

St. Mark's Episcopal Parish, Upland, California + A Community of Grace
Vestry Meeting Minutes
December 28, 2025

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: Dale Biggs, Lisa Drew, Susan Mackall, Ed Muehlbacher, Kathy Osterkamp, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Member Absent: Gail Dean

Guest: Marcia Godwin, Treasurer

1. Paul called the meeting to order at 2:02 PM.
2. The Opening Prayer was offered by Paul.
3. Consent Agenda
 - a. The meeting agenda was approved by unanimous consent.
 - b. The minutes of the November 23, 2025, meeting along with committee reports from Buildings & Grounds, Christian Education, Communications, Fellowship, Finance, Junior Warden, Membership, Outreach, Rector, Worship, and Senior Warden were accepted as written.
4. Treasurer's Report
 - We should recognize our blessings for the season. We have recently received donations from three donors for a total of \$73,000 above their pledges. We have received almost \$32,000 in donations this year to Haiti. Haiti is our largest outside outreach.
 - Marcia had a discussion with Bob Mattus regarding having Lionel Yang as volunteer IT liaison coordinator.
5. Unfinished Business

There was no unfinished business.
6. New Business
 - a. Buildings and Grounds
 - Dale is requesting accurate and up-to-date financial statements for his committee.
 - Many of our security cameras are not working and need to be upgraded.
 - The committee is planning to organize Room 15 for Fellowship storage. A weekend in January is being considered for this work.
 - Work is moving forward to begin the process of replacing grass turf with drought-resistant planting. Dale is receiving bids from companies for the turf removal.

b. Christian Education

Rev. Keith is requesting that his sabbatical time be changed from the Summer of 2027 to September 19, 2027, through December 19, 2027. His vacation that year will be in July to attend General Convention and in early September. Susan expressed concerns that he will be gone for parish, deanery, and diocesan events during the fall. Discussion regarding pros and cons of this request.

c. Communications

Digital Ministry concerns

- Lionel Yang will be the new volunteer IT liaison coordinator when he relocates to the Upland area.
- Marcia met with Bob Mattus to clarify how to handle financial needs and processes for Digital Ministry.
- Bob is authorized to contact our IT Consultant, Dustin, directly for Digital Ministry emergencies. He does not need to get approval from Lionel Yang first.
- The Sunday service live streaming was not available for Bishop's Taylor's visit earlier this month due to a clerical change that was made in our YouTube subscription. That problem has been resolved.

d. Finance

- Building & Grounds

- B&G needs to receive detailed monthly financial reports. Because their monthly meeting occurs before the report can be completed, their report will be delayed until the following month.
- Motion to approve the Building Fund statement for January through November 2025. M(Lisa)/S/C

- Possible change in staffing model to better handle financial duties

Discussion regarding what regular office financial activities are needed compared to what we currently have and who will perform them. Marcia recommended advertising for a part-time bookkeeper, with some flexibility on salary level and hours. She will circulate an updated job description. We could begin advertising in January.

- The Vestry and Finance Committee will have a joint meeting on January 19, 2026, to finalize the year-end report and the budget to be presented at the Annual Meeting.
- Tracking income from venue rentals for parishioners needs to be separated from outside renters for the Parochial Report.

e. Rector

- Seminarian Julia Warren is advancing to become a Candidate for Holy Orders.

- Rev. Keith requests that the Vestry vote to agree with the following statement:

"We, whose signatures are hereunder written, testify to our belief (based on personal knowledge or on evidence that is satisfactory to us) that Julia

Warren is sober, honest, godly, and a confirmed adult communicant of the Church in good standing. We do furthermore declare that, in our opinion, Julia Warren possesses such qualifications as to be admitted as a Candidate for Holy Orders. Our judgment is based on personal knowledge. (Such as time serving at St. Mark's or recent Sunday visits and sermons.) or Our judgment is based on other evidence: (Such as testimony of others in vestry, choir, Digital Ministry, Ember Day letters)." M(Keith)/S/C.

- All Vestry members supporting Julia's candidacy need to sign the statement for Julia that will be in the church office this week.
- Church Elders
A Church Elder is a member who has had most of the hallmarks of an active member; has a spirituality, energy, and wisdom that attracts other members; and has been a member of St. Mark's for a long time. Rev. Keith received suggestions as to who might be considered as an Elder.

f. Senior Warden

- Vestry Discernment meetings
Eleven parishioners were invited to consider discernment to serve on Vestry. So far, three parishioners have attended discernment meetings – Sylvia Otsuka, Benjamin Fudge, and Maggie Vizio. These potential candidates will need to make their final decision in January. Vestry members will continue to contact additional potential candidates.
- Water main repair
Major work on the water main is scheduled for January 9-10, 2026. Water will not be available to all buildings on Saturday, January 10. Backup arrangements for renting porta-potties and hand-washing stations are being made if the repair is not completed in time for Sunday services and a venue rental.
- In 2026, a complete inventory needs to be completed for insurance estimate.
- Recording budget line items on receipts
Ministry liaisons must begin to record their ministry's budget line numbers on receipts for reimbursement. The budget item numbers can be found on the monthly financial reports. Marcia will also send out a list of the most used line item numbers to ministry liaisons.
- January deadlines for reports for Annual Meeting
Vestry members need to remind their liaison ministries to complete their annual reports by January 11 and submit them to the office. All are asked to underscore the generosity of their ministries.

7. Next Vestry meeting date combined with Finance Committee – Monday, January 19, 2026, 7:00-9:00 PM via Zoom.
8. Joke of the Day was offered by EB.

9. Closing Prayer was offered by Ed.

10. Adjournment at 4:13 PM.

Respectfully submitted,
Carol Morgan, Vestry Clerk

St. Mark's Episcopal Parish, Upland, California + A Community of Grace
Vestry Meeting Minutes
November 23, 2025

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: Dale Biggs, Lisa Drew, Susan Mackall, Ed Muehlbacher, Kathy Osterkamp, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Member Absent: Gail Dean

Guest: Marcia Godwin, Treasurer

1. Paul called the meeting to order at 11:48 AM.
2. The Opening Prayer was offered by Ed.
3. Consent Agenda
 - a. The meeting agenda was approved by unanimous consent.
 - b. The minutes of the October 26, 2025, meeting along with committee reports from Buildings & Grounds, Christian Education, Communications, Fellowship, Finance, Junior Warden, Membership, Outreach, Rector, Worship, and Senior Warden were accepted.
M(Lisa)/S/C.
4. Treasurer's Report
 - a. Marcia distributed the updated Mission Share Fund (MSF) guidelines from the diocese. A new state law requires us to register with an entity, called the CalSavers Plan, to ensure that we have a retirement plan. Marcia confirmed that we do have multiple plans for our clergy and employees.
 - b. The diocese has created a new form in addition to the Parochial Report to calculate our MSF contribution. A parish is to be self-supporting and is required to contribute 12% of their normal operating income. In the past, this income included parishioners' pledges and money offered at worship services. The diocese is now including more categories for the normal operating income – income from investments, restricted and unrestricted gifts for operations, and contributions from the congregation's organizations. Discussion ensued regarding implications of changes to the MSF requirements.
5. Unfinished Business
There was no unfinished business.
6. New Business
 - a. Finance

- Marcia distributed the reports for the Balance Sheet, the Building Fund, and Profit & Loss as of October 31.
- Marcia indicated that she needs to make a transfer of \$50,000 from the Schwab investment account to the Operating Fund this week.
- At our current level of pledges received, we will start the new year with a deficit of \$120,000.
- There was discussion of potential cuts for various ministries to decrease the deficit.

b. Buildings and Grounds

- We had several water leaks in the church building this last month that needed to be handled immediately.
- Venue Rentals will be divided into two categories. Ongoing rentals are defined as those continuing month after month. Today, these rentals would include Foxberry Preschool, Soccer Shots, Home Core Athletics, Jensen Coaching Services, and Lindamood Bell Learning Services. Short term rentals are defined as those lasting for one to a maximum of a few days in length and would include all other rentals such as those for events.
- Motion to allocate half the income from ongoing rentals to the Building Fund and the other half to the Operating Fund. All the income from short term rentals goes into the Operating Fund. M(Paul)/S/C. This change will be in effect beginning in January 2026.

c. Senior Warden

- Question regarding whether we should cancel the children's Christmas pageant this week due to lack of a volunteer leader and a current decreased number of children attending our children and youth education programs. Rev. Keith will make that decision.
- Kathy Osterkamp is chairing the Nominating Committee for vestry elections. Vestry Discernment Meetings have been scheduled for November 30, December 4 on Zoom, and December 7. So far, eight parishioners have been invited to consider vestry discernment.
- The Stapp's have offered to host a Christmas party for vestry and church staff on Friday, Dec 12, at 6:00 PM. The vestry will provide a potluck meal. EB will contact vestry members with food items to bring. The group would like to have the white elephant game for entertainment.

7. Next Vestry meeting date – Sunday, December 28, 2025, on Zoom.

8. Joke of the Day was offered by Rev. Keith.

9. Closing Prayer was offered by EB.

10. Adjournment at 1:45 PM.

Respectfully submitted,
Carol Morgan, Vestry Clerk

St. Mark's Episcopal Parish, Upland, California + A Community of Grace
Vestry Meeting Minutes
October 26, 2025

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: Dale Biggs, Lisa Drew, Susan Mackall, Ed Muehlbacher, Kathy Osterkamp, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Member Absent: Gail Dean

Guest: Marcia Godwin, Treasurer

1. Paul called the meeting to order at 2:06 PM.
2. The Opening Prayer was offered by Dale.
3. Consent Agenda
 - a. The meeting agenda was approved - M(Kathy)/S(Ed)/C.
 - b. The minutes of September 28, 2025, were approved - M(Kathy)/S(Ed)/C.
 - c. Committee Reports from Buildings & Grounds, Christian Education, Communication, Finance, Membership, Outreach, Rector, Worship were accepted - M(Susan)/S(EB)C.
4. Treasurer's Report
 - Rev. Keith, the Wardens, and the Treasurer met to discuss the current financial situation. Marcia discussed how there are different models that churches use to assign responsibilities for finance-related activities. We may need to rethink the model we are currently using to get tasks performed in a timelier manner and to save costs.
 - Marcia presented information about the roughly \$100,000 continuing budget deficit and major expense categories, including charts to give a visual representation of the numbers.
 - Paul proposed that we need to consider where fiscal cuts will need to be made in the budget that will be prepared in November.
5. Unfinished Business

There was no unfinished business.
6. New Business
 - a. Buildings and Grounds – Dale
 - Room 15

Concerns were expressed about the lack of organization and the large volume of Fellowship items stored in that room that may cause a potential fire hazard situation.

- County Assessor visit

A group met with a representative from the County Assessor's office. The Assessor was interested in measuring only the space currently being occupied by Foxberry Preschool. We expect to hear back from the Assessor within a few weeks on the square footage and next steps. The diocesan form on property uses will be submitted this upcoming week.

- Fire Hose in Narthex

B&G received approval from the Fire Marshal to remove the fire hose from the narthex and will seek bids to have the hose removed. The water main will need to be turned off during this work which would preclude the preschool being open during this time. Motion to give Dale the authority to tell Dr. Guo of Foxberry Preschool if the school needs to close for a day to replace the water main and remove the old fire hose – M(Lisa)/S(Susan)/C.

b. Finance

- Buildings and Grounds guidelines

The guidelines include a provision to allow B&G to use a list of approved providers to do work without being formally approved by vestry – M(Lisa)/S(Susan)/C.

- Transfer the Corp Sole DIT fund that came from St. Clare's to be under St. Mark's control. This fund may become the foundation for a capital reserve fund. Motion to redeem the withdrawal of funds from the Corp Sole DIT account from St. Clare's and deposit it into a new St. Mark's Corp Sole DIT account. The funds of his new DIT account will not be used until the vestry creates guidelines for the use of proceeds from this new fund – M(Lisa)/S(EB)/C.

- Motion to affirm that Marcia Godwin is the Treasurer of St. Mark's and is to be added as an authorized signer for the DIT accounts 478003377 and 478003384. Give authorization that the signers for the current St. Mark's DIT accounts will be the same for this new account. Brenda Hallock and Joan Watson will be removed as signers on those accounts – M(Lisa)/S(Susan)/C.

- Approve the use of no more than \$8,000 to complete the 2023 and 2024 operating and building fund audits – M(Lisa)/S(EB)/C.

c. Membership

- Fiber Arts Guild – This group is looking for a space to offer sewing sessions and storage of supplies for the Dress a Girl program one Wednesday a month. Room 18 will be made available for this project starting in November. Additional tables can be moved from classrooms 23 or 24 or the Parish Hall table/chair closet to Room 18 as needed - M(Ginger)/S(Ginger)/C.

d. Rector

- Motion to elect Paul Stapp as our second delegate as a member of the vestry to Diocesan convention – M(Keith)/C.
- Our convention delegate, Kathy Walker, is asking for feedback from the congregation as to their choice for the new Diocesan Bishop at November's Diocesan Convention.

It was suggested that Kathy submit an article in the Good News asking for input. It was also suggested that Vestry members view the video(s) from the broadcast Q&A sessions with the Bishop candidates.

e. Senior Warden

- Nominating Committee for new Vestry Members being elected in 2026
Susan is willing to serve for two more years, and she will stand for election for the unexpired two-year term ending in 2027. Motion to elect Susan and Kathy, retiring vestry members, to lead this Committee – M(Paul)/S(EB)/C.
Other vestry members are encouraged to assist on this committee especially with the Vestry Discernment meetings.
- Volunteer Coordinators needed
 - IT/Computer Coordinator
We are still in need of a volunteer IT/Computer Coordinator. Any suggestions for this position should be directed to Paul or Marcia.
 - Memorial Service Coordinator(s)
Kathy Osterkamp and EB Stapp have both offered to consider being the Memorial Service Coordinators. They will meet with Rev. Keith and Cheryl Hunley to discuss the duties of this position. Carol Morgan requests to also attend the meeting to offer them information about handling memorial receptions in the Parish Hall.
The Memorial Service Handbook is still under review. The new Memorial Service Coordinators will participate in this review.

7. Next Vestry meeting date – Sunday, November 23, 2025, 11:30 AM-1:30 PM in person in Rm. 16.

8. Joke of the Day was offered by Ginger.

9. Closing Prayer was offered by Susan.

10. Adjournment at 4:03 PM.

St. Mark's Episcopal Parish, Upland, California + A Community of Grace
Vestry Meeting Minutes
September 28, 2025, in person

OUR MISSION

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Members Present: Dale Biggs, Lisa Drew, Susan Mackall, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Members Absent: Gail Dean, Ed Muehlbacher, Kathy Osterkamp

Guest: Marcia Godwin, Treasurer

1. Paul called the meeting to order at 11:38 PM.

2. The Opening Prayer was offered by Lisa Drew.

3. Consent Agenda

The meeting agenda was approved.

The amended minutes of August 24, 2025, were approved.

Committee Reports from Buildings & Grounds, Christian Formation, Communications, Fellowship, Finance, Junior Warden, Membership, Outreach, Rector, Senior Warden and Worship were accepted.

M(Lisa)/S(Keith)/C.

4. Treasurer's Report

Marcia explained that our temporary bookkeeper, Shari Hardy, caught up our finance reports for the year 2023-2024 and through March of 2025.

We have converted to the online version of QuickBooks.

The following reports were presented:

- A draft Balance Sheet as of August 31
- Profit and Loss Statement for August 2025
- Building Fund activity
- Possible Budget and Financial Statement Format for Building and Grounds Items in One Master Account

5. Unfinished Business

Disaster Planning

Ginger distributed copies of the St. Mark's Disaster Plan, Brother's Keeper. Hard copies of this document will be stored in the Wellness Room (19) and in the Emergency bin. An electronic version of the document will be stored on St. Mark's SharePoint cloud.

Paul recommended that the Communications Committee initiate a project to review St. Mark's SharePoint online electronic storage to determine what should be archived, how the regularly used categories should be organized, and who should have access to this data.

6. New Business

a. Buildings and Grounds – Dale

Dale shared his concern that the current project for replacing our sanctuary lighting cost is around \$27,000. Dale is talking with another lighting designer to get another opinion. Dale will be investigating if there is another less expensive solution at this time.

b. Finance – Lisa

- i. There was an email vote to approve \$1,435 for a new alarm access system to get our key fobs working again.
- ii. Authorize payment to Marquez Iron Works for \$1,848 to replace the iron railing leading up the stairs near the south doors of the church. M(Lisa)/S(Susan)/C
- iii. Authorize payment of no more than \$10,000 to replace the front water main with the inclusion of an automatic shut-off valve when leaks are detected. M(Lisa), S(Susan)/C

c. Senior Warden – Paul

- i. We received the resignation from a Facility Attendant and are in the process of hiring a new Facility Attendant.
- ii. We continue to have a need for a Memorial Service Coordinator(s).
 - a) There needs to be one point person that the family communicates with.
 - b) The Memorial Service for George Roleder went reasonably well with volunteers, however, there was some confusion in having multiple volunteers attempting to handle the same responsibilities.
 - c) For memorial services for parishioners, we need to continue to work on revising the parish handbook on how to handle these events for little to no expense. Paul and Carol will continue reviewing this document.
- iii. Ministry aspirational budgets

The increase in income from Venue Rentals has helped to cover the increases in our costs for salaries, utilities, insurance and other unnegotiable expenses. There is no extra income available from this source. We will still have a structural deficit of over \$100,000 in 2026.

Paul reminded the group that the amount being requested in aspirational budgets represented only a small fraction of our annual deficit, so he questioned whether an appeal to the congregation based on our aspirational budgets would have much of an impact. We really need to appeal for donations for all our operating expenses. I think we will want to plea for the expenses that our ministries want to cover next year but we also need to make the point that this is a small ask relative to the broader need for more income.

7. Rector

Rev. Keith thanked vestry members and the Treasurer for the myriad hours spent keeping St. Mark's running.

8. Joke of the Day was offered by EB.

9. Next Vestry meeting date – Sunday, October 26, 2025, 2:00 PM on Zoom.

10. Closing Prayer was offered by Paul.

11. Adjournment at 1:39 PM.

Respectfully submitted,

Carol Morgan, Clerk of the Vestry

St. Mark's Episcopal Parish, Upland, California + A Community of Grace
Vestry Meeting Minutes
August 24, 2025 Room 16, Parish Hall

OUR MISSION

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Member Present: Dale Biggs, Gail Dean, Lisa Drew, Susan Mackall, Ed Muehlbacher, Kathy Osterkamp, Ginger Rudisill, Paul Stapp, Rev. Keith Yamamoto

Members Absent: EB Stapp

Guest: Marcia Godwin, Treasurer

1. Paul called the meeting to order at 11:31 PM.

2. The Opening Prayer was offered by Paul.

3. Consent Agenda

The meeting agenda was approved - M(Lisa)/S(Keith)/P

The minutes of July 27, 2025, were approved - M(Lisa)/S(Kathy)/P

Committee Reports from Buildings & Grounds, Christian Education, Finance, and Outreach were accepted. Additional items from Finance and Outreach added from floor. Ginger passed around Foxberry Emergency Plan for general review.

4. Treasurer's Report

Marcia presented a report from the last Finance Committee meeting.

- a. Breeze contribution data provide the most up-to-date record of donations to operating and designated funds. We are a little behind where we should be at this point in the year.
- b. Staff compensation report shows current and projected salaries and benefits for rector and staff. The Finance committee will discuss possible changes to Parish Administrator salary and hours.
- c. Due to unforeseen delays, committees and Vestry will not have up-to-date financial statements until September.

5. Unfinished Business

There was no unfinished business.

6. New Business

a. Buildings and Grounds – Dale

- i. Discussion of whether there are rooms and spaces that are off-limits for possible renters. The Sacristy and Office area are considered for St. Mark's

use only. Other spaces can be rented with approval from B&G and Venue Rental Coordinator, using their discretion about appropriateness of use.

- ii. Discussion of safety of new hanging lights in Sanctuary in event of earthquake. Dale explained how these will be secured. Vestry agreed that this design is unlikely to pose a safety hazard. Buildings and Grounds can use this design if it is considered to be the best for our needs.

b. Christian Education – Susan

- i. Gave an overview of planning for a potential sabbatical in 2027 for Rev. Keith. A Clergy Renewal Committee was formed with input from Rev. Keith. Susan discussed the guidelines and expectations document that the committee discussed. Rev. Keith suggested some ideas for what he would like to do.
- ii. We will submit a Lily Foundation grant in late 2025, which could provide funds for his travel and programs as well as replacement clergy for St. Mark's. Susan emphasized that a sabbatical is a privilege that must not put the church at risk financially and should be seen as a paid vacation. There must be accountability for all parties and we need to set aside funds to plan for leaves. Rev. Keith has not had a sabbatical leave since 2016 or 2017.

c. Finance

i. Pledge cards

Lisa distributed pledge cards and asked Vestry members to return no later than November 2.

- ii. Discussion of whether to pursue getting certificate for kitchen stove if it is unclear how much revenue we will receive from the proposed vendor (from Venue Rental). We have already invested \$1600; is it worth it to spend more than \$2000 more if we don't know if we will recover these expenses quickly. Foxberry's use of kitchen may require different certifications. It was suggested that we pause additional spending on these upgrades. M(Lisa)/S(Susan)/P

iii. Increase Music Director hours

Discussion of need to increase hours of Music Director from 15 to 18 hours per week, to more realistically meet our needs. We have a good applicant now. M(Ginger)/S(Kathy)/P.

d. Outreach – Ed

- i. Haiti partnership wire transfer fees – Marcia clarified that St. Mark's Vestry already agreed to cover these expenses, which are relatively low.
- ii. Foothill Family Shelter would like St. Mark's to pay for costs (e.g. attendants) for their events held at church, which could be a considerable expense. It was suggested that they include the amount requested in their budget request for next year.

7. Leadership Development – Discussion of strategies to allocate rental income and PPRSM tabled. Paul asked members to bring their ideas and proposals to the next meeting, as well as provide updates to aspirational budgets for their committees.
8. Spiritual Development - Not done in the interest of time.
9. Next Vestry meeting date – Sunday, September 28, 2025, 11:30 AM-1:30 PM in person in Rm. 16.
10. Joke of the Day offered by Paul.
11. Closing Prayer was offered by Lisa.
12. Adjournment at 1:31 PM.

St. Mark's Episcopal Parish, Upland, California + A Community of Grace
Vestry Meeting Minutes
July 27, 2025, via 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.

Member Present: Lisa Drew, Susan Mackall, Ed Muehlbacher, Kathy Osterkamp, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Members Absent: Dale Biggs, Gail Dean

Guest: none

1. Paul called the meeting to order at 1:03 PM.

2. The Opening Prayer was offered by Susan.

3. Consent Agenda

The meeting agenda was approved.

The minutes of May 18, 2025, were approved.

Committee Reports from Buildings & Grounds, Christian Formation, Communications, Fellowship, Finance, Junior Warden, Membership, Outreach, Rector, Senior Warden and Worship were accepted.

M(Lisa)/S(Susan)/C.

4. Treasurer's Report

Marcia presented a report from the last Finance Committee meeting.

- a. The diocese is in the process of changing the management company for the Diocesan Investment Trust.
- b. We are in the process of onboarding our new bookkeeper, Nickel & Dime Bookkeeping. This is a contract bookkeeping firm. The bookkeeper's contact person will be the Treasurer, Marcia Godwin. Any questions for the bookkeeper should be directed through Marcia.
- c. Marcia asked that we set aside time in the August vestry meeting to begin discussions of the 2026 budget. Paul asked that vestry members begin preparation on their aspirational budgets.

5. Unfinished Business

There was no unfinished business.

6. New Business

- a. Buildings and Grounds – Paul

- i. Policy regarding waiving charge for memorial services for long-term parishioners. Waiting for recommendation from Finance Committee.
- ii. Buildings and Grounds expressed their need for a budget and financial reports. Finance plans to have these reports available beginning with the August meeting.

b. Communications – EB

- i. Emergency communications to the congregation can be done by mass text through Breeze.
- ii. Ginger stated that updating our system of sending out messages by text or the Disaster Phone Tree can be addressed this fall.
- iii. The Breeze texting system is accessible by very few people currently.

c. Finance

- i. Stewardship campaign timeline

Vestry members will receive their pledge cards before the rest of the congregation and will be expected to return their cards early as an example to the rest of the congregation.

Retired Los Angeles Bishop Diane Bruce will be the preacher for our stewardship campaign on October 26.
- ii. Action items
 - a) Approve no more than an average of 10 hours per week for Facilities Attendant Gabriel Aleman to assist with Building and Grounds projects and to charge this to “other staff costs” through 2025 at \$25/hour plus \$5/hour for payroll expenses. M(Ginger)/S(Susan)/C.
 - b) Approve up to \$6,000 for the rectory kitchen hazardous materials clean-up and rebuilding of the cabinet around the sink caused by a leaking drain (repair underway). M(Susan)/S(Ginger)/C.
 - c) Approve policy to waive the security deposit for repeat rentals of groups whose events will not include alcohol and whose previous rental experience, according to the venue rental coordinator, was exemplary. M(Lisa)/S(Susan)/C.
 - d) Affirm Resolution 1988-A164 of the 1988 General Convention that the tithe is the minimum standard of giving, and all members of the Finance Committee and the Vestry, if not already tithing, will commit themselves to a purposeful program of proportional giving that will lead to a tithe, and that we will urge all members of St. Mark’s Episcopal Parish to do the same. M(Lisa)/S(Ginger)/C.
 - e) For the rector’s sabbatical fund, set aside a sum equivalent to \$225 per month from August – December 2025 to begin catching up on the funds not set aside in previous years. This sum is in addition to the \$2,000 designated for 2025. M(Lisa)/S(Ginger)/C.

d. Senior Warden – Paul

- i. There is a need for planning the Rector's sabbatical leave in 2027 and an ad hoc guidance committee. Susan has established a committee and has recruited members.
- ii. Posting of a 2-week calendar in Narthex started this week. All members are asked to check the calendar in Breeze for coordination of any planned events.
- iii. Regular services without paper bulletins and with digital screens in the Sanctuary and Narthex will be discussed with the Worship Committee.
- iv. Need Vestry volunteers to serve as docents for the Venue Showcase event on 24 Aug. See Carol Morgan to volunteer.
- vi. Budgeting for 2026 and the approach for long-term planning, including venue rental revenue, will be coming in the near future.

7. Leadership Development was offered by Paul who presented information from the book *Financial Management for Episcopal Parishes* by JB Jordan.
8. Spiritual Development - Paul prayed for all vestry members who are currently ill or dealing with health issues.
9. Next Vestry meeting date – Sunday, August 24, 2025, 11:30 AM-1:30 PM in person in Rm 16.
10. Closing Prayer was offered by EB.
11. Adjournment at 3:02 PM.

St. Mark's Episcopal Parish, Upland, California + A Community of Grace

Vestry Meeting Minutes

May 18, 2025, 2:00-4:00 pm via 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.

Member Present: Dale Biggs, Lisa Drew, Susan Mackall, Ed Muehlbacher, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Members Absent: Gail Dean, Kathy Osterkamp

Guest: Rosalyn Foster

1. Paul called the meeting to order at 2:05 PM.
2. The Opening Prayer was offered by Lisa.
3. Spiritual Development was offered by EB with a spiritual meditation on God's love, joy, kindness and compassion.
4. Leadership Development was offered by Paul and presented information from the book *Financial Management for Episcopal Parishes* by JB Jordan. All vestry members are asked to look through the Episcopal Manual of Business Practices and the chapter in Jordan's book on Roles and Responsibilities. Paul sent copies of these materials to vestry members.
5. Consent Agenda
Meeting agenda were approved M(Ginger)/S(Susan)/C.
Committee Reports from Buildings & Grounds, Christian Formation, Communications, Fellowship, Finance, Junior Warden, Membership, Outreach, Rector, and Worship were accepted. M(Lisa)/S(Ginger)C.
6. Unfinished Business
There was no unfinished business.
7. New Business
 - a. Buildings and Grounds – Dale
 - Dale reported on the plan to replace light bulbs in the sanctuary. This work will require renting a lift and moving the Sanctuary pews. During this time, we will need to hold Sunday services in the Parish Hall for a few weeks this summer. Vestry members are asked to share this plan with your ministries, so they are aware of the change in the use of the facility during this time. Dale will determine the dates of this work and contact the vestry members.

- The Youth Group is donating green compost bins to the church for collecting food waste and the Flower Guild plant cuttings. Dale is contacting Burrtec Waste Management to arrange weekly pick up of this waste.
- The short-term Rental Agreement for Lindamood-Bell Learning Processes to rent two classrooms this summer was approved M(Lisa)/S(Ginger)/C. Lisa offered to have the Finance Committee consider contacting a CPA familiar with nonprofit organizations handling property taxes before we meet with the county tax assessor.

b. Finance – Lisa

- Lisa presented a new template for the annual Stewardship pledge card for 2026.

The following motions are presented by the Finance Committee for approval:

- Motion to approve the Haiti Fund Guidelines (attached to committee report). Motion carried.
- Motion to approve the use of Haiti Fund funds for emergency relief of the people of Trianon and Mirebalais during the current crisis. Motion carried.
- Motion to engage Nickel and Dime Bookkeeping Services for an amount not to exceed \$5,000 for the remaining months of 2025. Motion carried.
- Motion to transfer \$150,000 of received Employee Retention Credit Funds from the operating checking account to the Schwab money market account. Motion carried.

c. Membership – Ginger

- Rosalyn Foster from the Fiber Arts Guild proposed that half the money currently set aside for Girls Friendly Society be used to set up a Dress a Girl Chapter at St. Mark's. This program makes simple dresses for little girls in third world countries to help raise their self-esteem and to aid in preventing them from being kidnapped for human trafficking because these dresses indicate that someone is caring for these girls. Motion to move \$850 from the Girls Friendly Society account to the Fiber Arts Guild to fund this program. M(Lisa)/S(Ginger)/C.
- Helping Hands

Ginger would like to request a review of changing the focus of the Helping Hands Ministry from offering meals to homebound parishioners to one of offering assistance to parishioners who are in need of a phone call, transportation, and picking up groceries or medications. Rev. Keith suggested that Ginger contact John Flasher of the Lay Eucharistic Visitors to discuss possibly taking on this work.

d. Rector – Rev. Keith

Motion to approve the 2024 Parochial Report carried.

8. Next Vestry meeting date – Sunday, July 27, 2025, in person in Rm 16 at church
9. Joke of the Day was offered by EB
10. Closing Prayer was offered by Susan
11. Adjournment at 4:08 PM.

**St. Mark's Episcopal Parish, Upland CA – A Community of Grace
Vestry Meeting Minutes
April 27, 2025, via 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: Dale Biggs, Gail Dean, Lisa Drew, Susan Mackall, Ed Muehlbacher, Kathy Osterkamp, Ginger Rudisill, EB Stapp, Paul Stapp

Members Absent: Rev. Keith Yamamoto

Guests: Marcia Godwin

1. The meeting was called to order by Paul at 2:04 PM.
2. The Opening Prayer was offered by Dale.
3. Spiritual Development was offered by Paul on a reading from Job to celebrate Earth Month.
4. The agenda was approved as written.
5. Consent Agenda
Minutes of March 22, 2025, vestry meeting and Committee Reports were approved
M(Lisa)/S(Ginger)/C.
6. Treasurer's Report
Marcia presented the Income/Expense, Activity, and Balance Sheet Reports. Much progress has been made with Shari Hardy, our temporary bookkeeper, to consolidate accounts and line items, and verify that balances in our reports match the bank statement balance.
 - The 2023 and 2024 Building Fund Statements were approved M(Lisa)/S(Ginger)/C.
 - The 2024 Operating Fund Financial Statements were approved M(Lisa)/S(Paul)/C.
 - Our giving for 2025 is close to being on budget for the first quarter of this year.
 - The vestry indicated a desire to have a future discussion on sexton needs.

7. Unfinished Business
There was no unfinished business to discuss.

8. New Business
 - a. Buildings & Grounds – Dale
Buildings & Grounds continue to work on their Needs List.

b. Communications - EB

EB is requesting ideas for Bulletin boards throughout the campus and for updating our website.

b. Finance – Lisa

The Vestry is asked to approve the following motions submitted by the Finance Committee:

- That the Building Fund checking account be closed and the balance be transferred to the Operating Fund checking account, where it will be tracked as a restricted fund within QuickBooks.

The motion from Finance Committee was tabled by Lisa/S(Ginger)/C. The motion will be discussed at the next Buildings and Grounds Committee to get feedback from that committee.

- That the School Checking Account be closed and the balance of \$581.24 be transferred to the Building Fund Account. Motion carried.
- That \$3,275 donated during the past several years, designated for the Legacy Fund and not deposited, would, for one time only, be transferred to the Operating Fund as the equivalent of a 4% withdrawal for 2025. Motion carried.

c. Membership – Ginger

1) Fiber Arts

The new chair of this group, Rosalyn Foster, would like to make a presentation to the vestry about this ministry. She will be invited to attend the next meeting of the vestry.

2) Helping Hands

Rev. Keith is contacting the diocese on the requirements for automobile insurance needed for those parishioners who may volunteer to drive other parishioners to appointments, etc.

Jennifer Stone, chair, is interested in offering a ministry of listening to parishioners who are experiencing difficult times and need someone to just listen to them. The vestry recommended that Ginger talk to Rev. Keith first to see how this new activity may integrate with the services already offered by the Pastoral Care team.

d. Outreach – Ed

Serena Beeks is asking that funds donated to the Partnership Program (Haiti) from St. Mark's temporarily go to emergency services for people in the Trianon area, where there continues to be unrest. The schools in Trianon are not currently operating because of the unrest, and so the teachers and school staff are not being paid.

Some individuals and community organizations outside St. Mark's are also asking to donate to the Trianon school. Serena is asking if these other persons/organization can donate to Haiti through St Mark's restricted fund.

Marcia will contact Serena about details of these requests.

10. Next vestry meeting date – Sunday, May 18, 2025, 2:00-4:00 PM via Zoom.

9. Joke of the Day was offered by Ed.

10. Closing Prayer was offered by Ginger.

11. Adjournment - The meeting was adjourned by Paul at 4:19 PM.

Respectfully submitted,

Carol Morgan

Carol Morgan, Clerk

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

Vestry Meeting Minutes

April 27, 2025 via Zom

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: Dale Biggs, Gail Dean, Lisa Drew, Susan Mackall, Ed Muehlbacher, Kathy Osterkamp, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Members Absent: none

Guests: Marcia Godwin (1:40 pm)

1. The meeting was called to order by Paul at PM.
2. The Opening Prayer was offered by Dale.
3. Spiritual Development was offered by Paul
4. Leadership Development was offered by Paul
5. The agenda was approved as written.
6. Consent Agenda
 - a. Minutes of March 22, 2025, vestry meeting were approved M()/S()/C.
 - b. Committee Reports were accepted. M()/S()/C.
7. Treasurer's Report

The Treasurer's report was approved. M()/S()/C.

8. Unfinished Business
There was no unfinished business to discuss.
9. New Business
 - a. Buildings & Grounds – Dale
 - 1) Building Fund financial statement
 - 2) 2025 Budget for Building Fund

b. Communications - EB
1) Bulletin board ideas

2) Website updates

c. Finance – Lisa

Approve following motions submitted by the Finance Committee:

- That the Building Fund checking account be closed and the balance be transferred to the Operating checking account, where it will be tracked as a restricted fund within QuickBooks. M()/S()/C
- That the School Checking Account be closed and the balance of \$581.24 be transferred to the Building Fund Account. M()/S()/C
- That \$3,275 donated during the past several years, designated for the Legacy Fund and not deposited, would, for one time only, be transferred to the operating fund as the equivalent of a 4% withdrawal in each of the past several years. M()/S()/C

d. Membership – Ginger

- 1) Fiber Arts
- 2) Helping Hands

e. Outreach – Ed

10. Next vestry meeting date – Sunday, May 18, 2025, 2:00-4:00 PM via Zoom.

10. Joke of the Day was offered by Ed.

11. Closing Prayer was offered by Ginger.

12. Adjournment - The meeting was adjourned by Paul at PM.

Respectfully submitted,

Carol Morgan
Carol Morgan, Clerk

**The Rector, Wardens and Vestrymen of St. Mark's Parish
St. Mark's Episcopal Parish, Upland CA – A Community of Grace
Vestry Meeting Minutes**

February 23, 2025, 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: Dale Biggs, Gail Dean, Lisa Drew, Susan Mackall, Kathy Osterkamp, Ginger Rudisill, EB Stapp, Paul Stapp, Rev. Keith Yamamoto

Members Absent: Ed Muehlbacher

Guests: none

1. The meeting was called to order by Paul at 2:06 PM.
2. The Opening Prayer was offered by Kathy.
3. Spiritual Development was offered by Rev. Keith asking participants to pray aloud for what they are thankful for and what they ask for today.
4. Leadership Development was offered by Paul on Twelve Ways to Thrive as a Vestry Leader.
5. The agenda was accepted as written.
6. Consent Agenda
 - a. Minutes of January 19 and January 26, 2025, vestry meetings were approved M(Ginger)/S(Kathy)/C.
 - b. Committee Reports were approved M(Susan)/S(EB)/C.
7. Unfinished Business
 - a. Liaison report procedure
 - Paul explained that this report is to share the significant highlights of what you and the committee have accomplished in the last month, any needs or concerns from this ministry, and items that require vestry approval.
 - The reports are due to Paul on Friday of the third week of the month.
 - b. Vestry meeting and Sunday Welcome schedules
 - The vestry meeting for May is changed to May 18 on Zoom. There will not be a vestry meeting in June since Rev. Keith is away.

- If you have a conflict with your assignment on the Welcome schedule, please find a substitute for yourself.
- c. Vestry retreat topics
 - Paul will work with Rev. Keith and Lisa to determine the agenda. The group offered suggestions of items to be considered.
 - Lunch will be potluck. EB will send out a list of potluck items.

8. New Business

- a. Buildings & Grounds - Dale
 - B&G will come up with a prioritized list of necessary repairs and maintenance for this year and present that to Finance to determine what will moneys are available to implement these projects.
 - The long-term rental to Jensen Coaching Service was approved (M(Kathy)/S(Lisa)/C).
- b. Communications - EB
 - Guen Vinnedge, Social Media, has sent an email to all vestry members asking them to reply to the questionnaire so she can post this information on our social media accounts.
- c. Fellowship - Gail
 - Shrove Sunday - Mar 2
 - Ash and Dash - Mar 5
 - St. Patrick Potluck - Mar 15
 - Lenten Soup Supper hosted at St. Mark's in April
 - Easter Egg Hunt – Apr 20
 - Book club continues meeting on the third Saturday of each month
 - Men's Breakfast Potluck - Mar 8
 - St. Peter's Guild (card group) on hiatus.
- d. Finance - Lisa
 - Marcia is interviewing a potential candidate for a bookkeeper. The Finance Committee is deciding what the requirements for this position will be, and a determination of what responsibilities will be handled by Rose Barraza or by the bookkeeper.
- e. Membership - Ginger
 - The Helping Hands Ministry has not had any activity for several months. They are questioning if this ministry is still needed or should it be expanded to include giving rides, running errands, etc.
- f. Junior Warden - Lisa
 - To create new signatories for our checking account at US Bank, a motion from the vestry is needed to add new names and remove old names.
 - Sr. Warden – Paul Stapp, Jr. Warden - Lisa Drew, Clerk - Carol Morgan, and Counter – Ann Porter will be added to the signatories.
 - Karin Brown, Barbara Nalbach, Kay Alexander, and Ken Drew will be removed. (M(Keith)/S(Paul)/C).
 - Marcia Godwin is named the new Treasurer for this year.

g. Rector – Rev. Keith

The Vestry will be asked to approve the Parochial Report by an email vote this week. A clean copy of the report will be sent to the vestry.

10. Action Items for March were not collected.

11. Next vestry meeting date – Vestry retreat, Sat, Mar 23, 2025, 9:00-3:00 at St. Ambrose, Claremont

12. Joke of the Day was offered by Gail.

13. Closing prayer was offered by Susan.

14. Adjournment at 4:07 PM.

Respectfully submitted,

Carol Morgan
Vestry Clerk

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

Vestry Meeting Minutes

January 19, 2025, 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.

January 3, 2025, M/S/C via e-mail to approve rector's salary be increased to \$68,640 per year to be effective commencing January 2025.

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

1. The meeting was called to order by Karin at 2:09.
2. Opening Prayer was offered by Rev. Keith.
3. The agenda was amended to add acceptance of the December Minutes. **M/S/C to approve the December 22, 2024 Vestry minutes.**
4. 2025 Budget.
 - Ken and Marsha presented the budget. Marsha showed charts of 2022-2024 summaries and 2025 income and expense highlights. Zelle income of about \$2K per month has not been entered yet. Marsha also presented the line item projected income and expenses for 2024 and projected 2025 budget. There were two large donations in November and December of 2023 and 2024. After much discussion it was **M/S/C to approve the 2025 budget for presentation at the Annual meeting on January 26, 2025.**
5. Actions to close out 2024 Vestry business.
 - The Foxberry Letter of Intent (LOI) has been reviewed, and all signs point to approval. Paul will be discussing the Draft of Licensing Agreement with the Diocese. Paul and Carol Morgan will meet with Foxberry on January 22nd for any additional follow-up. To get on the Diocesan Standing Committee calendar in February, documents must be sent by early February. Therefore, Conflict of Interest and Confidentiality documents and Foxberry Preschool License Version 1 will be sent to the current Vestry and the incoming Vestry for review and to be voted on at the January 26, 2025, meeting.
 - **M/C to approve request from B&G for \$1,200 for repair of trap.**
 - **M/C to approve request from B&G for \$1,375 for updates to change alarm system to IE Alarms.** Fobs will need to be changed also.
 - 2022 audits approvals will be moved to the new Vestry.

6. Next Vestry meeting will be January 26, 2025, after the Annual meeting (in person).
7. The closing prayer was offered by Barbara.
8. The meeting was adjourned at 3:28 PM.

Respectfully submitted,
Kay Alexander, Clerk to the Vestry