

ST. AUGUSTINE'S in-the-Woods Episcopal Church
Minutes of Vestry Meeting
March 14, 2023

1. Call to Order: This meeting, changed from the 15th to the 14th due to scheduling conflicts, was called to order by the Rev. Jennifer B. Cleveland at 3:02. In attendance were Rev. Jenny Cleveland (Rector), Frank Shirbroun (Rector's Warden), Kathryn Beaumont (People's Warden), Gail Corell, Bernie Barker, Elaine Ludtke, Maureen Masterson, Brad Portin, Mark Anderson, and Joan Johnson (Clerk). Stephen Schwarzmann joined in on Zoom.

Excused: Nancy Ruff

2. Reflections and Prayer: Brad opened the meeting with a reflection on the contribution of women throughout history.

3. Minutes:

Clerk Joan Johnson

A. Approval of minutes

MOTION: that the minutes of the February 15, 2023, Vestry Meeting be approved as presented

1st – Kathryn

2nd – Elaine

Passed unanimously

B. The following motion made at the 1/18/23 vestry meeting by Mic Kisinger, seconded by Kathryn Beaumont, and then tabled was recalled and voted upon:

MOTION: that the Vestry appoint Mark Anderson as chair of the Buildings and Grounds Committee **Passed unanimously**

C. At the 1/18/23 vestry meeting Stephen moved and Gail seconded a motion to purchase earthquake insurance, but the motion was tabled. Stephen and Gail withdrew this motion, to be revisited at a later date.

D. At the 1/18/23 vestry meeting Frank moved and Stephen seconded a motion to increase our general liability insurance, but the motion was tabled. Frank and Stephen withdrew this motion, to be revisited at a later date.

E. At the 2/15/23 meeting the Vestry voted to establish an ad hoc Insurance Commission to assess the church's insurance needs and options. This committee has not yet been convened. Stephen was appointed chair and will contact the other possible members after his return to Whidbey April 18.

4. Rector's Report:

The Rev. Jennifer B. Cleveland

A. Rev. Jenny has been meeting with individuals and committees and is focusing on creating a scope and sequencing of future events and actions.

B. Training sessions have been held for Welcomers and for Lectors. Individuals who need the Safe Church Training are taking it on-line.

C. The issue of safety and emergency preparedness is a priority and planning is on-going.

D. Two transition gatherings (Celebration Conversations) have been held and future ones are scheduled throughout 2023.

E. A training for Eucharistic Ministers to take communion to shut-ins will be held in the near future.

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 just over 17% of the year. As of the end of February total income and pledges were at 17% of the budgeted amount and total expenses at 15%.

B. COVID tax relief fund rules have been amended, and we are now eligible to apply for additional funding to help with our budget, with an estimated recovery of about \$36,000.

MOTION: that the Vestry authorize the Treasurer to apply for additional COVID Tax Relief funds

1st – Frank2nd – Stephen**Passed unanimously**

C. All funds in the Transition Fund have been expended.

MOTION: that the Vestry authorize the Treasurer to add \$500, less the \$28.87 recently transferred, to the Transition Fund from the Kornfeld Fund for future transition expenses

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

D. Funds currently in SaviBank exceed the \$250,000 federally insured amount.

MOTION: that the Vestry approve the opening of a new savings account and transfer funds in excess of \$250,000 currently at SaviBank into the new account

1st – Stephen2nd – Kathryn**Passed unanimously****6. People's Warden Report:***Kathryn Beaumont*

A. Kathryn submitted both her People's Warden's report and a Communications Committee report prior to the meeting.

B. As People's Warden Kathryn has been meeting with different committees and ministries and writing an informational column twice a month for the E-pistle.

C. The Communications Committee hopes to have a 2nd draft of the website redesign to share at the April vestry meeting.

D. "Whidbey Weekly", a free service, and Drew's List are both being used for the advertising of events at St. Augustine's.

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

A. Frank offered thanks for the work done by the Transition Committee.

MOTION: that the Vestry Clerk be asked to send a note to the Transition Committee thanking them for their work setting up the Celebration Conversations

1st – Mark2nd – Bernie**Passed unanimously**

B. Frank reminded Vestry members to complete the Safe Church training before the end of March, being sure to register with the Diocese.

C. Brian Alexander from Tranquil Computers will look at all of the church's computers, hardware, and software to see what needs repairing and what needs replacing.

8. Cloud Storage Report:*Brad Portin*

A. Google Drive, One Drive, and Drop Box are the Big Three programs providing cloud storage, costing between \$7 and \$20 per month. They offer free personal plans (not enough capacity for the church), paid personal plans (probably best for St. Augustines' needs), and paid business plans (more than we need at this time).

B. The selected program must make Molly's work easier, be as secure as possible, and be easy to use. Brad is not making a recommendation at this time, but will do further research and bring a report to the April meeting.

C. Brad is currently working on the P & P's, getting them all into a single format and digitalized.

9. By-Laws, Vestry Policies & Procedures, and Communication Norms:

A. Frank called for questions regarding the By-Laws and Vestry P & P's. He will check with the Diocese about existing P & P regulations.

B. The current Vestry meeting guidelines were reviewed. During the next revision a confidentiality statement should be added.

10. Committee Reports:

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

Stewardship Committee's 2023 Pledge Analysis (Meade Brown)

Communications Committee (Kathryn Beaumont)

The Light (Robin Porter)

Transition Committee and Celebration Conversations (Susan Sandri)

Policies & Procedures and Arts & Aesthetics (Susan Sandri)

Greening Committee (Celia Metz)

Greeters (Brian Reid)

Godly Play (Dick Hall)

B. The Buildings & Grounds Committee Report was distributed at the meeting.

C. Gail, Hospitality Committee Chair, reported that the committee will be doing the scheduling of coffee hour providers rather than Molly.

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

11. Closing Prayer and Adjournment:

Rev. Jenny closed with a prayer from "A Book of Uncommon Prayer" by Brian Doyle and then the meeting was adjourned at 5:00.

Submitted by Joan Johnson, Vestry Clerk

Next Vestry Meeting: April 19, 2023 at 3:00
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