

ST. AUGUSTINE'S in-the-Woods Episcopal Church
Minutes of Vestry Meeting
March 19, 2024

1. Call to Order: The Rev. Jennifer B. Cleveland called the meeting to order at 5:30 P.M. In attendance were Rev. Jenny Cleveland (Rector), Brad Portin (Senior Warden), Kathryn Beaumont (Junior Warden), Frank Shirbroun, Mark Anderson, Elaine Ludtke, Gail Corell, Maureen Masterson, Bryan Avila, Ron Costeck, Nancy Ruff (Treasurer), and Joan Johnson (Clerk)

2. Reflections and Prayer: Kathryn asked those present to answer the question, "Why? Why does St. Augustine's Parish exist?" Answers were then shared, both verbally and on sticky notes posted in the center of a "Golden Circle" chart.

3. Consent Agenda:

Brad Portin

A. Brad reviewed the process of a Consent Agenda. Reports included in this month's Consent Agenda are the February 21 Vestry meeting minutes, the Rector's Report, the Communications Committee Report, and the Arts & Aesthetics Committee Report. Nancy requested that the A & A Report be removed from Consent Agenda. The remaining reports require no discussion or action by the Vestry and can be approved with just one vote.

MOTION: that the reports remaining under Consent Agenda be accepted

1st – Elaine

2nd - Mark

Passed unanimously

B. The A & A Report was moved to later in the agenda for discussion.

4. Treasurer's Report:

Treasurer Nancy Ruff

A. Treasurer Nancy Ruff submitted in advance her Financial Narrative, Treasurer's Report, and Balance Sheet for the end of February. As of February 29 we were at 17% of the year, with total income and pledges at 20% of the budgeted amount and total expenses at 16%.

B. Our bookkeeper, Shantina Steele, held a Tabulator Training Session on March 17. She will be taking over the scheduling for tabulators.

C. The 2023 Financial Audit was held on March 18, 2024. The committee will send their report to the Vestry for approval, probably in May, and then submit it to the Diocesan Office in June.

5. Vestry and Committee Reports Requiring Action or Motions:

A. Parochial Report -

The Rev. Jennifer B. Cleveland

MOTION: that the 2023 Parochial Report be approved as presented and submitted to the Diocese

An e-vote was taken on this motion on February 29, 2024, and Vestry approval was unanimous.

B. Vestry Policies & Procedures -

Kathryn Beaumont

MOTION: that the Vestry adopt the "Proposed Vestry Policies and Procedures, Revised March 2024" to replace and supersede "The Vestry Policies and Procedures, January 2022"

1st – Mark

2nd – Gail

Passed

(Note: During discussion several amendments were agreed upon and the amended version was passed, with one dissenting vote.)

C. Communication Norms -*The Rev. Jennifer B. Cleveland*

A second reading and vote for approval of communication norms was tabled until the April meeting.

D. Policies & Procedures for Public Event Safety and Security - *Brad Portin*

Brad proposed a couple of revisions to the P & P's for Public Event Safety as adopted in January, but since this did not get posted in advance, discussion was tabled until next month.

E. Clergy Housing Taskforce -*Brad Portin*

Motion: that the Vestry approve the formation of a Clergy Housing Taskforce to research both immediate and long-term options for clergy housing on Whidbey Island and to report to the Vestry and that Brad Portin, Kathryn Beaumont, Ron Costeck, and Mark Wicks be asked to serve on it along with Rev. Jenny

1st – Frank2nd – Elaine**Passed unanimously****F. Trash & Treasure Sale Beneficiaries -**

Motion: that the profits from the 2024 Trash & Treasure Sale be divided equally and distributed to the following beneficiaries: Pamoja Place (a BIPOC community and education center associated with Readiness to Learn), WAIF's Crisis Care Fund, Whidbey-Camano Land Trust, and Whidbey Island Nourishes (WIN), with unsold items donated to Good Cheer

1st – Frank2nd – Gail**Passed unanimously****G. Arts & Aesthetics Committee -**

Susan Sandri, chair of A & A Committee, had asked in her report if funding was available for purchasing an additional photo banner. Nancy explained that there is no allocated money and that funding would need to come from either the Kornfeld or the Hunter Fund. Brad will ask Susan to submit her request in motion form for the April meeting.

H. Buildings & Grounds -*Mark Anderson*

Mark's B & G Report was accidentally not posted in the vestry folder. He reported that Lars Pardo gifted a bell to the church, hoping to install it in the columbarium. Rev. Jenny mentioned that there is a protocol for the acceptance of gifts. She will write Lars a thank you note, but placement will be determined later.

6. Mission and Vision Development:*Brad Portin*

A. In preparation for developing a new vision statement for St. Augustine's, the Vestry was asked to watch a TED Talk by Simon Sinek, entitled "How Great Leaders Inspire Action". He described what he calls a Golden Circle, moving from Why? to How? to What? rather than the reverse.

B. Brad asked Vestry members to each think of one important activity/mission of the Parish and to write the "What?" and the "How" of that activity on sticky notes to be added to the Golden Circle chart already containing "Why's".

7. Announcements:

A. Parking Lot – Brad will post Sarah Ruggenberg's recent presentation in the Vestry folder for discussion later.

B. Pastoral Care Updates – Rev. Jenny reported that Barry Levit died recently and that his memorial service will be held at St. Augustine's in May.

C. Vestry Work Calendar - Reviewed

D. Diocesan Leadership Conference – This will be held on-line on April 6. Those planning to attend should let Brad or Rev. Jenny know.

E. Welcome Table Schedule – Brad has made a schedule and is rewriting the Welcome Table instructions.

F. Meeting Opening & Closing Prayer Schedule – Vestry members are asked to sign up to do one opening prayer/reflection and one sending prayer.

G. Molly – Molly will be away April 3 -10 and May 10 – 15. The office will be staffed by volunteers.

H. Vestry Workshop – A Vestry workshop is being planned for Saturday, April 13, from 9:00 to noon, the theme being “Understanding our financial resources as we continue to develop our mission.”

8. Parishioner Comments:

Vestry meetings are open meetings. A visiting parishioner may add a comment or share a concern at this point in the monthly agenda.

9. Closing Prayer and Adjournment:

Following a sending prayer offered by Bryan the meeting was adjourned at 7:15 P.M.

Submitted by Joan Johnson, Vestry Clerk

Vestry Workshop: Saturday, April 13, 2024, 9:00 – 12:00

Next Vestry Meeting: Tuesday, April 16, 2024 at 5:30