

St. Mark's Episcopal Parish, Upland CA – A Community of Grace
Vestry Meeting Minutes
August 13, 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, 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 – Discus rotating leadership, observing time off, succession training. Oct 15th 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