

St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
May 21, 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, Kathy Osterkamp, Rev. Keith Yamamoto, Kimberly Cortner, Karin Brown, Marcia Godwin, Sharon Muehlbacher

Members Absent: Dean Billman, Gail Dean

Guests: Ken Drew, Larry Goddard

1. The meeting was called to order by Carol at 1:02.
2. The Opening Prayer was offered by Karin.
3. Rev. Keith introduced the new Music Director, Larry Goddard. Those present were asked to introduce themselves and share information about themselves, their ministries and helpful information about the community.
4. Kimberly gave a Spiritual Development presentation on a poem by Raine Maria Rilke.
5. Karin led an interactive Leadership Development presentation on Being an X in a Sea of O's.
6. The agenda was approved as written.
7. The Consent Agenda to approve Minutes of the April meeting and May Committee Reports was approved as corrected – Sharon corrected her report re: false alarms from one year to 365 days. M/C.
8. Finance Report - Marcia
  - a. Vestry approved, via email from May 4-5, to pay a past due bill of \$2,274 to the City of Upland's False Alarm program. This was an unbudgeted expense for false alarm charges from 2018 through 2023 and renewing our alarm permit.
  - b. Update on financial condition and cash flow for the year – Working on how to transfer money from brokerage accounts. Submitted Employee Retention Credit paperwork and waiting for approval. There is usually a three-month dip in giving in the summer. Two good leads for cross training in QuickBooks. Hope to have monthly reports by June.
  - c. Head Start – Construction plans being finalized. St. Mark's will not act as project manager or be a 3<sup>rd</sup> party to county plans. The Diocese is urging parishes to keep their property and use it for Head Start, homeless housing, etc. type uses.
  - d. Kimberly mentioned the possibility of having a semi-annual meeting as many parishioners want information on Head Start and financial issues. Discussion included: Marcia will write an article for the Good News. Q&A Forum will be planned for June and Kimberly will schedule it. Karin suggested it should be a general communication session with the Vestry.
9. Unfinished Business

- a. Vestry retreat action items – Carol reminded the Vestry of the items from the retreat and that they needed to be updated with actions.
  - I. Welcoming – Newcomers committee and sermons working on this. New items included a series on listening, recruiting choir members for summer and fall programs, have a focus group for kids on what they are looking for in church.
  - II. Gathering in Community – Kimberly will take lead of adult spiritual growth group with Karin assisting, Membership development group to include time for prayer. Use the time/space of Sunday at 9:00 for spiritual growth group.
  - III. Members believe in ministries and future of the parish – Hold a Vestry Q&A session and more KI congregational engagements. Consider term limits for committee members and leaders, succession planning, and Sabbath time. Rev. Keith, Carol & Kathy will work on addressing these issues with committees. Kimberly suggested a forum on Currency of Wellness. Kimberly will check to see if there is a congregational engagement exercise for Wellness.

10. New Business

- a. None

11. Action items for June

- Barbara – Left early
- Carol –Newcomer committee meeting for June, help Rev. Keith on Sabbath for ministries and succession.
- Dean – Absent
- Gail – Absent
- Karin – Left early
- Kathy – Work on photo board of ministry groups, summer music, help with ministry succession.
- Rev. Keith – Connect with Kimberly re: communication items, move towards changing the Good News to Constant Contact, ministry succession planning.
- Kimberly – Convene Communication committee on June 7<sup>th</sup>, lead Spiritual Formation for newcomers.
- Marcia – Email vote for outside expertise on QuickBooks. Order finance book. Write article for Good News. Move Rose to Diocesan retirement plan.
- Sharon –Attend Building and Grounds, Finance, and Head Start meetings.

12. Next meeting date – June 25, at 11:45 am in Room 16. This time may change pending possible Vestry Q&A forum on same day.

13. The Closing Prayer was offered by Carol.

14. The meeting was adjourned at 2:51

Respectfully submitted by Kay Alexander  
Clerk to the Vestry