

St. Mark's Episcopal Church

Vestry Meeting

February 27, 2022

Members Present: Carol Morgan, Rev. Keith Yamamoto, Marcia Godwin, Jay Chok, Dean Billman, Nick Adams, Kimberly Cortner, Barbara Nalbach, Karin Brown, Jessica Savage (guest), and Vicki Levario, clerk

Members Absent: None

Meeting called to order at 1:03 PM.

Opening prayer given by Nick Adams.

Presentation given by Jessica Savage, CCS consultant for upcoming capital campaign. See attached slide presentation.

Spiritual Development – Kimberly Cortner talked about all the challenges ahead and how to deal with these challenges and discernment of priorities and issues that are facing the vestry.

Leadership Development – Karin Brown gave a presentation on types of leadership. Leadership, management and governance differences were defined. Four different types of leadership were discussed including structural leaders, human resource leaders, political leaders, and symbolic leaders. A blend of these styles may exist among the vestry members. She will be sending out a survey to assess each member's style.

Agenda approved as submitted.

Consent agenda approved. Minutes approved and reports accepted as submitted. M/S/A

Finance Report – Marcia Godwin presented January's finances. Approved as submitted. School finances approved. Discussion to pay off the building loan in May. Funds will come from the DIT School Financial Aid Endowment (\$150,000) and from the church's Schwab account (approximately \$175,000).

Communications are needed to inform the congregation and to celebrate this accomplishment. S/A

Bookkeeping service agreement discussed. Sharon Hardy of Godfrey and Hardy Tax and Business Services at \$75/hr. with no more of 10 hr/week. This will include bookkeeping and projects as approved. Policy and Procedures and line-item accounts in the budget will be included in this work. Retirement accounts need to be included and audits. Need to update our bookkeeping system. S/A

Need to add Marcia Godwin as a signer on the bank account. M/S/A

New Business: Dates for next vestry meeting in March discussed. Vestry retreat is already scheduled for a full day on March 26<sup>th</sup>. March 27<sup>th</sup> meeting will move to April 3<sup>rd</sup>. M/S/A

Input from vestry for two items on the parochial report – Keith will accept input on the two questions on the agenda by email.

Buildings & Grounds – Want guidelines on when to seek multiple bids for a project. Marcia will investigate if there has been a decision made previously by the Finance Committee. Need info for the

roofing repair over the kitchen. Move forward with getting three bids for the kitchen roof and classroom repair – M/S/A

Sunday childcare – Sharon will investigate where childcare will be. – Probably classroom 14.

RSVP for Becoming Beloved Community and RSVP for Shrove Tuesday at St. John's – Done

Easter choir breakfast – Referred to Nick Adams. Susan Mackall and Joan Watson have done this previously.

Completion of "Meet the Vestry" survey – Kimberly will be sending out a link for those to complete.

Action Items for March:

Marcia Godwin – Completion of PPP loan forgiveness application. List of financial projects for Keith to meet with Katherine. Being part of meeting with outside bookkeeper. Go to US Bank for check signing approval. Getting info on paying off the building loan. Looking at the copier contract to close out this expense.

Dean – work with Vicki and John on getting pledges in and gifts given to the Legacy Society.

Carol – Newcomer Ministry has new members. Work with Dean on the capital campaign. Transferred the Breeze database to Rose. Kay Alexander has agreed to become a Breeze superuser.

Sharon – Continue with B&G, Finance Committee and County meetings. Work with County on the kitchen remodel.

Jay – Meeting with Preschool Board

Keith – Intentionally connecting with vestry member so everyone has his undivided attention.

Kimberly – Follow thru with planning a draft statement for payment of the loan, send out link for the vestry survey, assist Carol with vestry retreat, participate with Newcomers group, mapping of our communication processes

Barbara – Maintain contact with ministries including the Foothill Family Shelter. Work on Parochial Report, join newcomer's group

Next vestry meeting is April 3<sup>rd</sup> at 1:00.

Dean Billman gave the joke of the day.

Closing prayer given by Rev. Keith Yamamoto.

Meeting adjourned at 4:10 PM.

Submitted by,

Vicki Levorio, clerk