

St. Mark's Episcopal Parish, Upland CA – A Community of Grace  
**Vestry Meeting Minutes**  
June 25, 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, Kathy Osterkamp, Rev. Keith Yamamoto, Karin Brown, Marcia Godwin, Dean Billman, Gail Dean  
Members Absent: Kimberly Cortner, Sharon Muehlbacher,  
Guests: Ken Drew

1. The meeting was called to order by Carol at 11:47.
2. The Opening Prayer was offered by Marcia.
3. Carol gave a Spiritual Development presentation using the Noonday service from the Book of Common Prayer.
4. Karin led a Leadership Development presentation by presenting A God Who Loves Us Just As We Are video featuring a video clip by an LGBTQ Episcopalian priest.
5. The agenda was approved as amended – Update on COVID Protocol added to New Business and moved tour of Library to before Finance.
6. The Consent Agenda to approve Minutes of the May meeting and June Committee Reports was approved. M/C
7. Unfinished Business – Marcia led a tour of the water damage to the library building.
8. Finance Report - Marcia
  - a. Update on financial condition and cash flow for the year – Still cleaning up books, Balance Sheet showed \$14K more than actual, bank funds include about \$30K in designated funds, Zelle set up but needs clarity, updated legal names on accounts, set up money market fund, Ken as Treasurer will reconcile books monthly, Finance committee to work on codifying procedures.
  - b. Executive Session - Head Start status
  - c. Moved/Seconded/Approved working with Adam Hoover, CPA, on QuickBooks update and cross-training not to exceed \$6,000 as budgeted for Outside Services.
  - d. Moved/Seconded/Approved no more than \$17,100 for assessment and plans for library building for which Building & Grounds and Finance Committees will work out details.
  - e. Moved/Seconded/Approved to withdraw \$50K from the School DIT and deposit in Money Market account.
9. New Business
  - a. Update COVID Protocol.
    - I. Wearing masks still recommended.

II. Altar party will either use hand sanitizer or wear gloves.

III. Acolytes, with candles, will stand on either side of Gospel reader.

10. Action items for July

- Barbara – Finish Safe Church workshops
- Carol – Make announcements during Rev. Keith's absence, Newcomer committee meeting for July, assist Rose, space rental.
- Dean – Safe Church workshops, look into Jewish Legacy Society form, work on etching names on angels, Legacy society is anyone who has St. Mark's in their estate planning, angel on wall when you pass and one to family.
- Gail – Safe Church workshops.
- Karin – Leadership Development, monitor Safe Church.
- Kathy – Work on photo board, music.
- Rev. Keith – Vacation, Looking forward to Stillpoint's Spiritual Director program.
- Kimberly – Absent.
- Marcia – Follow up on financial issues.
- Sharon – Absent.

11. Next meeting date – August 13, at 1:00 pm on Zoom.

12. Joke of the day -Carol

13. The Closing Prayer was offered by Rev. Keith.

14. The meeting was adjourned at 2:02

Respectfully submitted by Kay Alexander  
Clerk to the Vestry

Addendum:

June 29, 2023 M/C via email vote to allow Soccer Shots to use Drew Field for a couple of weekday evenings and Saturday morning.