

**ST. AUGUSTINE'S in-the-Woods Episcopal Church**  
**Minutes of Vestry Meeting**  
**July 19, 2023**

**1. Call to Order:** The meeting was called to order by the Rev. Jennifer B. Cleveland at 3:02 P.M.

In attendance were Rev. Jenny Cleveland (Rector), Frank Shirbroun (Rector's Warden), Kathryn Beaumont (People's Warden), Gail Corell, Bernie Barker, Stephen Schwarzmann, Brad Portin, Mark Anderson, Elaine Ludtke, Nancy Ruff (Treasurer), and Joan Johnson (Clerk).

Attending on Zoom: Maureen Masterson

**2. Reflections and Prayer:** Stephen opened the meeting with a poem that he had written, "To Live as a Spirit in God's Old Growth Forests".

**3. Minutes:**

*Clerk Joan Johnson*

**MOTION:** that the minutes of the June 16, 2023, Vestry Meeting be approved as presented

1<sup>st</sup> – Bernie

2<sup>nd</sup> – Kathryn

**Passed unanimously**

**4. Rector's Report:**

*The Rev. Jennifer B. Cleveland*

- A.** Rev. Jenny's written report was posted in advance on Google Drive.
- B.** This is the Vestry's first meeting having all reports available on the Cloud.
- C.** The transitional meetings, summer church (in the Parish Hall), and live-streaming are all going well, with only occasional bumps.
- D.** It is important that all committee meeting times and locations be noted on the church master calendar.
- E.** Fr. Fadi Diab from Palestine is visiting the Diocese of Olympia with his family, and EPF will be holding an event with him at St. Augustine's the evening of July 21.
- F.** Rev. Jenny will be on vacation in Brazil July 31 through August 21. The Rev. Dorian McGlannan will preach/preside August 6, The Rt. Rev. Brian Thom on August 13, and the Rev. Susan Gaumer on August 20.

**5. Treasurer's Report:**

*Treasurer Nancy Ruff*

- A.** Treasurer Nancy Ruff submitted her Financial Summary and Treasurer's Reports in advance of the meeting. We are at 50% of the year. As of the end of June total income and pledges were at 54% of the budgeted amount and total expenses at 47%.
- B.** Nancy reminded the Vestry of the importance of considering "need vs. want" and of doing a cost analysis prior to expenditures to determine if the end result is worth the cost.
- C.** Unexpected funds have been received from a parishioner who donated specifically to under-budgeted line items. \$1000 for the Permanent Endowment Fund will be forthcoming from Diana Klein's estate. Ron Childers has left 10% of his estate to St. Augustine's, although those funds probably won't be received until 2024. And approximately \$40,000 is expected from the COVID related Employee Retention Credit.
- D.** Nancy has filed two insurance claims, one for the damaged laptop and one for the burnt carpet.
- E.** The new grand piano has been fully paid for through donations. Henry Lebedinski and Tekla Cunningham will be donating a special fund-raiser concert on August 19, with the donations going into the Instrument Maintenance Fund Balance.
- F.** Several line items are exceeding year to date budget figures in excess of 15%.

**MOTION:** that the Vestry approve that essential services continue to be funded although the budgets have or are expected to exceed year to date budget figures in excess of 15% for the fiscal year and that the Treasurer and Vestry consider recommendations for bringing the expenses back into line with the budget

1<sup>st</sup> – Stephen2<sup>nd</sup> – Mark**Passed unanimously**

**G.** The Vestry needs to instruct the Treasurer as to the source of funds for Rev. Jenny's new laptop – Kornfeld Fund or the loan to ourselves for new priest expenses. Nancy will temporarily pay from Kornfeld and will send out some further information to the Vestry so that a final decision can be made.

**6. People's Warden's Report:***Kathryn Beaumont*

**A.** Kathryn submitted her written FYI report to the Vestry prior to the meeting.

**B.** The launch date for the new website has been moved to September.

**7. Rector's Warden's Report:***Frank Shirbroun*

**A.** Frank will be off island July 20 through August 4.

**B.** Rev. Jenny will be on vacation in Brazil July 31 through August 21 (15 working days). As of the end of 2023 she will have earned 21 days of vacation time and has used three of those days so far.

**MOTION:** that the Vestry approve 15 days for Rev. Jenny's vacation in August

1<sup>st</sup> – Frank2<sup>nd</sup> – Kathryn**Passed unanimously****8. Buildings & Grounds Report:***Mark Anderson*

**A.** The parking lot project should be finished this week, although the new signage is not yet ready. There will be parking assistants in the lot this Sunday.

**B.** The final cost is about \$3000 more than originally approved.

**MOTION:** that the Vestry approve the approximately \$3000 overage for the parking lot improvement project

1<sup>st</sup> – Elaine2<sup>nd</sup> – Frank**Passed unanimously****9. Insurance Committee Report:***Stephen Schwarzmann*

**A.** Due to excessive premium costs the ad hoc insurance committee does not recommend earthquake insurance.

**B.** The committee does recommend increasing the umbrella liability insurance.

**MOTION:** that St. Augustine's current policy with Church Insurance Excess Liability (aka Umbrella) be increased from one million to four million dollars for an additional annual premium of \$300, effective as soon as practical after Vestry approval

1<sup>st</sup> – Stephen2<sup>nd</sup> – Frank**Passed unanimously****10. Cloud Report:***Brad Portin*

**A.** The clerk will no longer need to send out consolidated reports prior to Vestry meetings. Instead Vestry members and committee chairs will send their reports directly to the Cloud. For help, consult Brad!

**B.** Maureen requested that the titles of reports indicate who they are from.

**11. Safety and Emergency Preparedness Workshop Follow-up:**

**A.** Gail reported that Wendy Close is going off the Medical Emergency Committee. Gail will see if Karen Fay would like to join. They will be meeting again on August 2.

**B.** Gail has personally purchased fifteen plaques with the church's address and the Coupeville emergency number, 360-678-6116. Rev. Jenny requested that these not be posted until after documents with all of the emergency information have been printed.

**C.** Plans will be made for a fire drill in the near future.

**12. Dinners for Young Families:**

**A.** The \$3500 grant received from the Diocese has been deposited into the Outreach & Evangelism Fund.

**B.** Bill Skubi has organized the first two dinners, one for July 27 and one in August, and invitations have been sent out. Rev. Jenny has asked Bill for the guest list, the plans, and an accounting of money expenditures.

**13. Future Events:**

August 19 – Instrument benefit concert at St. Augustine's

August 20 – Hospitality Committee will meet to finish planning the Parish Picnic

August 27 – Parish Picnic

September 6 – Next Vestry meeting (in place of regular August and September meetings)

**14. Closing Prayer and Adjournment:**

Rev. Jenny closed with the reading of a collect and then the meeting was adjourned at 4:41 P.M.

Submitted by Joan Johnson, Vestry Clerk

<p><b>Next Vestry Meeting: Wednesday, September 6, 2023 at 3:00</b></p>
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