

St. Mark's Episcopal Parish, Upland CA – A Community of Grace
Vestry Meeting Minutes
April 23, 2023, 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, Kathy Osterkamp, Rev. Keith Yamamoto, Karin Brown, Marcia Godwin, Sharon Muehlbacher

Members Absent: Kimberly Cortner

Guests: Ken Drew

1. The meeting was called to order by Carol at 1:04.
2. The Opening Prayer was offered by Sharon.
3. Carol gave a Spiritual Development presentation on the April 23rd Gospel reading according to Luke.
4. Karin's Leadership Development presentation re: Safe Church is #8 below. Carol discussed how to handle concerns by parish members or groups. The first step would be to ask the concerned party to talk directly to the involved person or group. Karin added that if the concerned party is uncomfortable going directly to the person or committee, tell them the Vestry will handle it. The next step would be to take the concern to the Executive Committee (Rector, Sr. & Jr. Wardens). Once resolved, the solution should be included in the contacted Vestry member's report and reported directly to the concerned parishioner or group.
5. The agenda was approved as amended – delete #9.
6. The Consent Agenda to approve Minutes of March meeting and April Committee Reports was approved as written. M/C.
7. Finance Report - Marcia
 - a. Head Start status: Derek May and Marcia will meet with county counsel April 24 to go over lease terms. There is a long lead time to go to the Diocesan Standing Committee and may occur during Rev. Keith's vacation. The goal for being ready for the Board of Supervisors is June. Opening is planned for January 2024.
 - b. EXECUTIVE SESSION – Personnel and finance issues. Pre-Executive Session comments – Katherine's last day was April 3rd. Melissa Diaz, Ken, and Marcia met to go over financial reports, vendors, etc. The second quarter should provide a better picture of actual expenses.
8. Unfinished Business
 - a. Safe Church raffle – Karin – Marcia won the \$50 gift card to Back Abbey.
9. New Business

- a. Mutual Ministry Review – Carol – Deleted per #4 above. The summary of ideas will still be compiled and sent to Vestry members by email this coming month.

10. Action items for May

- Barbara – Finish Safe Church classes, attend Fellowship and Mental Health meetings, get info on missed KI meeting.
- Carol – Coordinate Mental Health training and Newcomer committee.
- Dean – Received 20 Haiti angels, work on engraving Legacy members' names on them and where to place them.
- Gail – Meet with Fellowship committee re: tribute to Marion Steese for her artwork.
- Karin – Work on Leadership Training for May 21st meeting, wrap up Safe Church training, Welcome committee.
- Kathy – Attend Mental Health training, work on bulletin board.
- Rev. Keith – Asked Carol to verify Mental Health attendance to Rose, will be out of town April 25-29 attending family reunion in Tennessee, Clergy conference May 1st-3rd.
- Kimberly – Absent
- Marcia – Orientation of new Music Director starting May 1st and first Sunday May 7th, need organist for Grasso service, employee retention tax credit, general financial issues.
- Sharon – Attend Building and Grounds, Finance, and Head Start meetings, discuss bottled water issue with Susan Mackall.

11. Next meeting date – May 21st on Zoom at 1:00.

12. Joke of the day was given by Barbara.

13. The Closing Prayer was offered by Kathy.

14. The meeting was adjourned at 2:30

Minutes submitted by Kay Alexander