

St. Mark's Episcopal Church

Vestry Meeting

November 22, 2020

Members Present: Kay Alexander, Rev. Keith Yamamoto, Andrea Griffin, Jay Chok, Julia Warren, Edwina Golightly, Larry Shade, Ken Drew, Andrea Flasher (guest), Marcia Godwin, Sharon Muehlbacher (guest), Jackie Wild (guest), Vicki Levario (clerk)

Members Absent: Kathryn Barbour

Opening prayer by Rev. Keith Yamamoto

Meeting called to order at 1:02 PM

Kay Alexander welcomed Andrea and Sharon, potential vestry members, as observers to the meeting.

Agenda approved without changes. M/S/A

Minutes approved from previous meeting. M/S/A

Reports accepted.

Finance – Financials filed for audit – S/A. Ken has started to work on the budget for 2021. Marcia Godwin gave a brief update on stewardship. Several people have stated they haven't received acknowledgement of their pledge.

Old Business – Preschool Board: One family reported positive Covid and their child will be returning to school soon. Meeting held November 11, 2020 and the group agreed to continue as the Preschool Board. Current enrollment is 20 students. Next meeting is December 17<sup>th</sup>. The Preschool Board is seeking a larger budget for marketing and larger salary for management of the preschool. Financials of the preschool is on the Google Drive. Rev. Keith Yamamoto felt the request to remain as the Preschool Board was positive. They will need bylaws developed. Serena Beeks has materials from other institutions to use as a starting point. The vestry should reconsider the action from the last meeting to support the Task Force now moving to a Preschool Board. There also is a parent interested in joining the Preschool Board. Motion made to move the Task Force to a Preschool Board. M/S/A

New Business – Review and analyze current Vestry committee structure: Andrea Griffin is looking into reviewing all the existing committees. Julia Warren, Kay Alexander and Marcia Godwin agreed to assist Andrea.

December vestry meeting: Meeting to be moved to January 3<sup>rd</sup>.

Julia Warren's term is ending in January. She needs to hand off the Google Drive for ongoing maintenance. Jay Chok is considering taking this on. Add Natalie Dunlop and Barbara Harris to distribution of the minutes for the church website.

Capital Campaign: Background information - Last year the vestry approved the capital campaign and funds to hire an outside manager for the capital campaign. The Dioceses will be conducting a capital campaign and Rev. Keith is involved in this effort. They are offering churches the opportunity to participate. Re. Keith suggests that St. Mark's participate at the level called a Collaborative Campaign where we would have access to the resources and a consultant. We would split the donations 70/30. We would need a group to support this effort. There are some people still here that have experience in this work. Would like to assemble a Capital Campaign Committee – would have a ministry focus; someone willing to learn how to talk to others about money. A finance background would be helpful. Potential candidates would be Carol Morgan, Dean Billman, Kate Flannery, and Serena Beeks.

Action items reviewed from previous meeting.

Action Items for December:

Marcia Godwin – Working with Vicki on stewardship drive

Ken Drew – Getting the budget together for next meeting

Edwina Golightly– Meeting with Rev. Keith and Larry Shade

Jay Chok – Have meeting scheduled with Preschool Board

Andrea Griffin – Gather the bios from the vestry candidates

Julia Warren – RCS will remain as the church server and will be more expensive. Standing by and being ready to train on Google Drive.

Kay Alexander – Attend all the zoom meetings

Keith Yamamoto – Reach out to people to invite their participation in a capital campaign

Larry Shade – Attend meeting with Edwina and Rev. Keith

Jackie Wild – More information out to the parish about Preschool activities

Next meeting is January 3, 2021. Annual Meeting will be the last Sunday in January. Election of vestry members will occur.

Edwina Golightly read a Ralph Waldo Emerson poem.

Meeting adjourned at 2:05 PM.

Submitted by:

Vicki Levario, clerk

