

ST. AUGUSTINE'S in-the-Woods Episcopal Church
Minutes of Vestry Meeting
June 16, 2023

1. Call to Order: This meeting, changed from the 21st at 3:00 to the 16th at 2:00 with consent of the Vestry members and advance notice to the congregation, was called to order by the Rev. Jennifer B. Cleveland at 2:00 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, Maureen Masterson, Elaine Ludtke, Nancy Ruff (Treasurer), and Joan Johnson (Clerk).

Guest in Attendance: Dick Hall

2. Reflections and Prayer: In acknowledgement of Fathers' Day Bernie opened the meeting with a reading of the poem "Remembering My Father" and a prayer from the Book of Common Prayer.

3. Minutes:

Clerk Joan Johnson

MOTION: that the minutes of the May 17, 2023, Vestry Meeting be approved as presented

1st – Bernie

2nd – Stephen

Passed unanimously

4. Rector's Report:

The Rev. Jennifer B. Cleveland

A. Rev. Jenny shared some of the difficulties of this year's Parochial Report.

MOTION: that the Parochial Report be approved as submitted

1st – Frank

2nd – Kathryn

Passed unanimously

B. The Vestry was advised that the cleaning lady is increasing her fees from \$35 to \$45 per hour.

C. Bill Adams and Amy O'Donohue have built and donated a bench in memory of Diana Klein.

MOTION: that the clerk be instructed to write a thank you note to Bill and Amy

1st – Frank

2nd – Mark

Passed unanimously

D. Rev. Jenny suggested that livestreaming the Sunday morning 8:00 service cease unless someone other than the Parish Administrator wants to take charge. The 10:30 service will continue to be livestreamed.

E. The annual church picnic is scheduled for Sunday, August 27, 2023, at 3:00 at the home of Diane Divelbess and Grethe Cammermeyer. Vestry volunteers will be needed.

F. The Coupeville Pride Parade will be held June 17, with carpooling available from St. Augustine's.

G. Fr. Fadi from Palestine will be visiting the Diocese of Olympia, and EPF plans to hold an event with him at St. Augustine's the evening of July 21.

H. Rev. Jenny will be on Lopez Island all next week.

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 42% of the year. As of the end of May total income and pledges were at 41% of the budgeted amount and total expenses at 40%.

B. The cleaning lady, Laura Gambill, has requested a 30% raise as of July 1. Nancy will check with other local churches to see what they pay and for how many hours. Laura currently works 6.5 hours per week, cleaning the choir loft and undercroft every other week, the rector's office occasionally, and the rest of the facility weekly.

C. As of 7/1/23 WA CARES will have to be deducted from all employees' paychecks.

D. A gift of \$500 for the Building Fund was recently received from Beth and Pat Schwab (Elaine's niece). A \$1000 contribution for the Permanent Endowment Fund will be forthcoming from Diana Klein's estate.

E. Rev. Jenny is in need of a new computer, as the church's previous computer no longer works.

MOTION: that the Vestry approve the purchase of a MacBook Air laptop for use by the priest at a cost not to exceed \$1800 including tax and AppleCare coverage, with funds coming from the Kornfeld Fund or through our loan to ourselves for new priest expenses, and direct the Treasurer to return the current damaged computer for a credit if a need for it is not identified

1st – Maureen

2nd – Bernie

Passed unanimously

6. People's Warden's Report:

Kathryn Beaumont

A. Kathryn submitted her written FYI report to the Vestry prior to the meeting. No action was required.

B. Gail suggested that the Welcome Table sign-in form ask how visitors learned about St. Augustine's.

7. Rector's Warden's Report:

Frank Shirbroun

A. As Frank had just returned from leading a pilgrimage he had no report other than to say that it had been a good trip.

8. Episcopal Peace Fellowship Proposal:

A. During the December 2022 Vestry meeting a motion to declare St. Augustine's a gun-free zone failed for want of a second. Brad thanked Dick for his persistence in bringing this issue before the Vestry and made the following new motion. The opportunity was given for all present to share a comment, but not to discuss or question at this time.

MOTION: that the Vestry undertake the task of developing our outward facing stance in word and action for how St. Augustine's is a place of welcome, safety, invitation, and acceptance and that the Vestry commit time at the July special workshop to begin to address these two questions: How do we want people to experience safety and sanctuary at St. Augustine's and how do we want people to experience the depth of our welcome?

1st – Brad

2nd – Bernie

Passed unanimously

B. A special Vestry workshop to discuss Safety and Emergency Preparedness is scheduled for Tuesday, July 11, from 9:00 – 12:00.

9. Grand Piano:

A. Henry Lebedinsky, Missioner for Music, presented written information about a grand piano that his company recently purchased for \$4000, although it is appraised for \$10,000, and that has already been delivered to the Parish Hall at no expense to the church. He anticipates a one-time expenditure of \$1300 for a spider dolly and \$500 for regulation to get the piano to concert quality. Ongoing maintenance will require twice a year tunings at \$175 for each piano in the church.

B. After discussion about the piano the following motion was made:

MOTION: that the Vestry approve the \$4000 purchase of the grand piano, using first the \$3500 pledged for the purchase of the piano and taking the remaining \$500 from the Kornfeld Fund. If additional monies are pledged towards the purchase of the piano, the first \$500 of that additional money will reimburse the Kornfeld Fund; remaining pledges will next support the purchase of a spider dolly and any monies donated above that will be deposited into a Musical Instrument Maintenance and Repair line item in the budget

1st – Frank2nd - Gail**Passed unanimously**

C. Future contracts with outside musical groups will require them to pay for tuning any church instruments used for their concerts, using the church's tuner.

D. Henry and Tekla Cunningham will hold a benefit concert in August to raise funds for St. Augustine's musical instruments.

10. Parking Lot Improvements:

Mark Anderson

A. Clayton of County Road Driveways plans to do his work on the parking lots (both upper and lower) in mid-July. Prior to that happening some additional curbs for delineating parking spaces need to be purchased.

MOTION: that the Vestry authorize the purchase of 25 additional precast concrete curb sections, not to exceed \$1710, with the funds coming from the Permanent Endowment Fund

1st – Mark2nd – Frank**Passed unanimously**

11. Committee Reports:

A. Prior to the meeting the following additional written reports were submitted:

Greening Committee Report (Celia Metz)

Ad hoc Insurance Committee Report (Stephen Schwarzmann)

Communications Committee Report (Kathryn Beaumont)

Proposed Webmaster P & P (Brad)

The Light Report (Robin Porter)

Arts & Aesthetics Committee Report (Susan Sandri)

Transition Committee Report (Susan Sandri)

B. Brad verified that the Cloud Webmaster would be a volunteer unpaid position. The Vestry will need to approve a Webmaster P & P.

C. Rev. Jenny would like to have further discussion on permanent naming and the use of plaques. If the current P & P's do not cover this, something needs to be written and better records need to be kept on gifts to the church.

D. There were no further questions or discussions regarding any of these reports.

12. Closing Prayer and Adjournment:

Rev. Jenny closed with a prayer from the BCP attributed to St. Francis and then the meeting was adjourned at 3:44 P.M.

Submitted by Joan Johnson, Vestry Clerk

Safety and Emergency Preparedness Workshop: Tuesday, July 11, 9:00 – 12:00

Next Vestry Meeting: Wednesday, July 19, 2023 at 3:00

