

St. Mark's Episcopal Parish, Upland, California + A Community of Grace
Vestry Meeting Minutes
February 22, 2026

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: Lisa Drew, Susan Mackall, Sylvia Otsuka, Ginger Rudisill, EB Stapp, Paul Stapp, Maggie Vizio, Rev. Keith Yamamoto

Members Absent: Dale Biggs, Benjamin Fudge, Ed Muehlbacher

Guest: Marcia Godwin, Treasurer

1. Paul called the meeting to order at 11:38 am.
2. The Opening Prayer was offered by Rev. Keith.
3. Consent Agenda was approved. M(Lisa)/S/A
 - a. The meeting agenda was approved.
 - b. The minutes of the January 25, 2026, Vestry meeting were approved.
 - c. The Committee reports from Buildings & Grounds, Christian Education, Communications, Fellowship, Finance, Junior Warden, Membership, Rector, Senior Warden, and Worship were accepted as written.
4. Treasurer's Report
 - a. Foxberry Preschool - Paul and Marcia met with Dr. Andrea Guo, Director of Foxberry Preschool. The school's enrollment has not grown as quickly as originally anticipated. Marcia will present a revised licensing agreement to the diocese next month that reflects a more realistic enrollment and use of school rooms.
 - b. Bookkeeping services – Marcia requested vestry approval to hire Shari Hardy as a consultant to assist with closing out the books for 2025.
 - c. Revised budget – At the direction from the Finance Committee, a revised budget was presented to Vestry. We received a very generous donation in January, split between the Operating Fund and Building & Grounds. The revised budget, with a reduced deficit, will be included in the sabbatical grant application. The Building and Grounds portion will help fund the project to replace the non-functional turf. The electricity expense was also reduced to reflect actual usage. There will be revised reports after cleaning up venue rental income/expenses and review of designated funds. Approved the revised budget for 2026.
M(Lisa)/S/C
5. Unfinished Business
 - a. Rector's Sabbatical
 - Lilly Clergy Renewal Grant

The committee is on track with the application for the grant. They are working on a budget for supply clergy and a congregational enrichment program to be used during the sabbatical. There is an estimated total of \$60,000 available from the grant. \$40,000 will be directed toward Rev. Keith's travel expenses and \$20,000 will be available for the congregational enrichment program.

- Approve the Rector's time off Sep 18 - Dec 18, 2027. M(Paul)/S/C
- Rev. Keith modified his itinerary to eliminate a stop in Hawaii and just focus on time in Japan. Approve the Rector's sabbatical itinerary. M(Paul)/S/C

6. New Business

a. Junior Warden

- Lisa distributed the Confidentiality and COI agreements to vestry members for their signature.
- Vestry meetings will be held on the 4th Sunday of every month. Meetings will be held in person from 11:30 am to 1:30 pm except for November and December, which will be held on Zoom from 2-4 PM.
- Lisa distributed the Vestry welcome schedule.
- Vestry liaison assignments

Some new liaison assignments were made. Three open assignments will be finalized at the Vestry retreat.

Buildings & Grounds – Dale & Ginger

Christian Education - Susan

Communications - Sylvia

Fellowship - Maggie

Finance - open

Membership - open

Outreach - open

Worship – EB

Paul and Lisa indicated that help is needed with the Turf Replacement Project and Newcomer Ministry. Please contact Paul or Lisa with your interest.

b. Building & Grounds

These items were approved by the Finance Committee and sent to Vestry for approval.

- Approve increase in short-term venue rental fees by 10% beginning in March 2026. S/C
- Approve purchase of 12 new security cameras and one DVR from the Building Fund for an estimated cost of \$6,228. S/C
- Approve obtaining an additional credit card on our existing church account for use by B&G with vendors. S/C
- Approve the revised B&G guidelines to direct up to 30% of their funds to be directed to the PRSSM fund at the end of the year. S/C

c. Finance

- Approve rental agreement for new ongoing renter – CZ Elite U13 Football Club. S/C.

- Approve a policy to place a cap of three weeks of sick leave accrual for the Rector. Unused sick leave can be carried forward from year to year. Sick leave cannot be cashed out. M(Lisa)/S/C
- Approve reactivating the contract to hire on-call consultant bookkeeper, Shari Hardy, at \$75/hr. for no more than \$3,000 for the year. M(Lisa)/S/C

d. Senior Warden

- Approve the nomination of Moli Torres as delegate to Diocesan Convention. M(Paul)/S/C
- Non-functional turf removal project
A new California state law requires that we cannot use potable water to irrigate non-functional turf as of January 2028. Dale already received two bids that were not itemized as to what is included. Paul has created a possible design and will submit it to the two original bidders to get updated bids. The state offers a rebate program, but whether funds would be available for our application is unknown at this time. The consensus of the group encouraged Paul to proceed with submitting the application for the rebate.
- Retreat planning
The Vestry retreat will be held Saturday, Feb 28 from 8 am-2 pm with a potluck lunch. EB is coordinating the lunch. The main discussion will focus on budget and staffing models.

7. Next vestry meeting will be the Vestry Retreat on Saturday, February 28, 8 am-2 pm at St. Ambrose Church Hall in Claremont. The next regular vestry meeting will be Sunday, March 22, in-person from 11:30 am-1:30 pm.

8. Joke of the Day was offered by Paul.

9. Lisa gave the closing prayer.

10. Paul adjourned the meeting at 1:36 pm.

Respectfully submitted,
Carol Morgan, Vestry Clerk