

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