

St. Mark's Episcopal Parish, Upland CA – A Community of Grace
Vestry Meeting Minutes
March 26, 2023, Room 16

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, Kathy Osterkamp, Rev. Keith Yamamoto, Kimberly Cortner, Marcia Godwin, Sharon Muehlbacher

Members Absent: Karin Brown

Guests: None

1. The meeting was called to order by Carol at 12:08.
2. The Opening Prayer was offered by Gail.
3. Kimberly gave a Spiritual Development presentation on Philippians 4:4-9 from the Message.
4. Karin was not present to give a Leadership Development presentation.
5. The agenda was approved as written.
6. The Consent Agenda to approve Minutes of February and Committee Reports was approved as written. M/C.
7. Finance Report - Marcia
 - a. The financial statements for February for the church, building, and school were approved to be filed for audit.
 - b. Approved submittal of the Employee Retention Credit application. M/C
 - c. Approved consolidation and timeframes for consolidating checking accounts. M/C
 - d. Approved cleanup of church sub-funds:
 - 1) Delete/move to unrestricted: Convention Dinner, Flags, Spring Celebration, Pilgrim book, St. Clare's transition. M/C
 - 2) Clear items with negative balances (e.g., Breakfast Baggers, Vestry Retreat) M/C
 - 3) Transfer \$100 in "Women of St. Mark's" to Daughters of the King. M/C
 - 4) Research/cleanup Reserve, General Memorial, and Designated Memorial items. M/C
 - e. Approved setting up church employee 403b retirement through diocesan plan, if feasible. M/C
 - f. EXECUTIVE SESSION – Personnel and finance issues.
8. Unfinished Business
 - a. St. Mark's KI Team – Kimberly – Kimberly, Rev. Keith, and Carol met to determine schedule for meetings. The KI team will meet the third Wednesday of the month from 6:00 PM to 9:00 PM on 4/19, 5/17, 6/21, 7/19, 9/20. A celebration will be planned for a Sunday in October. Kimberly will set up a link for materials. KI was not budgeted so donations are needed.

- b. Head Start status – Marcia – Derek will meet with County Counsel for clarification of contract terms. The goal for being ready for the Board of Supervisors is June. Opening is planned for January 2024.
- c. Update on water leak in Room 29 – Sharon – The damage is extensive. Move to approve \$4,000 for cleanup/repairs. M/C. The vent in the library building needs attention to prevent water leaks.

9. New Business

- a. Approved estimate to clean gutters – Sharon - \$830 for Church, \$700 for Rectory. These amounts are within the Maintenance budget. The drains need to be redirected.

10. Action items for {next month}

- Barbara – Finish Safe Church classes, update member list, work on Palm and Easter Sundays.
- Carol – Work with Rev. Keith and Kimberly on KI Team and Newcomer committee.
- Dean –Work on identifying Legacy members, 20 Haiti angels ordered, determine if they are appropriate to signify Legacy members and where to place them.
- Gail – Finish Safe Church classes, work with Fellowship.
- Karin - Will have the drawing for finishing Safe Church classes next month.
- Kathy – Work on Safe Church classes.
- Rev. Keith – Submit Parochial Report, Thank You card for Kathryn.
- Kimberly – Work on KI team, schedule meetings, outside bulletin board
- Marcia – Orientation of new Music Director, go thru emails, follow-up on all items in 7. a – e.
- Sharon –Attend Building and Grounds and Head Start meetings.

11. Next meeting date – April 23, on Zoom at 1:00 noon.

12. Joke of the day was given by Marcia.

13. The Closing Prayer was offered by Carol.

14. The meeting was adjourned at 1:48

Minutes submitted by Kay Alexander