

St. Mark's Episcopal Church

Vestry Meeting

October 25, 2020

Members Present: Kay Alexander, Rev. Keith Yamamoto, Andrea Griffin, Edwina Golightly, Julia Warren, Ken Drew, Marcia Godwin, Vicki Levario (clerk), Kate Flannery (guest), Jay Chok, David Nalbach (guest)

Members Absent: Larry Shade, Kathryn Barbour

Opening Prayer given by Rev. Keith Yamamoto.

Meeting called to order at 1:08 PM.

Agenda approved. M/S/A

PPE Equipment & In-Person Service: PPE equipment already purchased. Budget for Readiness Task Force requested for \$819.64. This purchase is for PPE for our office personnel and the in-person services.

M/S/A

Kate will be bringing a new self-screening form. New form is clearer and easier. Prior agreement exists that minor changes to the form do not need to go to the vestry for approval. Signature line to be added to the form.

Consent Agenda – M/S/A

Minutes from previous meeting - M/S/A

Acceptance of reports – M/S/A

Finance – Running a bit more deficit than expected but no panic at this point. School funds still need to be cleaned up. Katherine Abdolhosseini is working on the contracts for the lease of the copiers and also the level of WiFi availability. PPP loan being used within the guidelines to make the loan forgivable.

Financials for audit – S/A

Old Business – Eagle Scout project discussed. Project includes painting a fire hydrant and concern expressed about the correct color of the paint purchased. M/S/A pending further confirmation of fire hydrant paint.

New Business - Four parishioners have signed up to attend vestry discernment meetings. Send names to Andrea Griffin if anyone is aware of anyone else that would be a good candidate.

Preschool Board – Ms. Aguirre (parent) approved. Previous Preschool Task Force members tentatively approved at an earlier meeting included Gisele Tackoor, Adam La Munyon and Jay Chok. This needs to be formalized for a variety of reasons. This group needs to establish their scope. Need bullet points between the doer role and advisory role. Director Jackie Wild's job description needs to be re-evaluated,

possibly updated. Jay to set up a meeting with all parties to initially kick-off this group, including Sally Monastiere.

Motion to establish a Preschool Advisory Committee – M/S/A

Letter to CLS (gardening company) regarding poor service – M/S/A

Online Christian Education – Survey sent out with 5 responses returned. \$150 needed for supplies. Need to know if it's possible to extend Sunday School with the opening of in-person church services. It is probably too early to make a decision on this.

Action Items – Please report on any assigned action item in your next monthly report.

Marcia Godwin – Update on Stewardship

Ken Drew – Get a start on budget for 2021. Meet with Katharine.

Edwina Golightly – Get in touch with Susan Mackel to inform there is a budget approved.

Jay Chok – Email members of the Preschool Task Force to set-up initial meeting.

Andrea Griffin – Invite Craig Gillette to a discernment meeting.

Julia Warren – Follow-up with website RCS transfer.

Kay Alexander – Talk with Dale regarding the hydrant painting.

Rev. Keith Yamamoto– Track the interim director's job description and compare with a new one.

Closing Prayer – Marcia read a poem.

Submitted by,

Vicki Levario, clerk