

ST. AUGUSTINE'S in-the-Woods Episcopal Church
Minutes of Vestry Meeting
January 17, 2024

1. Call to Order: Due to icy roads the meeting was held virtually on Zoom. Permission to record the meeting was asked and unanimous consent was given. The Rev. Jennifer B. Cleveland called the meeting to order at 3:03 P.M.

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

Guest: Brian Reid

2. Reflections and Prayer: Rev. Jenny invited attendees to offer aloud something they were thankful for and then she read an opening blessing.

3. Minutes:

Clerk Joan Johnson

MOTION: that the minutes of the December 20, 2023, Vestry Meeting be approved as presented

Moved, seconded, and **Passed unanimously**

4. Rector's Report:

The Rev. Jennifer B. Cleveland

A. Rev. Jenny's written report was posted on Google Drive. She called for any questions.

B. The Workshop on Death and Disability being offered on January 20 by parishioner Jay Ryan was briefly discussed.

5. Treasurer's Report:

Treasurer Nancy Ruff

A. Treasurer Nancy Ruff submitted in advance her Financial Summary, Treasurer's Report, and Balance Sheet for the end of December. As of December 31 we were at 100% of the year, with total income and pledges at 108% of the budgeted amount and total expenses at 95%. The 2023 deficit was \$35,820.54 and will be covered by a loan to ourselves from the Quasi-Endowment Fund.

B. Nancy called for any questions and gave some clarifications regarding the 2024 budget.

6. People's Warden's Report:

Kathryn Beaumont

A. Kathryn submitted her written report on Drive and called for questions.

B. A new Facilities Usage Application and Agreement is being worked upon and should be ready for presentation to the Vestry in February.

C. Further research is being done on possible improvements to live-streaming.

7. Rector's Warden's Report:

Frank Shirbroun

A. Frank submitted his written report on Drive. There were no questions.

B. He added a special thanks to the Transition Committee, which has now completed its work.

8. Concerns from Parishioner Dick Hall:

A. Dick wrote a letter to the Vestry questioning why the January *Light*, which should have been published on the first, has still not gone out. It was his understanding that the Vestry had stopped its release. No one on the Vestry, including two who are also on *The*

Light staff, knew anything about the reason for delay. A vestry member will follow up with Dick to find out why he assumed the Vestry had interfered and with Albert Rose and Robin Porter, the editors of *The Light*, to see if they can explain why the issue was not published.

B. Dick also expressed concern about the closing of the church campus during inclement weather and suggested that funding for sanding or plowing the driveway be included in the church budget. The Buildings & Grounds Committee will research this possibility. Rev. Jenny reminded the Vestry that St. Augustine's has written Policies & Procedures regarding cancelling church events.

9. Public Event Safety and Security:

Brad Portin

A. On the 5th of January Sgt. Grant Walker from the Freeland Office of the Island County Sheriff's Department met with several representatives from St. Augustine's to answer questions and offer advice concerning best practices for emergency situations at church, focusing primarily on large public events. Following that meeting the Policies and Procedures for Event Safety was drafted.

MOTION: that the Vestry approve the Policies and Procedures for Public Event Safety and Security as presented

1st – Brad

2nd – Frank

Passed unanimously

B. Stephen suggested that the church might offer a training course in de-escalating procedures.

10. Nominating Committee Report:

Kathryn Beaumont

MOTION: that the Vestry approve the appointment of Ron McKinnell and Jay Ryan, each to serve a three-year term on the Endowment Fund Committee, and the reappointment of Celia Metz for a two-year term, and that Celia Metz be appointed as chair of the Endowment Fund Committee

1st – Kathryn

2nd- Frank

Passed unanimously

11. Future Event Plans:

The Rev. Jenny Cleveland

A. On Sunday, January 28, there will be one 9:30 service followed by the Parish Annual Meeting, which will be held in-person and on Zoom. Refreshments will be light, with the kitchen closed during the meeting.

B. The Vestry Retreat will be held on Saturday, February 3, at Enso House from 9:00 – 4:00, with lunch provided.

C. A Ministry Fair will be held in the Parish Hall on Sunday, February 25. Notice will be sent out to all parish ministries to prepare a table and/or display.

12. Committee Reports and Open Comments:

A. Prior to the meeting the following additional reports were posted in the Vestry Drive folder: Greening Committee, Stewardship, Buildings & Grounds, Communication, Arts & Aesthetics, Trash & Treasure, Transition, Episcopal Peace Fellowship. Rev. Jenny called for any questions or comments about these reports.

B. Gail referred to Susan Sandri's A & A report and asked if the Vestry could address getting the basement and archives room organized.

C. Nancy asked about intentions for future use of the shoffice and if it could be used (again) for storage.

D. Gail said that signage is still needed for the fire extinguishers and the AED. Mark assured her that will happen.

E. Parishioner Brian Reid had concerns about the January *Light* which has not yet been published. He had forwarded the unedited copy to the Greening Congregations Collaborative of Whidbey Island members without realizing it was not yet ready for distribution.

13. Closing Prayer and Adjournment:

Following a Celtic prayer from Iona offered by Frank the meeting was adjourned at 4:50.

Submitted by Joan Johnson, Vestry Clerk

Next Vestry Meeting: All Day Retreat on Saturday, February 3, 2024