing now rather than a year from now? Start the refinancing process now? Derek May handled the paperwork previously. We should ask Derek to start this work now. Marcia will be sending out the existing loan documents to all on the vestry.

Next meeting is March 28<sup>th</sup> at 1:00 PM.

The closing prayer was given by Carol Morgan.

Submitted by,

Vicki Levario, clerk