

ST. AUGUSTINE'S in-the-Woods Episcopal Church

Vestry Meeting Minutes

May 19, 2021

1. Devotional

Canon Joan Anthony led the Vestry in a devotional about finding peace. How do we as individuals “come to calm?” What actions do we take to find peace?

2. Call to Order

Canon Joan called Vestry meeting to order at 3:07 PM. Vestry continued to meet virtually by Zoom. All members of Vestry were present.

3. Interim’s Report

the Rev Canon Joan Anthony

- **Sunday Services COVID-19 Protocol**

...Canon Joan presented a new COVID 19 protocol for holding services again following the CDC’s requirements for Faith-Based Communities. Vaccinated individuals will be seated in the pews on the left hand side of the Nave. During services, they will not have to mask or maintain social distance. They will be allowed to sing. Any unvaccinated people at the services will sit on the pews on right hand side of the church. They will be asked to mask and maintain social distance (six feet apart). They are allowed to sing only if triple masked. Unvaccinated individuals can enter through doors on the side.

Reservations are not needed for services. People need to bring their COVID 19 vaccination cards for Molly, who will photograph them. Guidelines from Governor Inslee’s office mandates showing vaccination status with using the Vaccine card.

There will be no coffee hour. Choir will not be meeting until fall.

Bread only will be shared at the Eucharist. We have no indication as to when wine and the common cup will be used (it will be quite some time before the common cup is used for the Eucharist)

- **Covenant to Root Our Racism.**

In a memorandum from Bishop Greg, we were reminded that the *Covenant to Root Out Racism* was adopted at our 2020 Diocesan Convention. Bishop Greg requested that, as we approach the first anniversary of Mr. George Floyd’s murder on May 25, churches in the Diocese of Olympia should integrate the covenant into our worship and formation activities. Over the next two Sundays, beginning with Pentecost Sunday (May 23), and continuing on Trinity Sunday (May 30), we will be using a Lament and the Covenant itself in our worship. On Pentecost Sunday, Kathryn Rickert, Ph.D. will be preaching on the form of the *Lament*, which was the subject of her doctoral dissertation. The lament which was written in connection with the *Covenant to Root out Racism* will be used in our liturgy. On Trinity Sunday the Covenant will be used in the *Prayers of the People*. Canon Joan will expand on these topics *Thought for the Day*.

In connection with the Covenant, Bill Skubi suggested that one of our student scholarships go to a person of color each year. Canon Joan referred this to Scholarship Committee to consider Bill's proposal under the current Policies and Procedures of the Scholarship Committee. Joan Johnson will talk to the members of the scholarship committee and review the current scholarship P&P.

- Healing Services on Wednesdays will no longer be streamed. The services will return to the more familiar format, using the new COVID-19 protocols.
- Canon Joan hopes to connect with neighborhood groups for offering the Eucharist.

4. Clerk's Report

MK Sandford

Clerk MK Sandford thanked the Vestry for their very helpful feedback in reviewing the draft minutes from Vestry. She asked for the Vestry's assistance in identifying the 1st and 2nd of every motion. Also, she may need help in identifying Action Items that arise during Vestry Meetings.

MOTION *That the Vestry approve the minutes from the April 21st, 2021 meeting as written.*

1st Bill Skubi **2nd Susan Sandri**
Motion Carried Unanimously

5. Senior Warden's Report

Susan Campbell Sandri

- **Status of Profile Committee**

Senior Warden Susan spoke with Reverend Arienne Davison, Canon to the Ordinary about the status of the *Pre-Profile* Committee and asked at what point the preliminary status would be lifted and when we can move forward. The good news: we can move forward. Unless the pandemic or economic circumstances change, we can move forward with the profile and the search.

- **Visit from Canon to the Ordinary**

The Rev Canon Arianne Davison, Canon to the Ordinary will be visiting us to meet with Vestry and the Profile Committee. A date has not yet been set. She is available weekends and Tuesday, Wednesday and Thursday evenings. This will require a special meeting of the Vestry and she hopes all Vestry members can attend.

- **St. Augustine's-in-the-Woods Shopping bags.**

The shopping bags will be distributed to the Congregation on Pentecost, which, because of the new COVID protocols, is being seen as a reunion Sunday. Our Junior and Senior Wardens will be meeting tomorrow at 11:30 at the church to tie ribbons on the shopping bags.

- **Island Senior Services**

Senior Services wrote a thank you note to us in thanks for our donations.

- ***VERY IMPORTANT!! Please make sure you use the correct email for our very own Bernie Barker (bernieb23@gmail.com) as Bernie's email is almost identical to another gmail account (who has gotten some of our correspondence). You probably need to go into your contacts and remove the incorrect email. Senior***

Warden Susan wrote a letter of apology to the individual with the similar email address and it was responded to very kindly by the non-Vestry recipient. Thank you!!

6. Junior Wardens' Report

Mic Kisinger

- **Grounds, Gardening, Mowing, and Brush Hog**

Junior Warden Mic and the Alder Guild walked and looked over our property. Barbara Graham has a connection with Bruce Bell and she is in conversation with him concerning pro bono work for the church. He can knock down berry vines at the periphery of the property and clear the drain field of vegetation (drain fields are not supposed to have anything growing on them).

- Bev Babson has been asking about the possibility of pressure washing around the columbarium. In the past, Art Taylor has done pressure washing.

- Jr. Warden Mic asked Nancy if there is money in funds for the Columbarium to purchase Preen for weeds. (Can vinegar be used instead?)

- Jr. Warden Mic also noted that we need some clarity concerning who will be mowing the church grounds. There was some confusion on this. Nancy noted that Chris' letter for engagement could be used as a guide if we want to hire someone. Some others though Rose would be mowing.

- *ACTION ITEM: Canon Joan volunteered to get bids from people to do lawn service so we can employ someone to mow for us.*

- Jr. Warden Mic recognized Bernie Barker and Diana Klein for having done a lot of work with the Columbarium. She noted also that the Alder Guild did a great job of cleaning up grounds. Summer gardening has not yet commenced.

- Jr. Warden has heard from some Congregants that the Handicapped stall needs a tall toilet.

7. Treasurer's report and Finances

Nancy Ruff

- Treasurer Nancy reported that the PPP loan has been forgiven.

- Nancy reports our pest control bill increased greatly. She may investigate other companies. Surety Pest Control is used by the church.

- Treasurer Nancy announced that Molly qualifies for medical and dental insurance through the Diocese because of her role as a Media Assistant. Molly wants to keep her own insurance because she could lose the insurance if the Media Assistant job is discontinued (it is funded by a Diocesan grant). Treasurer Nancy contacted Lori Hardow at the Diocese to see if a waiver can be issued but hasn't heard back.

- Nancy invited questions concerning the Treasurer Report and Funds Balance sheet. Vestry Member Bill Skubi asked how we are tracking on expenditures and income? Are we losing ground? Nancy replied that we are running behind on income and a little behind on expenses. But we have not factored in contingency fund or budget surplus.

MOTION that the Vestry approve the 2020 Financial Audit and direct the Treasurer to forward the Audit to the Diocese by June 15.

1st Susan Campbell Sandri 2nd Joan Johnson

Unanimously approved

- There was a brief discussion of recommendations from the audit report. ***ACTION ITEMS:*** Any audit recommendations that are financial will be corrected by Nancy and Rob. Any recommendations that relate to bylaws, wardens will look at and bring it back to the vestry.

MOTION: that the Vestry approve an incremental withdrawal from the previously approved 2021 General Quasi Endowment Fund withdrawal in the amount of \$2,000 to cover major maintenance to the plumbing system including equipment repairs and replacement of parts to the water heater, pipes and sanitizer.

1st Stephen Schwarzmann 2nd Bernie Barker

Unanimously approved.

8. Old Business.

- Vestry sub-committees' recommendations

- *Mutual Ministry Agreement*

Canon Joan reports that the Mutual Ministry Agreement will be ready in June.

- *Covid Tithe distribution*

The Vestry reviewed the COVID-19 Tithe organizations and donations that have been designated or allocated. Treasurer Nancy organized all donations from 2020 through Quarter 2 of 2021, according to the organization represented, the amount(s) donated, and the program under which the donations were made (eg., MSO, Super MOS/COVID Tithe, etc).

Joan Johnson mentioned that the Island Angels, a group we've explored as recipients of future MSO/COVID Tithes, are scheduled to be featured on KOMO news on May 27th in the 3:00 PM slot. Bill Skubi sent an article on Island Angels to Vestry members. Canon Joan will be making a donation to them from the discretionary account.

9. New Business

- **Scholarship Presentation Event**

Canon Joan and the Vestry discussed the timing of an event to honor the awardees of Academic scholarships, which has been tentatively set for August 15, 2021.

10. Twenty Minute Conversation/ Profile Committee Mic Kisinger

- As Vestry Representative to The Profile Committee, Jr. Warden Mic reports that the Committee is working hard on formulating a demographic survey of our congregation using Survey Monkey. Questions and wording are being formulated to send to Canon Joan and Senior Warden Susan to review.
- Future questions will be on the *Every Member Canvas*. *The Light* will have some information on the Canvas. Profile updates will go out during the summer. Albert is overseeing this.
- Sr. Warden Susan spoke with Canon Arienne Davison about a mentor for the Profile Committee and she agreed to this. Mic notes that the committee has not been assigned a consultant/mentor yet.
- Canon Joan clarified that she has to be separated from the Profile and Search Processes and *absolutely neutral* (her words). We anticipate that people will want to talk with Joan. Joan herself will deal with this, one on one.
- Jr. Warden Mic related that the Profile Committee finds the financial information provided in the *This is What I Know* column and thanked Treasurer Nancy for her assistance. The Profile Committee is requesting a list of the most frequently asked questions about our church finances. The Vestry suggested some of the questions that might be among the most “frequently asked.”
- The Profile and Stewardship Committees are to conduct the Every Member Canvas. Canon Joan wondered if the Stewardship Committee will need additional members.
- Sr. Warden Susan noted that Vestry will start to think about questions for Every Member Canvas. Bill Skubi suggested possible questions for the Demographic Survey. Susan suggested that we wait on formulating questions until Vestry meets with the Profile Committee and Canon Davison.
- There was some discussion about who would receive the Demographic Surveys and participate in the Every Member Canvas in terms of how we compile our membership list. We have 90-100 “pledging units” but we have members who give through the plate and we don’t want to miss those. An accurate membership list will be based on a compilation of several lists.
- Stephen noted that we have people who are interested in St. Augustine’s but who are not members and it might be helpful to have the views of those in the wider community represented.

11. Calendar Review / Annual Calendar of Work for MAY Canon Joan

Memorial Day holiday for clergy/staff - May 31st, 2021

PENTECOST - May 23rd, 2021

Stewardship/commitment program planning and kick-off/commitment dates

Confirm date and location for Parish Picnic:

Further planning for event takes place one month prior.

We are holding August 29th 2021 as a regathering time for our church with our Annual Picnic.

Action Item: Senior Warden Susan to talk with Diane and Grethe about their home as a venue for the picnic.

Labor Day is 6th of September. Trash and Treasurer is the Saturday of Labor Day weekend.

Molly back in office in June after she returns from vacation. She has had her vaccine for COVID 19.

Next Vestry meeting will be a hybrid meeting in person June 16th, 2021.

Next week is Canon Joan's vacation, so there will be no Wednesday healing service that week.

12. Reminders/Review

- Are we supporting our Interim enough in these high stress times?
- How did we do with our 5 core values?
Reverence, Reconciliation, Compassion, Commitment, Community
- What action needs to be taken, and who will take it? Who will communicate it?

Next Vestry Meeting:

Stay tuned for date and time of a special meeting with Canon to the Ordinary and Profile Committee.

Next regular Vestry Meeting:

June 16th, 2021 at 3PM

13. Adjournment

The meeting was adjourned at 5:33PM

Did we have a motion to adjourn???

Tabled items

- Outreach & Evangelism proposal --*Bill Skubi*
- **Strategic Cash Reserve Fund: Yes? How much and sources?**
- new Long Range Planning Committee with focus on parish membership
- Concerts / donations / Music guild?
- combined service project with St. Stephen's (Canon Joan, Rev. Peter Rood)
- Communications Committee (and then P&Ps)
- Personnel P&Ps (Diocesan document rec'd)
- Keys P&Ps (note: Diocesan limitations on key distribution)
- revised Newcomers program (Canon Joan with Rev. Dorian and others)
- Fragrances "policy"

Respectfully Submitted

MK Sandford,
Clerk of the Vestry