

ST. AUGUSTINE'S in-the-Woods Episcopal Church
Minutes of Vestry Meeting
September 6, 2023

1. Call to Order: The meeting was called to order by the Rev. Jennifer B. Cleveland at 3:00 P.M.

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

Attending on Zoom: Kathryn Beaumont (People's Warden)

Excused: Gail Correll Guest: Susan Sandri

2. Reflections and Prayer: Frank opened the meeting with Hymn #665, "All My Hope on God is Founded".

3. Minutes: *Clerk Joan Johnson*

MOTION: that the minutes of the July 19, 2023, Vestry Meeting be approved as presented
1st – Brad 2nd – Elaine **Passed unanimously**

4. Rector's Report: *The Rev. Jennifer B. Cleveland*

A. Rev. Jenny's written report was posted on Google Drive. There were no questions or comments from the Vestry.

B. The Summer Church Survey was briefly posted on Drive, but then removed as it is still an on-going survey. Discussion of it was tabled.

C. Rev. Jenny proposed that in the future the Vestry consider spending about ten minutes at opening discussing a shared article of interest.

5. Treasurer's Report: *Treasurer Nancy Ruff*

A. As there was no Vestry meeting in August, Treasurer Nancy Ruff submitted in advance her Financial Summaries, Treasurer's Reports, and Balance Sheets for the end of July and the end of August, as well as a report of the Budget and Finance Committee. As of August 31 we are at 67% of the year with total income and pledges at 70% of the budgeted amount and total expenses at 64%.

B. Concerts held at St. Augustine's are currently giving 10% of their gate receipts to the church. NA gives occasional \$25 donations and the Ladies of the Beach, who have an annual potluck luncheon at the church, also give a donation. Nancy suggested designating a portion of all rental income to janitor expenses and cleaning supplies. Elaine proposed having all rental income go to the janitor, cleaning supplies, and utilities. Rev. Jenny wants to consider this more in the future once the Building Use Agreement has been fine-tuned, and so, further discussion was tabled.

C. We still are anticipating approximately \$40,000 from the COVID related Employee Retention Credit, although this probably won't come until 2024 and may have restrictions as to how it can be spent.

D. Rev. Jenny's new laptop has been paid for with \$699 from the insurance claim and the remainder from the Kornfeld Fund.

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

Kathryn gave a recap of what she has been doing recently in her role as People's Warden. There were no questions.

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

A. Frank submitted his written report in advance on Drive. There were no questions from the Vestry.

B. The new routers which Frank authorized are working well and are greatly appreciated!

8. Mutual Ministry Goals:*Rev. Jenny and Frank*

The following three Mutual Ministry Goals have emerged in past months from conversations between Rev. Jenny, the Wardens, and the Vestry, and are rooted in on-going discussions of how to deepen our welcome at St. Augustine's.

A. Create an Organizational Chart, showing how all of our various ministries are interconnected. Elaine Ludtke, Bernie Barker, and Joan Johnson have agreed to serve on the sub-committee to review the current draft and to further refine it for the Vestry's review and adoption.

B. Safety and Emergency Preparedness, establishing a committee to review protocols and procedures and to develop emergency plans. Mark Anderson, Maureen Masterson, and maybe Gail Corell will serve on this committee.

C. Communication, providing consistent pathways for communicating within the Parish and expanding means for external communication via the website and social media. Kathryn Beaumont and Brad Portin will serve on this committee.

MOTION: that the Vestry adopt the three Mutual Ministry Goals as written in the document "Mutual Ministry Goals – Vestry/Rector", aiming for review and completion by January 17, 2024

1st – Frank2nd – Bernie**Passed unanimously****9. Cloud and Website Report:***Brad Portin and Kathryn Beaumont*

A. Brad showed the Vestry the proposed website, which will also have a Facebook page and an Instagram page, and discussed the proposed Website Protocols and Website Management.

MOTION: that the Vestry approve the Website Protocols and Website Management as presented

1st – Frank2nd – Maureen**Passed unanimously**

B. Kathryn requested that the Vestry make plans for a possible future upgrade to our streaming capability.

MOTION: that the Vestry engage Morgan Sound, a Lynnwood communications firm, for the purpose of providing an evaluation of our current livestreaming equipment and an estimate of the cost of potential upgrades, with an evaluation cost not to exceed \$500 to be taken from the Kornfeld Fund

1st – Frank2nd – Stephen**Passed unanimously****10. Stewardship Update:**

A. Meade Brown, Stewardship Chair, posted his report on Drive prior to the meeting.

MOTION: that the Vestry approve October 8, 2023, as the start date for the Stewardship Campaign, ending on November 12, 2023, with a combined service followed by a brunch provided by the Vestry

1st – Elaine2nd – Bernie**Passed unanimously**

B. Meade also made a recommendation for the 2024 Stewardship Committee.

MOTION: that the Vestry approve the following people to serve on the 2024 Stewardship Committee: Meade Brown (chair), Barry Haworth, Bernie Barker, Bev Babson, Brad Portin, Bonnie Kavis, and Ron McKinnell

1st – Mark

2nd – Elaine

Passed unanimously

11. Dinners for Young Families:

A. A progress report from Bill Skubi was posted on Drive in advance of the meeting. The first dinner, held on July 27, was a success, with six helpers and eight households attending.

B. A second dinner will be held on September 17 from 4:30 – 7:00 p.m. Eighteen children and adults have accepted the invitation so far.

12. Newcomers Welcome Events:

Quarterly Welcome Events for Newcomers have been scheduled for October 15, January 14, April 14, and June 23.

13. Transition Committee Request:

At Susan Sandri's request the Vestry discussed the purchase of and the funding for new furniture for the Rector's office.

MOTION: that the Vestry authorize the Treasurer to create an Office Furniture Budget Line and transfer \$4000 from the Rector's Medical/Dental Insurance Line to Office Furniture, and that Rev. Jenny and the Transition Committee use those funds to purchase a desk, desk chair, file cabinet, privacy curtains, 4 or 5 meeting chairs, and a small table for the Rector's office

1st – Frank

2nd – Elaine

Passed unanimously

14. Arts and Aesthetics Committee Request:

At Susan Sandri's request the Vestry discussed the purchase of and the funding for 12 to 15 new club chairs to replace the very worn ones currently in the Parish Hall and the Fireside Room.

MOTION: that the Vestry authorize the transfer of an additional \$4000 from the Rector's Medical/Dental Insurance Line to the new Furniture budget line and use those funds to purchase 12 to 15 new club chairs

1st - Mark

2nd – Frank

Passed unanimously

15. Calendar Review:

The Vestry will begin looking at the Diocesan Calendar and St. Augustine's Calendar of Annual Work at the start of each Vestry meeting.

16. Buildings and Grounds Report:

Mark Anderson

Mark reported that the crew installing our new parking lot wound up needing to use more material than planned for, costing \$1120 over their bid.

MOTION: that the Vestry approve paying the additional \$1120, with the funds coming from the Endowment Fund

1st – Elaine

2nd – Brad

Passed unanimously

17. Closing Prayer and Adjournment:

Joan Johnson closed with the reading of a prayer from the labyrinth at Holden Village and then the meeting was adjourned at 5:15 p.m.

Submitted by Joan Johnson, Vestry Clerk

Next Vestry Meeting: Wednesday, October 18, 2023, at 3:00
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