

ST. AUGUSTINE'S in-the-Woods Episcopal Church
Minutes of Vestry Meeting
May 17, 2023

1. Call to Order: The meeting was called to order by the Rev. Jennifer B. Cleveland at 3:01 P.M.

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

Excused: Frank Shirbroun (Rector's Warden) and Kathryn Beaumont (People's Warden)

2. Reflections and Prayer: Gail opened the meeting with a reading of the poem "High Flight" by John Magee, Jr.

3. Minutes:

Clerk Joan Johnson

MOTION: that the minutes of the April 18, 2023, Vestry Meeting be approved as presented

1st – Stephen

2nd – Bernie

Passed unanimously

4. Rector's Report:

The Rev. Jennifer B. Cleveland

A. Two Celebration Coffees have been held recently, one at the home of Ted and Pat Brookes and one at Maple Ridge. The Transition Committee will post the schedule for future gatherings.

B. Rev. Jenny has done the "Prepare/Enrich" training in premarital counseling.

C. Rev. Jenny plans to meet soon with Deacon Amy from Trinity Lutheran Church to talk about some of their programs, including VBS and the June 3 Global Holden Evening Prayer.

D. The Pride Parade in Langley is scheduled for July 8, and St. Augustine's is invited to have a presence there.

E. Brad and Rev. Jenny recently participated in a Land Acknowledgement virtual meeting.

F. Several musical concerts are scheduled for this year. Rev. Jenny will talk with the organizers, Tekla Cunningham and Henry Lebedinski, about the church's involvement in hospitality.

G. Henry Lebedinski, Missioner for Music, would like to have a grand piano for the Parish Hall. Funds have been provided for one, but Vestry approval will be needed in order to establish ownership and maintenance procedures.

H. Our local Episcopal Peace Fellowship, along with the National EPF, is promoting a "Season of Pentecost for Gun Violence Prevention". Orange ribbons will be available at church during Pentecost for people to pick up and wear, if they so choose.

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 33% of the year. As of the end of April total income and pledges were at 33% of the budgeted amount and total expenses also at 33%.

B. All church accounts at US Bank have been closed, except for the credit card, which will be closed as soon as a new credit card account is opened at SaviBank. An account at Chase Bank for Designated Funds has not yet been opened, but will be soon.

C. Vestry members were given a copy of the recent Financial Audit prior to the meeting.

MOTION: that the Vestry approve the 2022 Financial Audit and direct the Treasurer to forward the Audit to the Diocese by June 15, 2023

1st – Stephen

2nd – Mark

Passed unanimously

D. Rev. Jenny will share the March Parochial Report with the Vestry so that the Vestry can retroactively approve it at the June meeting.

6. Parking Lot Improvements:

Mark Anderson

A. Mark is working on the platting of the parking lot stalls, and he and Clayton at County Road Driveways are considering options for delineating the parking stalls.

B. Mark met with Whidbey Island Electric to discuss parking lot lighting and to create a workable future plan. Making a lighting plan now will allow us to bury any new electric conduits prior to the gravel work, eliminating the need for future trenching.

C. Unauthorized community members are using the church garbage bin, and locking it may become necessary.

7. Website Design Report:

Brad Portin

A. Brad introduced the website consultants, Emily Wandres and Kevin Carter, who presented a draft of the new website in both computer format and phone format. They are still working on the best and safest way to access "Member Portal".

B. Stephen and Maureen requested that "Episcopal Church" be added to the opening page.

C. A training session will be held soon for Brad, Parish Administrator Molly, and Albert Rose, who will be responsible for keeping the website updated. The launch date for the new website may occur as early as mid-June and will be well advertised. The Vestry will consider the draft of the Webmaster P & P at the June Vestry meeting.

MOTION: that the Vestry approve the website design and authorize the consultants to continue towards the launch

1st – Elaine

2nd – Bernie

Passed unanimously

8. Safety and Emergency Preparedness:

A. Gail has researched small wall plaques to be posted on doors throughout the church buildings giving emergency information and suggests we order 32. They can be purchased through Custom Engraving and Embroidery in Oak Harbor. Brad suggested that this be bundled with the future planned Preparedness discussion.

B. An extended Vestry meeting to discuss Emergency Preparedness is tentatively scheduled for July 11, 9:00 to noon. The discussion on guns requested by EPF will still happen at the June Vestry meeting.

9. Committee Reports:

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

Greening Committee (Celia Metz)

Ad hoc Insurance Committee Report (Stephen Schwarzmann)

Endowment Fund Committee Report (Stephen)

ECF Investment Commentary (Stephen)

Rector's Warden's Report (Frank)

Emergency Preparedness Report (Gail)

Buildings & Grounds Report (Mark)
Proposed Webmaster P & P (Brad)
Alder Guild Request (Barbara Graham)

B. The Alder Guild's request for the naming of "Diane's Garden" and for the installation of a bench will be discussed at the June meeting.

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

10. Closing Prayer and Adjournment:

Stephen closed with a poem he had written about Whidbey Island and then the meeting was adjourned at 5:32 P.M.

Submitted by Joan Johnson, Vestry Clerk

Next Vestry Meeting: Friday, June 16, 2023 at 2:00

Note: This is a change in both date and time.

