

St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
February 19, 2023, on Zoom

*OUR MISSION*

*To be a place where love and hope abound...we welcome everyone to our worship and communion, we help one another to understand God and know Jesus, we nurture our community and the world, and we celebrate diversity and work for social justice.*

Members Present: Barbara Nalbach, Carol Morgan, Dean Billman, Gail Dean, Karin Brown, Kathy Osterkamp, Rev. Keith Yamamoto, Kimberly Cortner, Marcia Godwin, Sharon Muehlbacher

Members Absent: None

Guests: None

1. The meeting was called to order by Carol at 1:01.
2. The Opening Prayer was offered by Kimberly.
3. Kimberly gave a Spiritual Development presentation on Vestry Preparation for Bridging event on February 26, 2023.
4. Karin gave a Leadership Development presentation echoing Kimberly's presentation and stating her presentation on questions about the By-Laws will be at the next meeting.
5. The agenda was approved as amended – Rector's sabbatical schedule was added under New Business.
6. The Consent Agenda to approve Minutes of January and Committee Reports was approved as written. M/C.
7. Finance Report - Marcia
  - a. The financial statements for January for the church, building, and school were approved to be filed for audit with the caveat that a revised church statement as described by Marcia will be sent to the Vestry. M/C
  - b. Approved termination of the American Century retirement plan. M/c to send a letter of termination.
  - c. Approved revised 3-year contract for stove/oven cleaning of \$1,125 per year for annual cleaning. M/C
  - d. Reapproved funds for repair of fencing next to rectory for a cost of \$2,400 - \$3,000. M/C
  - d. Preschool transition – Preschool closed the end of January. Teachers were given \$250, flowers, closing checks, and information on COBRA. A few teachers will be taking early retirement. Marcia is working with Finance Manager to consolidate and reduce services (e.g., phone, janitorial). The furniture has not been moved yet to their new location.
8. Unfinished Business

- a. Completion of Safe Church classes – Karin – Will have incentive drawing for completing the classes. Gift card for Back Abbey in Upland was chosen as the favorite for incentive.

#### 9. New Business

- a. Kay Alexander was appointed as Vestry Clerk by Rev. Keith.
- b. Kaleidoscope Institute (KI) Bridging event on February 26 – Kimberly presented a review of the agenda for the day.
- c. Potluck contributions for KI event – Carol – All Vestry members agreed to bring a contribution, good menu.
- d. Vestry retreat – Kimberly – March 18 at 9:00 at St. Ambrose Church, business in AM and KI in PM.
- e. Parochial Report approval – Rev. Keith – In process, need financial numbers and miscellaneous information, Vestry will approve by email vote.
- f. Rector's Sabbatical – Postponed from 2024 to 2025 to allow for better evaluation and time to apply for a grant to finance sabbatical activities.

#### 10. Action items for {next month}

- Barbara – Finish Safe Church classes.
- Carol – Work with Rev. Keith and Kimberly on retreat and Newcomer committee.
- Dean – Attend KI workshop classes, work on identifying Legacy members, determine if Haiti angels are appropriate to signify Legacy members and where to place them.
- Gail – Work on Safe Church classes, read up on By-laws, help with Sunday School.
- Karin - Track workshop completion for raffle, get assistance with members missing from the learner list - Prepare Vestry development presentation/discussion based on Bylaws Questions - Support Gail and Kathy with accessing and beginning workshop training - Summarize feedback from Vestry Orientation - Review Parochial Report.
- Kathy – Work on Safe Church classes, work on photo board, Music Director search and Newcomer committee.
- Rev. Keith – Work on Parochial Report, Finances, Preschool/Head Start.
- Kimberly – Music Director search, work with Rose on website updates, KI on 2/26, Vestry retreat, outside bulletin board
- Sharon –Send proof of taking Safe Church classes to Karin, attend Building and Grounds and Head Start meetings.

11. Next meeting date – March 26, in person in Room 16 at 12:00 noon.

12. Joke of the day was given by Karin.

13. The Closing Prayer was offered by Dean.

14. The meeting was adjourned at 2:36

Minutes submitted by Kay Alexander

St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
March 26, 2023, Room 16

*OUR MISSION*

*To be a place where love and hope abound...we welcome everyone to our worship and communion, we help one another to understand God and know Jesus, we nurture our community and the world, and we celebrate diversity and work for social justice.*

Members Present: Barbara Nalbach, Carol Morgan, Dean Billman, Gail Dean, Kathy Osterkamp, Rev. Keith Yamamoto, Kimberly Cortner, Marcia Godwin, Sharon Muehlbacher

Members Absent: Karin Brown

Guests: None

1. The meeting was called to order by Carol at 12:08.
2. The Opening Prayer was offered by Gail.
3. Kimberly gave a Spiritual Development presentation on Philippians 4:4-9 from the Message.
4. Karin was not present to give a Leadership Development presentation.
5. The agenda was approved as written.
6. The Consent Agenda to approve Minutes of February and Committee Reports was approved as written. M/C.
7. Finance Report - Marcia
  - a. The financial statements for February for the church, building, and school were approved to be filed for audit.
  - b. Approved submittal of the Employee Retention Credit application. M/C
  - c. Approved consolidation and timeframes for consolidating checking accounts. M/C
  - d. Approved cleanup of church sub-funds:
    - 1) Delete/move to unrestricted: Convention Dinner, Flags, Spring Celebration, Pilgrim book, St. Clare's transition. M/C
    - 2) Clear items with negative balances (e.g., Breakfast Baggers, Vestry Retreat) M/C
    - 3) Transfer \$100 in "Women of St. Mark's" to Daughters of the King. M/C
    - 4) Research/cleanup Reserve, General Memorial, and Designated Memorial items. M/C
  - e. Approved setting up church employee 403b retirement through diocesan plan, if feasible. M/C
  - f. EXECUTIVE SESSION – Personnel and finance issues.
8. Unfinished Business
  - a. St. Mark's KI Team – Kimberly – Kimberly, Rev. Keith, and Carol met to determine schedule for meetings. The KI team will meet the third Wednesday of the month from 6:00 PM to 9:00 PM on 4/19, 5/17, 6/21, 7/19, 9/20. A celebration will be planned for a Sunday in October. Kimberly will set up a link for materials. KI was not budgeted so donations are needed.

- b. Head Start status – Marcia – Derek will meet with County Counsel for clarification of contract terms. The goal for being ready for the Board of Supervisors is June. Opening is planned for January 2024.
- c. Update on water leak in Room 29 – Sharon – The damage is extensive. Move to approve \$4,000 for cleanup/repairs. M/C. The vent in the library building needs attention to prevent water leaks.

9. New Business

- a. Approved estimate to clean gutters – Sharon - \$830 for Church, \$700 for Rectory. These amounts are within the Maintenance budget. The drains need to be redirected.

10. Action items for {next month}

- Barbara – Finish Safe Church classes, update member list, work on Palm and Easter Sundays.
- Carol – Work with Rev. Keith and Kimberly on KI Team and Newcomer committee.
- Dean –Work on identifying Legacy members, 20 Haiti angels ordered, determine if they are appropriate to signify Legacy members and where to place them.
- Gail – Finish Safe Church classes, work with Fellowship.
- Karin - Will have the drawing for finishing Safe Church classes next month.
- Kathy – Work on Safe Church classes.
- Rev. Keith – Submit Parochial Report, Thank You card for Kathryn.
- Kimberly – Work on KI team, schedule meetings, outside bulletin board
- Marcia – Orientation of new Music Director, go thru emails, follow-up on all items in 7. a – e.
- Sharon –Attend Building and Grounds and Head Start meetings.

11. Next meeting date – April 23, on Zoom at 1:00 noon.

12. Joke of the day was given by Marcia.

13. The Closing Prayer was offered by Carol.

14. The meeting was adjourned at 1:48

Minutes submitted by Kay Alexander

St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
April 23, 2023, Zoom

*OUR MISSION*

*To be a place where love and hope abound...we welcome everyone to our worship and communion, we help one another to understand God and know Jesus, we nurture our community and the world, and we celebrate diversity and work for social justice.*

Members Present: Barbara Nalbach, Carol Morgan, Dean Billman, Gail Dean, Kathy Osterkamp, Rev. Keith Yamamoto, Karin Brown, Marcia Godwin, Sharon Muehlbacher

Members Absent: Kimberly Cortner

Guests: Ken Drew

1. The meeting was called to order by Carol at 1:04.
2. The Opening Prayer was offered by Sharon.
3. Carol gave a Spiritual Development presentation on the April 23<sup>rd</sup> Gospel reading according to Luke.
4. Karin's Leadership Development presentation re: Safe Church is #8 below. Carol discussed how to handle concerns by parish members or groups. The first step would be to ask the concerned party to talk directly to the involved person or group. Karin added that if the concerned party is uncomfortable going directly to the person or committee, tell them the Vestry will handle it. The next step would be to take the concern to the Executive Committee (Rector, Sr. & Jr. Wardens). Once resolved, the solution should be included in the contacted Vestry member's report and reported directly to the concerned parishioner or group.
5. The agenda was approved as amended – delete #9.
6. The Consent Agenda to approve Minutes of March meeting and April Committee Reports was approved as written. M/C.
7. Finance Report - Marcia
  - a. Head Start status: Derek May and Marcia will meet with county counsel April 24 to go over lease terms. There is a long lead time to go to the Diocesan Standing Committee and may occur during Rev. Keith's vacation. The goal for being ready for the Board of Supervisors is June. Opening is planned for January 2024.
  - b. EXECUTIVE SESSION – Personnel and finance issues. Pre-Executive Session comments – Katherine's last day was April 3<sup>rd</sup>. Melissa Diaz, Ken, and Marcia met to go over financial reports, vendors, etc. The second quarter should provide a better picture of actual expenses.
8. Unfinished Business
  - a. Safe Church raffle – Karin – Marcia won the \$50 gift card to Back Abbey.
9. New Business

- a. Mutual Ministry Review – Carol – Deleted per #4 above. The summary of ideas will still be compiled and sent to Vestry members by email this coming month.

#### 10. Action items for May

- Barbara – Finish Safe Church classes, attend Fellowship and Mental Health meetings, get info on missed KI meeting.
- Carol – Coordinate Mental Health training and Newcomer committee.
- Dean – Received 20 Haiti angels, work on engraving Legacy members' names on them and where to place them.
- Gail – Meet with Fellowship committee re: tribute to Marion Steese for her artwork.
- Karin – Work on Leadership Training for May 21<sup>st</sup> meeting, wrap up Safe Church training, Welcome committee.
- Kathy – Attend Mental Health training, work on bulletin board.
- Rev. Keith – Asked Carol to verify Mental Health attendance to Rose, will be out of town April 25-29 attending family reunion in Tennessee, Clergy conference May 1st-3rd.
- Kimberly – Absent
- Marcia – Orientation of new Music Director starting May 1<sup>st</sup> and first Sunday May 7<sup>th</sup>, need organist for Grasso service, employee retention tax credit, general financial issues.
- Sharon – Attend Building and Grounds, Finance, and Head Start meetings, discuss bottled water issue with Susan Mackall.

11. Next meeting date – May 21st on Zoom at 1:00.

12. Joke of the day was given by Barbara.

13. The Closing Prayer was offered by Kathy.

14. The meeting was adjourned at 2:30

Minutes submitted by Kay Alexander

St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
May 21, 2023, Zoom

*OUR MISSION*

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Members Present: Barbara Nalbach, Carol Morgan, Kathy Osterkamp, Rev. Keith Yamamoto, Kimberly Cortner, Karin Brown, Marcia Godwin, Sharon Muehlbacher

Members Absent: Dean Billman, Gail Dean

Guests: Ken Drew, Larry Goddard

1. The meeting was called to order by Carol at 1:02.
2. The Opening Prayer was offered by Karin.
3. Rev. Keith introduced the new Music Director, Larry Goddard. Those present were asked to introduce themselves and share information about themselves, their ministries and helpful information about the community.
4. Kimberly gave a Spiritual Development presentation on a poem by Raine Maria Rilke.
5. Karin led an interactive Leadership Development presentation on Being an X in a Sea of O's.
6. The agenda was approved as written.
7. The Consent Agenda to approve Minutes of the April meeting and May Committee Reports was approved as corrected – Sharon corrected her report re: false alarms from one year to 365 days. M/C.
8. Finance Report - Marcia
  - a. Vestry approved, via email from May 4-5, to pay a past due bill of \$2,274 to the City of Upland's False Alarm program. This was an unbudgeted expense for false alarm charges from 2018 through 2023 and renewing our alarm permit.
  - b. Update on financial condition and cash flow for the year – Working on how to transfer money from brokerage accounts. Submitted Employee Retention Credit paperwork and waiting for approval. There is usually a three-month dip in giving in the summer. Two good leads for cross training in QuickBooks. Hope to have monthly reports by June.
  - c. Head Start – Construction plans being finalized. St. Mark's will not act as project manager or be a 3<sup>rd</sup> party to county plans. The Diocese is urging parishes to keep their property and use it for Head Start, homeless housing, etc. type uses.
  - d. Kimberly mentioned the possibility of having a semi-annual meeting as many parishioners want information on Head Start and financial issues. Discussion included: Marcia will write an article for the Good News. Q&A Forum will be planned for June and Kimberly will schedule it. Karin suggested it should be a general communication session with the Vestry.
9. Unfinished Business

- a. Vestry retreat action items – Carol reminded the Vestry of the items from the retreat and that they needed to be updated with actions.
  - I. Welcoming – Newcomers committee and sermons working on this. New items included a series on listening, recruiting choir members for summer and fall programs, have a focus group for kids on what they are looking for in church.
  - II. Gathering in Community – Kimberly will take lead of adult spiritual growth group with Karin assisting, Membership development group to include time for prayer. Use the time/space of Sunday at 9:00 for spiritual growth group.
  - III. Members believe in ministries and future of the parish – Hold a Vestry Q&A session and more KI congregational engagements. Consider term limits for committee members and leaders, succession planning, and Sabbath time. Rev. Keith, Carol & Kathy will work on addressing these issues with committees. Kimberly suggested a forum on Currency of Wellness. Kimberly will check to see if there is a congregational engagement exercise for Wellness.

#### 10. New Business

- a. None

#### 11. Action items for June

- Barbara – Left early
- Carol –Newcomer committee meeting for June, help Rev. Keith on Sabbath for ministries and succession.
- Dean – Absent
- Gail – Absent
- Karin – Left early
- Kathy – Work on photo board of ministry groups, summer music, help with ministry succession.
- Rev. Keith – Connect with Kimberly re: communication items, move towards changing the Good News to Constant Contact, ministry succession planning.
- Kimberly – Convene Communication committee on June 7<sup>th</sup>, lead Spiritual Formation for newcomers.
- Marcia – Email vote for outside expertise on QuickBooks. Order finance book. Write article for Good News. Move Rose to Diocesan retirement plan.
- Sharon –Attend Building and Grounds, Finance, and Head Start meetings.

12. Next meeting date – June 25, at 11:45 am in Room 16. This time may change pending possible Vestry Q&A forum on same day.

13. The Closing Prayer was offered by Carol.

14. The meeting was adjourned at 2:51

Respectfully submitted by Kay Alexander  
Clerk to the Vestry



St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
June 25, 2023, Room 16

*OUR MISSION*

*To be a place where love and hope abound...we welcome everyone to our worship and communion, we help one another to understand God and know Jesus, we nurture our community and the world, and we celebrate diversity and work for social justice.*

Members Present: Barbara Nalbach, Carol Morgan, Kathy Osterkamp, Rev. Keith Yamamoto, Karin Brown, Marcia Godwin, Dean Billman, Gail Dean  
Members Absent: Kimberly Cortner, Sharon Muehlbacher,  
Guests: Ken Drew

1. The meeting was called to order by Carol at 11:47.
2. The Opening Prayer was offered by Marcia.
3. Carol gave a Spiritual Development presentation using the Noonday service from the Book of Common Prayer.
4. Karin led a Leadership Development presentation by presenting A God Who Loves Us Just As We Are video featuring a video clip by an LGBTQ Episcopalian priest.
5. The agenda was approved as amended – Update on COVID Protocol added to New Business and moved tour of Library to before Finance.
6. The Consent Agenda to approve Minutes of the May meeting and June Committee Reports was approved. M/C
7. Unfinished Business – Marcia led a tour of the water damage to the library building.
8. Finance Report - Marcia
  - a. Update on financial condition and cash flow for the year – Still cleaning up books, Balance Sheet showed \$14K more than actual, bank funds include about \$30K in designated funds, Zelle set up but needs clarity, updated legal names on accounts, set up money market fund, Ken as Treasurer will reconcile books monthly, Finance committee to work on codifying procedures.
  - b. Executive Session - Head Start status
  - c. Moved/Seconded/Approved working with Adam Hoover, CPA, on QuickBooks update and cross-training not to exceed \$6,000 as budgeted for Outside Services.
  - d. Moved/Seconded/Approved no more than \$17,100 for assessment and plans for library building for which Building & Grounds and Finance Committees will work out details.
  - e. Moved/Seconded/Approved to withdraw \$50K from the School DIT and deposit in Money Market account.
9. New Business
  - a. Update COVID Protocol.
    - I. Wearing masks still recommended.

II. Altar party will either use hand sanitizer or wear gloves.

III. Acolytes, with candles, will stand on either side of Gospel reader.

10. Action items for July

- Barbara – Finish Safe Church workshops
- Carol – Make announcements during Rev. Keith's absence, Newcomer committee meeting for July, assist Rose, space rental.
- Dean – Safe Church workshops, look into Jewish Legacy Society form, work on etching names on angels, Legacy society is anyone who has St. Mark's in their estate planning, angel on wall when you pass and one to family.
- Gail – Safe Church workshops.
- Karin – Leadership Development, monitor Safe Church.
- Kathy – Work on photo board, music.
- Rev. Keith – Vacation, Looking forward to Stillpoint's Spiritual Director program.
- Kimberly – Absent.
- Marcia – Follow up on financial issues.
- Sharon – Absent.

11. Next meeting date – August 13, at 1:00 pm on Zoom.

12. Joke of the day -Carol

13. The Closing Prayer was offered by Rev. Keith.

14. The meeting was adjourned at 2:02

Respectfully submitted by Kay Alexander  
Clerk to the Vestry

Addendum:

June 29, 2023 M/C via email vote to allow Soccer Shots to use Drew Field for a couple of weekday evenings and Saturday morning.

St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
August 13, 2023 Zoom

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Members Present: Barbara Nalbach, Carol Morgan, Kathy Osterkamp, Rev. Keith Yamamoto, Karin Brown, Marcia Godwin, Dean Billman, Gail Dean, Kimberly Cortner, Sharon Muehlbacher  
Members Absent:  
Guests: Ken Drew

1. The meeting was called to order by Carol at 2:01.
2. The Opening Prayer was offered by Barbara.
3. Kimberly gave a Spiritual Development presentation on the Power of Words.
4. Karin led a Leadership Development presentation on LGBTQ+ Calling to Action & Advocacy.
5. The agenda was approved as written.
6. The Consent Agenda to approve Minutes of the June meeting and August Committee Reports was approved. M/C
7. Finance Report - Marcia
  - a. Update on financial condition – not ready to move forward yet on library repairs. Still catching up on QuickBooks. We should receive the DIT check this month. There was a past due bill for the Mission Share Fund. The Rector's salary was not updated for the pension fund. Ken is working on reconciliation of accounts to provide accurate financial reports.
  - b. Executive Session - Head Start status
  - c. Vestry Q&A Forum on Sept. 17 –Will be at 9:00 & 11:15.
8. Unfinished Business – None.
9. New Business
  - a. Meeting with Ministry Leaders – Oct. 15 or Oct. 18 – Rev. Keith, Carol – Discuss rotating leadership, observing time off, succession training. Oct 15<sup>th</sup> will be after 10:00 service, Oct.18 will be on Zoom in the evening.
  - b. Vestry to serve at the Ice Cream Social on Sept. 10 after the 10:00 service.
  - c. Send your photo to Carol for the new Photo Board.
  - d. Communicate any meeting/building use updates to the Breeze calendar – Rev. Keith – meeting with event planner, calendar must be accurate so no double booking, calendar is under events on Breeze.

10. Action items for August/September

- Barbara – Finish Safe Church workshops, Ice Cream Social, recruiting teachers/assistants for Sunday School program, Susan Mackall needs transportation.
- Carol – Space rental policies and procedures, update alcohol use policy, Newcomers committee.
- Dean – estate planning work shop, help Melissa with Stewardship.
- Gail – Safe Church workshops, Fellowship.
- Karin – Leadership Development, monitor Safe Church, Cursillo sponsors.
- Kathy – Work on photo board, questionnaire for Ministry Leadership meetings.
- Rev. Keith – Newcomer’s class, calendars, Zoom accounts.
- Kimberly – Communication meeting in Sept. Q&A Day, Cursillo, KI, Ministry leaders meeting.
- Marcia – Follow up on financial issues, designated gifts, budget process for 2024, check membership, organ needs \$15K repairs.
- Sharon – Building & Grounds, Head Start, Finance Committee..

11. Next meeting date – September 24, at 1:00 pm on Zoom.

12. Joke of the day - Kathy

13. The Closing Prayer was offered by Rev. Keith.

14. The meeting was adjourned at 4:00.

Respectfully submitted by Kay Alexander  
Clerk to the Vestry

St. Mark's Episcopal Parish, Upland CA – A Community of Grace

**Vestry Meeting Minutes**

September 24, 2023, on Zoom

*OUR MISSION*

*To be a place where love and hope abound...we welcome everyone to our worship and communion, we help one another to understand God and know Jesus, we nurture our community and the world, and we celebrate diversity and work for social justice.*

Members Present: Barbara Nalbach, Carol Morgan, Kathy Osterkamp, Rev. Keith Yamamoto, Karin Brown, Marcia Godwin, Dean Billman, Gail Dean, Kimberly Cortner, Sharon Muehlbacher

Members Absent:

Guests: Ken Drew

1. The meeting was called to order by Carol at 1:30.
2. The Opening Prayer and Spiritual Development were combined and offered by Kimberly on *The Lives We Actually Have* by Kate Bowler.
3. Karin led a Leadership Development presentation on Vestry Discernment. Dean, Marcia, Sharon, and Carol's terms will end January 2024 requiring discernment for new members.
4. The agenda was approved as written.
5. The Consent Agenda to approve Minutes of the August meeting and September Committee Reports was approved. M/C
6. Finance Report - Marcia
  - a. Update on financial condition – Ken is still catching up on QuickBooks. The DIT office questioned Derek's signature for the DIT check which may delay our request. We may need to resubmit the request. Marcia is still working on reducing expenses. We are beginning to receive some contributions via Zelle.
  - b. Head Start status next steps – The Vestry Q&A sessions this morning with parishioners were successful. There is a Zoom meeting with the county scheduled for October 4<sup>th</sup>.
  - c. Preliminary forecast for 2024 budget – The deficit for 2023 is about what was budgeted. We will continue to work on savings in salaries and contract costs. One copier contract of \$10K per year ends November 15<sup>th</sup>.
  - d. These three items were recommended from the Finance Committee effective July 2023 for approval by the vestry:
    - i. The transfer of \$19K from the school checking account to the church checking account was approved.
    - ii. The closure of the school checking account, once we can close out ADP auto-pay fees, was approved.

- iii. The closure of the TIAA retirement account once we no longer have any active contributions was approved.

7. Unfinished Business

- a. Plan for repair of water leakage in the library building – Sharon reported that the Buildings and Grounds Committee recommends removal of damaged drywall in Room 29, and removal of the handicap ramp outside the library. Marcia suggested that the Committee might consider the creation of a trench using sandbags to direct rainwater from around the library to the parking lot.
- b. Dean offered to organize the Men's Breakfast group to provide a workday in the next couple of months to remove the dangerous handicap ramp.
- c. Sharon and Rev. Keith will write a report for the *Good News* to include the Building and Grounds wish list.

8. New Business

- a. Debrief on Vestry Q&A – Marcia and Carol – The 9:00 am session offered their perspective on problems but not solutions. The 11:15 am session was supportive of Vestry in continuing to pursue a partnership with Head Start. We received productive feedback after the meetings.
- b. Recruiting volunteers – Carol and Rev. Keith – Christian Formation needs teachers and aides. Other groups need volunteers also. Rev. Keith offered a three-step plan for any group that needs volunteers - 1) write an article for the *Good News*, 2) make announcements during Sunday services, and 3) personally ask potential helpers. It was suggested that the Sunday School program offer an Open House to show the congregation the wonderful work of the Sunday School program. Barbara, liaison to Christian Education, will assist Susan Mackall writing an article in the *Good News*.

9. Action items for October

- Barbara – Finish Safe Church workshops, St. Francis potluck, *Good News* article for teachers/aides.
- Carol – Facility rental task force, Newcomers committee quarterly meeting. Asked Vestry to bring dessert for St. Francis potluck.
- Dean – Men's Breakfast for October 14 and work party to tear down library ramp, help Melissa with Stewardship.
- Gail – Safe Church workshops, Fellowship, St. Francis lunch, Trunk or Treat meeting and parking lot attendants for that event.
- Karin – For Vestry Discernment – update documents, schedule meetings, and write *Good News* article. Cursillo event.
- Kathy – Trunk or Treat, work on photo board.
- Kimberly – Edit articles, Cursillo event.
- Marcia – Follow up on financial issues, budget process for 2024, looking for location for October 21<sup>st</sup> Book Club (Rectory?), workers comp, audit.
- Sharon – Work with Rev. Keith on report, Building & Grounds and Head Start meetings.

10. Next meeting date – October 22, at 11:30 am in person.

11. The Joke of the day was offered by Gail.

12. The Closing Prayer was offered by Marcia.

13. The meeting was adjourned at 3:37.

Respectfully submitted by Kay Alexander  
Clerk to the Vestry

St. Mark's Episcopal Parish, Upland CA + A Community of Grace  
**Vestry Committee Report**

*To be a place where love and hope abound...  
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**Name:** Dean Billman

**Committee:** Finance Committee member, Stewardship Committee member (includes Legacy Society)

**Date:** October 2023

**Progress and Plans:**

- **Finance Committee was postponed for this month**
  - See Finance Committee and Building Committee minutes
  - Head Start approval process into 2025 requires us to look at other ways to make the budget next year
- **Stewardship met last week in the evening, and we discussed the pledge cards**
  - The upcoming Stewardship campaign – will participate as needed
  - Gave Legacy Society explanation and waved angels around at both 8 am and 10 am services – there is a place on the pledge card to request information about the Legacy Society

**Discussion Required by the Vestry:**

- **Update on pledge drive for October**



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December 17, 2023 Zoom

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Members Present: Barbara Nalbach, Carol Morgan, Kathy Osterkamp, Rev. Keith Yamamoto, Marcia Godwin, Dean Billman,, Karin Brown, Gail Dean, Kimberly Cortner

Members Absent: Sharon Muehlbacher

Guests: Paul Stapp

1. The meeting was called to order by Carol at 1:01.
2. The Opening Prayer was offered by Carol.
3. Spiritual Development was led by Kimberly with a poem about Remembering That it Happened Once by Wendell Berry.
4. Leadership Development – Karin presented slides and discussion on Stewardship in a New World. Keith commented on using QR codes or Zelle for Christmas Eve giving.
5. The agenda was approved as written
6. The Consent Agenda to approve Minutes of the November meeting and December Committee Reports was approved. M/C
7. Finance Report - Marcia
  - a. Update on financial condition and 2024 budget priorities and draft budget – Marcia presented Breeze slides of giving trends and the top expenses. Still waiting for Employee Redemption Credit. Expenses are about \$400K per year and income is about \$300K. Hoping for at least 20 more pledges for 2024.
  - b. Budget for 2024 will be adopted at the January 21, 2024 Vestry meeting.
  - c. Approval of \$2,000 for removal of library ramp if we don't receive a grant from the diocese. Motion came from Building & Grounds committee. M/C
8. Unfinished Business
  - a. None
9. New Business
  - a. Listening to parishioners' concerns – Kimberly discussed the importance of listening, being open, aware, alert, and respectful. Ask good questions. Alleviate concerns with feedback, bring concerns to the Vestry, Rev. Keith, committee, etc.
  - b. Dean mentioned the questions he hears are about Head Start. Marcia said there is no news. Still waiting for meeting that was supposed to be in December.
  - c. Rev. Keith said Bishop Taylor is opposed to any selling of sacred property. It should be used for increased revenue stream.

10. Action items for November

- Barbara –Find a date for an open house of the Children’s Chapel.
- Carol –Asked for help for soup supper on December 20. Newcomer’s meeting to be held in January, compile information to pass on to Karin.
- Dean – Stewardship.
- Gail – Fellowship will provide lunch at annual meeting in January.
- Karin – Orientation for new Vestry members.
- Kathy –Work on photo board
- Rev. Keith – Work with Karin & Kathy.
- Kimberly – Work with Keith & Karin.
- Marcia –2024 budget, provide information on donating stock by end of 2023.
- Sharon – absent.

11. Next meeting date – Sunday, January 21, 2024 at 11:45 in person.

12. Joke of the day – Marcia.

13. The Closing Prayer was offered by Gail.

14. The meeting was adjourned at 2:30.

Respectfully submitted by Kay Alexander  
Clerk to the Vestry