

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 4th.
 - 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 15th.
 - 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 21st 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