

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

December 22, 2024 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.

December 6, 2024 M/S/C via e-mail to approve, in essence, the plan to rent to Home Core Athletics, contingent upon finalizing a formal lease agreement with them.

Members Present: Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew, Karin Brown, Susan Mackall

Members Absent: Gail Dean

Guests: Marsha Godwin, Dale Biggs

1. The meeting was called to order by Karin at 2:00.
2. Opening Prayer was offered by Karin.
3. Spiritual Development was led by Ed on A Balanced Christian Life.
4. Leadership Development: No presentation.
5. Agenda was accepted as amended to delete expenses for water main from B&G as it is covered in Finance. **M/S/C**
6. The Consent Agenda to approve Minutes of the November 24, 2024 meeting and December Committee Reports was **M/S/C**.
7. New Business:
 - A. Rector – Discuss updates regarding Head Start communications
 - i. We received a Letter of Intent (LOI) but no contract. It was **Moved and Seconded to cease to work with the County of San Bernardino to bring HS to St. Mark's. Following a lengthy and in-depth discussion and a prayer by Rev. Keith, the motion was Approved unanimously.**
 - ii. Rev. Keith thanked everyone who has negotiated with the County, especially Marcia, Sharon and Dale. He made it clear that closing the Pre-School was totally independent from the Head Start proposal. Even though it has been a long procedure, it would not have been responsible to have acted on the HS proposal any quicker.
 - iii. Karin stated that the new Vestry can now move ahead with other proposals.
 - B. Finance
 - i. **M/C to approve request from B&G and approved by the Finance committee to approve \$9,000 to repair the water main.** The bid from Distinctive Landscape is

for \$8,500 with the extra \$500 for the installation of a ball valve to allow for a separate meter. The funds are available.

- ii. **M/C to approve request from B&G and approved by the Finance committee to approve \$1,399 to add safety film to the Narthex windows and the Chapel slider.** Other areas will be considered in the future.
 - C. Building and Grounds – **M/S/C to send Foxbury School LOI to the Diocese.** See Paul’s report for details.
 - D. Senior Warden – EB and Ginger have agreed after discernment to be on the slate for new Vestry members. Reports for the annual meeting are due January 15th. Last year’s reports are on the website.
8. Action items for January:
- . Barbara – Annual report, pictures
 - . Ed - Annual report, pictures, learn screen sharing
 - . Gail - Annual report, pictures
 - . Karin - Annual report, pictures
 - . Kathy - Annual report, pictures, music director
 - . Rev. Keith – Response to Diocese (LOI) and County
 - . Ken - Annual report, pictures, work on budget with Marcia
 - . Lisa - Annual report, pictures
 - . Paul - Annual report, pictures, continue with repairs, Home Core Athletics
 - . Susan – Get Zoom on Android
9. Next vestry meeting dates – Sunday, January 19, 2:00 on Zoom to approve budget and Sunday, January 26th after the Annual Meeting.
10. Joke of the Day – Kathy
11. Closing Prayer offered by Paul
13. The meeting was adjourned at 3:56 PM.

Respectfully submitted,
Kay Alexander, Clerk to the Vestry

St. Mark's Episcopal Parish, Upland CA – A Community of Grace
Vestry Meeting Minutes
November 24, 2024Zoom

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.

November 4, 2024 **M/S/C** via e-mail to hire Shari Hardy on a temporary basis to meet our accounting/bookkeeping needs, including assistance on simplifying our processes.

Members Present:Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto,Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew, Karin Brown, Gail Dean

Members Absent:

Guests: Marsha Godwin

1. The meeting was called to orderby Karin at 2:04.
2. Opening Prayerwas offered byKen.
3. Spiritual Development was led by Paul on A General Thanksgiving Prayer from the BCP.
4. Leadership Development was led by Karin on Planning the Annual Meeting.
5. Agendawas accepted as written.**M/S/C**
6. The Consent Agenda to approve Minutes of the October 27, 2024meeting and NovemberCommittee Reports was**M/S/C**.
- 7.New Business:
 - A. Finance
 - i. Marcia – Discussed three options for new copier contract. **M/S/C** to accept RAM Kyocera TASKalsa 5054ci, 60 month contract. This is the same copier as previously but at one third the cost.
 - ii. Ken – Shared the budget with discussion following. There will be a deficit. Need to look for savings and rental income. Lisa shared the amounts requested for ministries many of which are paid for by committee members.
 - B. Building & Grounds - Paul
 - i. **M/S/C** to approve request for repairs to east railing from Marquez Iron Works for \$1,850.
 - ii. Core Athletics rental proposal – Paul will get back to Carol Morgan with Vestry questions: Extent of field fixes, bathroom usage, what items would we have to purchase, is \$200 enough for parish hall rental? May require email vote.
 - iii. **M/S** to end conversations with Head Startregarding negotiations for a long term relationship. Contract due from HS December 4th. After discussion, Motion failed

with a 2 for and 7 against vote. Wait until after contract is reviewed to make a decision. B&G consensus is that we should proceed with Foxberry.

- C. Vestry Discernment Update – Karin asked for names to pursue as members: EB, Dale, Sylvia Ochoa, Joel, Brandon, Marcia. **MSC** to appoint Susan Mackall to an open one year Vestry term.
- D. Planning for Annual Meeting – Karin – Collect reports for Annual Meeting.
- E. Rector Updates – Rev. Keith -NA

8. Action items for December: not discussed.

9. Next vestry meeting date– Sunday, December 22nd, 2:00 on Zoom.

10. Joke of the Day –Lisa

11. Closing Prayer offered by Ed

13. The meeting was adjourned at 4:24 PM.

Respectfully submitted,

Kay Alexander, Clerk to the Vestry

St. Mark's Episcopal Parish, Upland CA – A Community of Grace
Vestry Meeting Minutes
October 27, 2024 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.

October 8, 2024 B&G received a request from the County to clean our storm drains for public health concerns. MSA via e-mail vote to clean storm drains for a current estimate is \$3000.

Members Present: Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew

Members Absent: Karin Brown, Gail Dean

Guests: Marsha Godwin

1. The meeting was called to order by Rev. Keith at 2:00.
2. Opening Prayer was offered by Barbara.
3. Spiritual Development was led by Lisa on Gifts of the Spirit.
4. Leadership Development was not on the agenda today.
5. Agenda was accepted as amended to add Update of bookkeeper position by Marcia. **M/S/C**
6. The Consent Agenda to approve Minutes of the September 22nd meeting and October Committee Reports was **M/S/C**.
7. New Business:
 - A. Finance – MOU from As You Like It (AYLI) was received, approved with some liability issues added, and signed.
 - B. Membership – Rev. Keith has directed Rose to inform Lisa of any updates to mailing addresses for the Birthday Card ministry.
 - C. Bookkeeper – Shari Hardy was offered a position several months ago at \$75 per hour for special projects. She is retiring and is still interested. Several other suggestions were made but the individuals are either not interested or non-responsive. Marcia and Ken will meet with Shari.
 - D. Building & Grounds Committee
 - Over the time period of Head Start negotiations, different teams have met on different options.
 - Meeting scheduled for October 28, 2024 with county and Diocesan CFO. Barbara, Paul, and Carol Morgan are invited to attend.
 - Marcia shared a document comparing the Head Start project and a for-profit school named Foxberry. She will send a copy to the vestry.

8. Executive Session.

9. Action items for November:

- Barbara – Fellowship duties, work with Daughters of the King on Thanksgiving baskets.
- Ed –Work with Angel to update website, help manage expectations.
- Gail –Absent.
- Karin – Absent.
- Kathy – Worship & Outreach liaison and meetings, Advent duties, music director search.
- Rev. Keith – Follow up with Ed and Bob Mattus on website, follow up with Barbara on anxiety about next Trunk or Treat, attend Head Start meeting.
- Ken – Continue reconciliation.
- Lisa – Provide copy of Bio master to prospective vestry member to be turned into Rose. Give information of upcoming big decisions, date for new vestry members discernment meeting.
- Paul – Providing space for Thanksgiving baskets, water pipe issues, attend Head Start meeting, unknowns.

10. Next vestry meeting date– Sunday, November 24th, 2:00 on Zoom.

11. Joke of the Day – Rev. Keith

12. Closing Prayer offered by Rev. Keith

13. The meeting was adjourned at 4:00 PM.

Respectfully submitted,
Kay Alexander, Clerk to the Vestry

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

September 22, 2024 in person

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: Karin Brown, Gail Dean, Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew

Members Absent:

Guests: Marsha Godwin

1. The meeting was called to order by Karin at 11:46 AM.
2. Opening Prayer was offered by Kathy and was an Autumn Prayer.
3. Spiritual Development was led by Karin and all members shared a favorite bible verse.
4. Leadership Development was presented by Karin “Vestry Discernment: How will we cultivate and grow new leadership”. All members are encouraged to recruit new members. Discernment meetings will be held – schedule to be announced.
5. Agenda was accepted as amended to add “Approval of events partnership under Building & Grounds”. **M/S/C**
6. The Consent Agenda to approve Minutes of the August 25th meeting and September Committee Reports was **M/S/C**.
7. New Business:
 - A. Signs-ups for Spiritual Development:
 - October 27 –Lisa
 - November 24 – Kathy **M/S/C to have the November 24 meeting on Zoom.**
 - December 22 – Barbara
 - B. Rector Report – Rev. Keith discussed planning for change using the Good Futures resource with a subsidy from Trinity Wall Street. It is a 9 month process for churches with unused property with a committee of up to 7 members. **It was M/S/C with 1 abstention that a committee of 5-7 members would include a member from Finance, Building & Grounds and the Vestry. It was M/S/C with 5 ayes, 2 opposed and 2 abstentions to approve \$375 to move forward with the Good Fortune project.** A debrief of Rev. Bell’s presentation will be scheduled.
 - C. Finance Committee
 - Update on Head Start (Addressed in the Rector and Finance Reports. An update to answer questions was requested in the B&G Report). Marcia gave a review of where we stand. There should be a meeting in the next 2 weeks.

Property manager wants another inspection. We are running out of time and have possible renters. Vestry agreed the next meeting should include a decision maker from the county and the Diocesan rep.

- Bookkeeping job – Karin presented a draft description. **M/Sc to hire a consultant to reconcile and bring the books up to date before hiring a part-time employee.**

D. Membership Committee:

- Ed will be interim Communication Chair.
- The database is up to date as of now. Lisa will continue to review and update as needed.

E. Building & Grounds Committee

- Subgroup to begin to investigate housing – see Rector’s report. Finance Committee will need to appoint a representative.
- Discussion of B&G finances and concerns about merging B&G and Church accounts – There will still be a Building Fund but just one check book. Need to clarify difference between routine maintenance and actual B&G Fund items.
- **M/S/C to move ahead with partnership with events planner.**

F. Senior Warden Report – Karin reviewed the progress on established Vestry priorities. Karin will update and distribute.

8. Action items for September:

- Barbara – Trunk or Treat, Children’s Chapel table at Trunk or Treat.
- Ed –Serve as interim communication chair, work with Karin, convene meeting.
- Gail –Trunk or Treat, St. Nicholas dinner.
- Karin – Update priorities document, adult education, planning the Hospice adult education series with Kate. Attend finance meeting, calendar meeting.
- Kathy – Worship & Outreach liaison and meetings, music director meeting.
- Rev. Keith – Head Start meeting, ask Rose to delete Kimberly from website.
- Ken – Continue reconciliation, report to Vestry.
- Lisa – Pastoral Care committee, membership update, participate in music director search committee.
- Paul – Meet with Dale re: priorities, work with Carol on rental venues, Head Start meeting.

9. Next vestry meeting date– Sunday, October 27th, 2:00 on Zoom.

10. Joke of the Day – Paul

11. Closing Prayer offered by Rev. Keith

13. The meeting was adjourned at 2:05 PM.

Respectfully submitted,
Kay Alexander, Clerk to the Vestry

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

August 25, 2024, 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: Karin Brown, Gail Dean, Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew

Members Absent:

Guests: Marsha Godwin

1. The meeting was called to order by Karin at 2:05 PM
2. Opening Prayer was offered by Rev. Keith and Lisa
3. Spiritual Development was led by Rev. Keith on Ephesians 6:10-20 in the Lectio Divina style.
4. Leadership Development was presented by Karin on Documenting and reporting an injury/Accident incident. She presented a revised form. It was M/S/C to approve the revised Injury/Accident Incident Form. Hard copies will be placed in the Narthex and ushers informed of how to use.
5. Agenda was accepted as revised to move the Executive Session after the Action Items. M/C
6. The Consent Agenda to approve Minutes of the July 28th meeting and August Committee Reports was approved as revised to change Ken's action item from complete Praesidium classes to completed. M/C
7. New Business:
 - A. Rev. Keith shared thoughts on a Christmas Eve service that would start as early as 10:00 AM. There will still be an afternoon and evening service.
 - B. Finance Discussion – Ken proposed combining the Building Fund in with the Operating Fund. Discussion followed which included:
 - There is not a mortgage or a capital campaign requiring a building fund.
 - With the school and preschool gone, there is no need to separate the accounts.
 - One checking account and one set of books will reduce the chance of errors.
 - No need to transfer funds between checking accounts.
 - It was M/S/C with one opposition to combine the Building and Operating funds into one checking account with the understanding that the Building Fund will be easily accessible and reportable.
 - It was M/S/C that the Pledge Card will still have Operating and Building Fund choices for this Stewardship period.

- It was M/S/C with one opposition to pilot a pre-approval system by Vestry Ministry Liaison for purchases and reimbursements. Ken will provide a form and Information for approval.
 - Marcia discussed Rose's responsibilities, benefits, etc. This needs to be formalized and signed.
 - It was M/S/C to hire a bookkeeper.
- C. Membership National Church Resolution:
- That the Rector, Wardens and Vestry of St. Mark's Episcopal Parish, Upland, confirm that Resolution 1988-A164 of the 1988 General Convention of the Episcopal Church, which affirms the tithe as the minimum standard of giving for Episcopalians, continues to be the goal for all members of St. Mark's Episcopal Parish; that each of us if not already tithing, commit ourselves to a purposeful program of proportional giving that will lead to a tithe; and that we urge all members of St. Mark's Episcopal Parish to make the same commitment.
 - It was M/S/C that St. Mark's Episcopal Parish agrees with the National Church's position that the tithe is the minimum standard of giving and strives to follow this giving standard.
- D. Debrief meeting with Rev. Bell – Tabled due to time constraints.
- E. Vestry discernment process – Tabled due to time constraints.
8. Action items for September:
- Barbara – Flowers and reception for Elizabeth's memorial service, work on fellowship events for the rest of the year, serve at Ice Cream Social, participate in Fiber Arts Guild.
 - Ed – Assist finance project management implementation process, on-boarding to serve as communication chair.
 - Gail – Fellowship, ice cream social, Trunk or Treat, research rideshare programs with other churches, new email is gail_dean@yahoo.com
 - Karin – Work with Kimberly and Ed regarding on-boarding Ed as Chair of communication Committee, prepare draft document of scope of work for bookkeeper, Asset mapping as a topic for adult education, check Vestry priorities document, continue to monitor completion of Safe Church; planning the Hospice adult education series with Kate. Follow up regarding activities Kimberly was engaged in: Meeting with Angel and/or Rose to update website, get vestry photos on website, find a trainer for listening class in Sept., meeting with Ginger or Community preparedness and disaster resilience - on usher training and protocols, music director search, calendar meeting.
 - Kathy – Memorial service for Elizabeth, Worship & Outreach liaison, music director search committee.
 - Rev. Keith – Work with ministry groups on transition and on-boarding, sending a letter to Larry Godard's son Ben about Larry being a member of 1910 Legacy Group, MOU to county re: Head Start contract status.
 - Ken – Continue reconciliation, document financial procedures, specify how to do accounting for bookkeeper.

- Lisa – Support Stewardship drive, support Ginger on Emergency Response testing project, stay in touch with Membership ministries, participate in music director search committee.
- Paul – Taking bids for waterline repair, planning repair for conduit leak, Blood Drive, get update on Head Start (i.e., meeting with Sue Stanton,), assist Carol with venue rental. Has a new job and will not be as accessible.

9. Next vestry meeting date– Sunday, September 22, 11:45 in person

10. Joke of the Day – Ed

12. Closing Prayer offered by Barbara

13. The meeting was adjourned at 4:18 PM

Respectfully submitted,
Kay Alexander, Clerk to the Vestry

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

1. **July 10, 2014** Resolved to replace the HVAC unit in the choir loft for a cost of \$8,000. M/S/C via email vote.
2. **July 17, 2024** Resolved to extract all school funds from the DIT account and place them in the parish accounts. M/S/C via email vote.
3. **July 31, 2024** Resolved to replace wireless controller server for \$1,200 with a 5 year guarantee. M/S/C via email vote.

July 28, 2024, in-person (11:45am)

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Members Present: Karin Brown, Kimberly Cortner, Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew

Members Absent: Gail Dean

Guests: None

4. The meeting was called to order by Karin at 11:45 AM
5. Opening Prayer was offered by Kimberly
6. Spiritual Development was led by Kimberly on Bio-Spiritual Focusing.
7. Leadership Development was presented by Karin on Documenting and reporting an injury/accident incident. She presented a form which will be compared to any suggestions from the insurance company, diocese, and deanery. Hard copies will be placed in the Narthex and ushers informed of how to use.
5. Agenda was accepted as written. M/C
6. The Consent Agenda to approve Minutes of the May 26th meeting and June/July Committee Reports was approved as revised to add attendees to the minutes. M/C
7. New Business:
 - A. Rector Update: Rev. Keith gave a brief report on the Convention including the election of the new presiding Bishop whose Ordination will be in the chapel of the National Cathedral symbolizing humble beginnings, resolutions, and the swag that he brought for vestry members.
 - B. Christian Formation Committee
 - Barbara presented a Children's Chapel brochure. It was M/S/C to approve it for printing. Kimberly will add it to the website.

- Kate Flannery sent an email requesting an adult forum on Hospice and the California End of Life Options Act. Discussion included having a panel, provide at Deanery level, and the Church's role. It was M/S/C to move forward with the adult forum with Kate as the lead.
- C. Fellowship Committee – M/S/C to purchase and sell St. Mark's mugs with the St. Mark's lion and a quote or biblical verse, owner to clean mug, for \$25 with \$10 for purchase and \$15 donation.
- D. Finance Committee – There was an in-depth discussion, prompted by an email from Melissa Diaz, regarding the lack of financial reports due to the need for reconciliation of the accounts. Ken discussed his efforts and his objections to hiring a bookkeeper/accountant due to the training and oversight needed. The Vestry members are concerned about having fiduciary responsibility without adequate knowledge of the financial situation. A meeting of the Finance Committee and Vestry will be held August 19th via Zoom to determine a timeline and personnel required to complete the reconciliation effort.
- E. Membership Committee
- Responsibility for shelf for the LEV ministry – Rev. Keith will discuss with John Flasher.
 - Review the resolution affirming the tithe – Tabled until next meeting
 - Review the current membership data base and the data base for those proposed for removal/archiving – Let Lisa know within 3 months of any names that should belong to a different list and why.
- F. Buildings & Grounds Committee
- Paul discussed the latest Head Start proposal which is not acceptable. Therefore it was M/S/C to consider long term lease agreements of the Christian Education classroom and the Library if these opportunities arise.
 - M/S/C to approve spending up to \$2,000 for light replacement and repair to leaking conduit in the library building, using some funds from the diocesan grant.
8. Action items for August:
- Barbara –Proceed with printing and placing online of brochure for children's Chapel, work on fellowship events for the rest of the year, EB staff update.
 - Ed – Continue to work with Kathy and Kimberly on communication, prep meeting for finance/vestry meeting
 - Gail – Not present
 - Karin – finance prep meeting and committee meeting, develop project plan for financial reporting and monitoring; Asset mapping as a topic for adult education, check Vestry priorities document, continue to monitor completion of Safe Church, work with Rev. Keith re: business protocols for the church office; planning the Hospice adult education series with Kate.
 - Kathy –Worship & Outreach liaison, music director search committee (3 candidates
 - Rev. Keith – checking in with Mother Judy, catch up from vacation, meetings, church property usage information with Trinity Wall Street

- Ken – Continue reconciliation, document financial procedures, completed Praesidium classes, finance/prep meeting 19th.
- Kimberly – Meeting with Angel and/or Rose to update website, get vestry photos on website, find a trainer for listening class in Sept., meeting with Ginger or Community preparedness and disaster resilience - on usher training and protocols, music director search, calendar meeting.
- Lisa – Continue updating the membership database, church directory, receive feedback from Vestry members, participate in music director search committee, update roles on Breeze
- Paul – Work through needs list, pipe estimate, rectory walk through, meet with Marsha and Sharon on Head Start proposal, work with Bob on sound system.

9. Next vestry meeting date– Sunday, August 25th, at 2:00 PM on Zoom

10. Joke of the Day – NA

12. Closing Prayer offered by Ken

13. The meeting was adjourned at 2:10PM

Respectfully submitted,
Kay Alexander, Clerk to the Vestry

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

Vestry Meeting Minutes

May 26, 2024, in-person (11:45am)

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: Karin Brown, Kimberly Cortner, Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew, Gail Dean

Members Absent: None

Guests: None

1. The meeting was called to order by Karin at 12:07 PM
2. Opening Prayer was offered by Paul
3. Spiritual Development was led by Kimberly using prayer # 12 on page 818 of the *Book of Common Prayer*.
4. Leadership Development was presented by Karin. She introduced vestry members to the concept of Asset Based Community Development, showed us a sample asset map, and explained how examining and mapping our parish assets could provide new ideas for serving our community. Using the idea of emergency response to disaster, vestry members shared one asset of our parish that could be used to provide service in this area. See attached ppt for details
5. Agenda was accepted as written. M/C
6. The Consent Agenda to approve Minutes of the April 28th meeting and May Committee Reports was approved as written. M/C
7. New Business:
 - a. On behalf of the Finance Committee, Ken Drew presented a resolution amending the resolution approved by the Vestry at the April 28, 2024 meeting about the compensation that will be provided to Serena Beeks and Gigi Garner for their music program leadership during the absence of a music director. With the friendly amendment that this would continue until a music director is in place, the final resolution read:
Resolved: Until a music director has been hired and is in place, compensation will be provided as follows:
 1. Serena Beeks will be paid \$250.00 per month for music support (picking music, updates to the bulletin, and directing on Sunday morning) and \$100.00 per practice.
 2. Gigi Garner will be paid \$450.00 per month to consist of \$100.00 for each of 2 practices and \$250.00 for one performance.

The resolution was M/S/C.

- b. It was M/S/C to approve paying \$1,900.00 for Reverend Keith's tuition for the second year for the Stillpoint Program in the Art of Spiritual Direction. This does not include the cost of textbooks.
- c. A proposal for a Breeze protocol was presented and explained by Lisa Drew. After discussion, a friendly amendment to clarify that people would be removed from the Breeze database after the fiscal year closed and any yearly financial statement had been sent. The Breeze protocol was then M/S/C.

8. Action items for June/July:

- Barbara – Praesidium classes, fellowship planning, brochure for chapel
- Ed – Continue to work with Kathy and Kimberly, complete governance class
- Gail – fellowship June 2nd, finish classes
- Karin – follow-up; Asset mapping; governance class security grant, check Vestry priorities document, monitor completion of Safe Church, work with Rev. Keith re: business protocols for the church office.
- Kathy – finish governance class, Episcopalian identify; music direct or search committee
- Rev. Keith – will be attending General Convention with Kimberly; Graduation June 1st, music search; calendar meeting (to be held June 5th)-dinner included
- Ken – Continue reconciliation, will document financial procedures, venue rental line items; complete Praesidium classes.
- Kimberly – Meeting with Angel with website updating; get vestry photos on website; will complete licensing courses and attend graduation; meeting with Ginger or Community preparedness and disaster resilience- on usher training and protocols; on Music search, convention; calendar meeting, lay licensing, follow up on speaker for class on listening in August and Sept.
- Lisa – Continue completing a membership database, participate in music director search committee
- Paul – Getting room ready for venue rental; get estimate for pipe repair; minor repairs; Praesidium classes, meet with Marcia re: HS, estimates to replace pipe & fix door.

9. Next vestry meeting date– Sunday, July 28th, at 11:45pm **In-Person**

10. Joke of the Day –Rev. Keith

12. Closing Prayer offered by Karin

13. The meeting was adjourned at 1:29pm

Respectfully submitted by Karin Brown

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

Vestry Meeting Minutes

April 28, 2024 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: Karin Brown, Kimberly Cortner, Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew, Gail Dean

Members Absent:

Guests: NA

1. The meeting was called to order by Karin at 2:02.
2. The Opening Prayer was offered by Lisa.
3. Spiritual Development was led by Kimberly from *Book of Hours* by Maria Rilke.
4. Leadership Development was presented by Karin to review the information in Rev. Keith's report on *English Dominate Later Generation Latinos/as*. The discussion included language survey, 1st Communion class, venue rentals, using correct spelling/grammar. Are we ready for an evangelical mindset?
5. The agenda was accepted as written.
6. The Consent Agenda to approve Minutes of the March 24 meeting and April Committee Reports was approved as written. M/C
7. Old Business – Karin sent updated Vestry Priorities with timeline and responsible committees to all Vestry members.
8. New Business
 - a. New Camino (later-Generation-Latino) discussion from 4 above. Many concerns, needs more investigation.
 - b. Membership discussion – How can the availability of LEV's to go to homes be made more widely known? Who gives this information to John Flasher? – Lisa.
 - Contact Rev. Keith or Rose.
 - Put articles in the Good News, make announcements.
 - Have a blessing of the ministry at 8:00 and 10:00 services.
 - c. Workshop consultation – Compensation for guest musicians, Serena and Gigi
 - Kathy stated that Natalie Dunlap does not want to lead the Bell Choir. Bell Choir should be part of the Music Director's job description.
 - The Music Director search will start this summer.
 - Kathy moved as recommended by the Finance Committee to pay a maximum of \$300 per month to Serena Beeks and \$450 to Gigi Garner. MSC

d. Building & Grounds – Paul

- Head Start – How the contractors will be paid is still an issue. Paul will reach out to Marcia for more information.
- Separate line items for rental activities – Ken is planning to add accounts to track income and expenses for rentals.
- B&G would like to consider hiring a maintenance person part-time to help work through the large number of projects and delayed maintenance that needs to be done.
 - Rev. Keith will check with the Diocese regarding Safe Church classes for Maintenance and facility attendant positions.
 - Paul will get more information on projects and hours needed.

9. Action items for May

Barbara –Praesidium classes, Mother’s Day Brunch

Ed – Continue to work with Kathy and Kimberly, Praesidium classes

Gail – Fellowship, Brunch and other events.

Karin – Attend meeting re: security grant, check Vestry priorities document, monitor completion of Safe Church, work with Rev. Keith re: business protocols for the church office, help in Sunday school on 4th. Sunday.

Kathy –Attend Anti Racist & governing classes, photos of groups.

Rev. Keith – Follow up with Diocese HR on Praesidium classes, evaluation of staff, calendar meeting.

Ken – Continue reconciling finances, document financial procedures, add new line items for venue rentals.

Kimberly - Communications, calendar meeting, lay licensing, speaker for class on listening.

Lisa – Update membership roster, develop protocol for invitation to join breeze-who can give access, work with Kimberly on pastoral care, vestry members as greeters.

Paul – Praesidium classes, meet with Marcia re:HS, estimates to replace pipe & fix door.

10. Next meeting date – Sunday, May 26, 2024 at 12:00pm in person.

11. Joke of the day – Barbara.

12. The Closing Prayer was offered by Kathy.

13. The meeting was adjourned at 3:56 pm.

Respectfully submitted by Kay Alexander
Clerk to the Vestry

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

Vestry Meeting Minutes

March 24, 2024 in person

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: Karin Brown, Kimberly Cortner, Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew

Members Absent: Gail Dean

Guests: NA

1. The meeting was called to order by Karin at 11:51.
2. The Opening Prayer was offered by Barbara.
3. Spiritual Development was led by Kimberly from *Have a Beautiful Terrible Day* by Kate Bowler.
4. Leadership Development was presented by Karin on List of Anti-Racism/Dismantling Racism Training Programs.
5. The agenda was accepted as written.
6. The Consent Agenda to approve Minutes of the February 25 meeting and March Committee Reports was approved as amended to include the vote for Barbara Nalbach as Jr. Warden.
M/C
7. New Business
 - a. Vestry Priorities –Karin –Priorities were discussed and ranked.
 - b. Buildings & Grounds – Paul
 - Met with HS, county, and realtor. Examined buildings. Marcia will prepare documents for meeting with Standing Committee.
 - Facilities Rental Documents were reviewed. The Vestry will submit questions to Paul by March 26th and an e-mail vote will be held March 28th.
 - The needs list from B&G was reviewed. Pipe in front is the most urgent. Bids for repairs are needed.
 - c. Finance – Ken – Vote to update signers on the bank accounts. M/S/C that the following positions and names will be on the bank accounts:
Senior Warden – Karin Brown
Junior Warden – Barbara Nalbach
Rector – The Rev. Keith Yamamoto
Treasurer – Ken Drew
Asst. Treasurer – Marcia Godwin
Clerk Kay Alexander
Counters – Serena Beeks, Kathy Walker

- d. Membership – Lisa – What is expected of the Helpings Ministry? (No time for discussion).
 - e. Updated Vestry documents – Karin included Welcome Schedule, Vestry members' contact information, and Vestry meeting schedule with her report
 - f. Safe Church updates – Karin will give access to Ed.
8. Action items for April
- Barbara – Work with Susan Mackle to rearrange/organize the closets, organize.
- Ed – Continue to work with Kathy and Kimberly, continued growth, and feedback on revenue rental documents.
- Gail – NA.
- Karin – Update Vestry priorities document, monitor completion of Safe Church, work with Rev. Keith re business protocols for the church office ; help in Sunday school on 4th. Sunday; sign up to join Greeters once month.
- Kathy –Newcomers committee, photos of groups.
- Rev. Keith – Evaluation of staff, calendar meeting, report back on new Camino conference.
- Ken – Continue reconciling finances; document financial procedures.
- Kimberly – Follow up pastoral care, calendar meeting.
- Lisa – Complete membership roster, develop protocol for invitation to join breeze,.
- Paul – Repairs and discussion of wish list and venue rental documents, bids for replace of pipe.
9. Next meeting date – Sunday, April 28, 2024 at 2:00pm on Zoom.
10. Joke of the day – Ken.
11. The Closing Prayer was offered by Lisa.
12. The meeting was adjourned at 2:00 pm.

Respectfully submitted by Kay Alexander
Clerk to the Vestry

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

Vestry Meeting Minutes

February 25, 2024 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: Karin Brown, Kimberly Cortner, Barbara Nalbach, Kathy Osterkamp, Rev. Keith Yamamoto, Gail Dean, Paul Stapp, Ed Muehlbacher, Ken Drew, Lisa Drew

Members Absent: Bill Brooks

Guests: NA

1. The meeting was called to order by Karin at 2:08.
2. The Opening Prayer was offered by Rev. Keith.
3. Spiritual Development was led by Kimberly based on *The Year of a House: A Blessing*.
4. Leadership Development was presented by Karin on "Safe Church, Safe Communities".
5. The agenda was accepted as amended to add discussion of Building & Grounds and Outreach under New Business and corrections of the numbering system.
6. The Consent Agenda to approve Minutes of the January 21 & 28 meetings and February Committee Reports was approved. M/C
7. Finance Report - Ken
 - a. Ken plans to present income versus spending reports for January and February at the March meeting.
8. Unfinished Business
 - a. Head Start Update – Kimberly report on last meeting with County – This was previously reported on by Marcia. Waiting for next stage.
9. New Business
 - a. Vestry Liaisons needed – Karin
 - Head Start Project -- M/S/C to establish an Ad Hoc committee of Building & Grounds and Finance (with Marcia as point person) as a liaison to the Vestry.
 - Venue Rental Taskforce (with Carol as point person, housed within Buildings & Grounds –Paul will be Liaison
 - b. M/S/C to establish a Membership Committee with Lisa as Vestry Liaison to include Stewardship (chair Melissa Diaz), Newcomers Committee (chair Carol Morgan), Birthday Card Ministry (chair Lisa Drew), Ushers and Greeters (chair Kimberly Cortner.
 - c. Building & Grounds – Paul discussed the priority list for repairs which includes a pipe in front of the church which is estimated at about \$15K, ramp, railing, lighting,

- maintaining fan in the kitchen, library water damage. \$2K was approved earlier and we received a \$5K grant. Lisa suggested ways of raising additional funds.
- d. Outreach – Kathy received an email regarding needs for TOUCH –bins to protect donated food, two churches are ending support so more donations are needed, they are in the red, old trucks need maintenance. A request for a donation needs list will be made and an article will be put in the Good News.
 - e. Parochial report discussion – Rev. Keith
 - What opportunities and challenges did the congregation face in 2023?
 - Damage to library building, Head Start long delay, membership, repairs, rentals, financial, music, hospitality
 - Looking toward the future, what changes do you hope to see in your faith community? What does your community need in order to bring about these changes?
 - ◆ Head Start, Youth Group, Kaleidoscope Institute, Deanery 6 involvement, safety plan
 - We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.
 - ◆ Worked with St. George, Learning from others, Sacred Ground, Rodney's workshops, individual stories
 - f. Welcome Schedule – Karin sent the schedule to all vestry members. If you are not available on your assigned Sunday, please find an alternate.
 - g. Bloy House Lay Licensing Program for Deanery 6 – Kimberly encouraged all vestry members to attend the Governance Tract. If interested in Lay Ministry Tract see Kimberly or Rev. Keith.
 - h. Vestry Retreat will be March 16th, 8:30 – 3:00 at St. Ambrose being planned by Rev. Keith, Karin, Barbara, and Kimberly.
 - i. M/S/C to make Barbara Nalbach Jr. Warden.

10. Action items for March

- Barbara –Help plan vestry retreat, provide food for St. Pat dinner and Financial Wellness programs.
- Ed – Work with Kimberly on Communication and Kathy on Outreach.
- Gail – Fellowship – St. Pat's dinner, Easter Brunch and hunt.
- Karin – Vestry Retreat agenda, Welcome script, attend Finance and B&G meetings, access to Safe Church training, Maundy Thursday vigil.
- Kathy –Newcomers committee, photos of groups.
- Rev. Keith – Vestry retreat, Rose's evaluation, welcome Larry back
- Ken – Finances for January and February
- Kimberly – Vestry retreat, communication committee, website updates.
- Lisa –Meet with Membership Committee chairs.
- Paul – Relay information re: repairs to Rose & Dale, work with Kathy Walker and son on lights.

11. Next meeting date – Sunday, March 24, 2024 at 12:00 in person..
12. Joke of the day – Karin.
13. The Closing Prayer was offered by Kimberly from *A Prayer in the Middle Year of Opportunity*.
14. The meeting was adjourned at 4:12 pm.

Respectfully submitted by Kay Alexander
Clerk to the Vestry

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

Vestry Meeting Minutes

January 28, 2024 In Person

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, Kathy Osterkamp, Rev. Keith Yamamoto, Gail Dean, Ed Muehlbacher, Kimberly Courtner, Paul Stapp, Bill Brooks, Lisa Drew, Ken Drew

Members Absent: Karin Brown

Guests: Marcia Godwin

1. The meeting was called to order by Rev. Keith at 12:15 PM.
2. Introductions and brief statements by each member.
3. Kay Alexander was appointed Clerk M/S/C
4. Karin Brown was appointed as Sr. Warden by Rev. Keith.
5. Jr. Warden – The election of the Jr. Warden was tabled until the next meeting when Karin will be present. M/S/C.
6. Vestry Orientation will be February 3rd, 2024, 8:30 – 2:00 at St. Mark's.
7. Vestry Retreat will be March 16th, 8:30 – 3:00 at St. Ambrose.
8. Vestry meetings times and place will be discussed at the Orientation.
9. Closing prayer was presented by Kimberly.
10. The meeting adjourned at 12:35 PM.

Respectfully submitted by Kay Alexander
Clerk to the Vestry

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

Vestry Meeting Minutes

January 21, 2024 In Person

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, Marcia Godwin, Gail Dean,

Members Absent: Sharon Muehlbacher, Dean Billman, Karin Brown, Kimberly Cortner

Guests: NA

1. The meeting was called to order by Carol at 11:48.
2. The Opening Prayer was offered by Rev. Keith using An Order of Service for Noonday.
3. The agenda was accepted as written
4. The Consent Agenda to approve Minutes of the December meeting and January Committee Reports was approved. M/C
5. Finance Report - Marcia
 - a. Adopt 2024 budget – Marcia presented slides on giving trends and went over the proposed 2024 budget. It was MSC to adopt the 2024 budget. It will be presented at the Annual Meeting on January 28th.
 - b. Update on Head Start – see Marcia’s Vestry report. Construction could start in the fall.
 - c. The Vestry agreed to donate to pay for Kaleidoscope Institute initiative. Suggested donation of \$100-\$200. Write “Vestry” on memo line of check.
6. Unfinished Business - None
7. New Business
 - a. MSC to approve updated COVID policy –The office/ rector will no longer make a general announcement in the Good News or otherwise about a person testing positive at a St. Mark’s event or worship service. People who test positive will be encouraged to reach out to those who were in close contact with them.
8. Action items for February
 - Barbara –Find a date for an open house of the Children’s Chapel, there is a new volunteer for SS
 - Carol – Newcomer’s meeting to be held January 25th, compile information to pass on to Karin.
 - Dean – Absent.
 - Gail – Fellowship - brunch at annual meeting January 28th, Maundy Thursday Dinner, Shrove Sunday February 18th.
 - Karin – Absent.

- Kathy –Work on photo board
 - Rev. Keith – New Altar Guild members, recruiting Acolytes and young Lay Assistants for 1st Sunday of the month, Disaster Resilience Plan by Lucy Jones written for the Diocese
 - Kimberly – Absent.
 - Marcia –2024 budget presentation at Annual Meeting, will probably remain as Finance Chair.
 - Sharon – absent.
9. Next meeting date – Sunday, January 28, 2024 after Annual Meeting in person to elect Jr. Warden, appoint Treasurer and Clerk, and decide on day/time of regular vestry meetings.
 10. Joke of the day – Barbara.
 11. The Closing Prayer was offered by Kathy from *The Lives We Actually Live*.
 12. The meeting was adjourned at 1:28.

Respectfully submitted by Kay Alexander
Clerk to the Vestry