

**St. Barnabas Episcopal Church • Bainbridge Island, WA  
August 22, 2021 Minutes of the Vestry Regular Meeting by Zoom Teleconference**

**Vestry Members Present**

David Teves, *Sr. Warden*; Steve Schmitz, *Jr. Warden for the People*; Brian Andvik, *Jr. Warden for Buildings and Grounds*; Angie Bickerton; Barbara Bolles; Kirk Eichenberger; and Judith Hanna

**Vestry Members Absent**

Laura Bainbridge, Linda Maxson

**Others Present**

The Rev. Karen Haig, *Rector*; Michael Killion, *Treasurer*; Katherine Bolles, *Chancellor*; Rebecca Ditmore, *Clerk*

**Call to Order: 1:35 p.m.**

<i>Item</i>	<i>Topic</i>	<i>Speaker</i>
<b>1.</b>	<b>Opening Prayer and Spiritual Reflection</b>	<i>Rev. Karen Haig</i>
<b>2.</b>	<b>Approval of Agenda</b>	<i>Rev. Karen</i>
➤	Motion: Approve the meeting agenda as amended. <b>MSP</b>	
<b>3.</b>	<b>Approval of Minutes from 7/18/21 Meeting</b>	<i>Rev. Karen</i>
➤	Motion: Approve the minutes. <b>MSP</b>	
<b>4.</b>	<b>Old Business</b>	
<b>4.1</b>	<b>Zoom Vestry Meetings/First Thursday Meetings/ Executive Council</b>	<i>Rev. Karen</i>
	It was decided that First Thursday meetings should continue and vestry members were encouraged to participate. Judith Hanna will put out other potential times to meet. Rev. Karen would like assistance in decision making about Covid. If you are interested in this, please contact her. Zoom meetings will continue for the time being.	
<b>4.2</b>	<b>Liaisons Connecting</b>	<i>Rev. Karen</i>
	Vestry members who have not been in touch with the group or people they are a liaison with should check in with them.	
<b>4.3</b>	<b>Renaming the Completed Meditation Trail</b>	<i>Barbara Bolles</i>
	The discussion was tabled and will be discussed in a future meeting.	
<b>4.4</b>	<b>Stair Railing</b>	<i>Brian Andvik</i>
	Brian Andvik would like to bring forward a plan that helps with ADA compliance to ease access for our aging population from the sanctuary to the parish hall. Brian was thanked for his efforts with all of the different projects he's worked/is working on.	

#### 4.5 Interium Memorial Project Report

*Barb/Brian/Steve Schmitz*

Steve Schmitz has received a number of emails from a parishioner who would like to be able to memorialize her spouse at St. Barnabas, although he is buried elsewhere. Barb Bolles reports that today's meeting with interested parties involved the relay of a concept for putting up a memorial wall that would hold plaques with names. Brian explained that this would be a horizontal surface mounted close to the church building. Photos will be taken of existing plaques and those will be used to get quotes on further work.

#### 4.6 ROOFING Update

*Brian*

An excellent bid was received from our roofer (Tavi's Roofing), saving us \$20–25K. The job is complete and final payment is due. Clean-up was thorough and photos were provided. There is a five-year labor warranty, and a fifty-year shingle warranty. Brian will obtain a copy of the shingle warranty so that is on file, as well as proof of the release of any lien on the materials.

The process moving forward is that the chancellor will approve Building & Grounds contracts, and the sexton will give the final sign-off to ensure completion for payment.

- Motion: Accept the project as completed, conclude the contract, and authorize final payment. **MSP**

#### 4.7 Covid Update

*Rev. Karen*

In addition to support for Rev. Karen on this topic, there was a discussion on how to move forward with having two services and where they could meet. The vestry was asked to think about this and get back to Rev. Karen with their thoughts.

#### 4.8 Vestry Articles for Newsletter

*Rev. Karen*

The vestry was reminded that members are requested to provide articles about themselves for the newsletter so that parishioners can get to know them better. Please send your article to Rev. Karen.

### 5. New Business

#### 5.1 Policy for Counting Money

*Rev. Karen*

The following process was offered as the policy for collecting money at church: Offering plates are taken to the sacristy immediately following the service. Two ushers count the money, verifying each other's amounts. The count sheet is filled out by one, verified by the second, then signed by both. Ushers place money and count sheet in an envelope then place the envelope into the floor safe through a slot accessible to the usher. The envelope cannot be retrieved from the safe without the combination which is kept by the bookkeeper. On the first morning after the Sunday service when the bookkeeper is in the office, the bookkeeper retrieves the envelope(s) from the safe. The envelope is opened in the presence of the parish administrator, the bookkeeper and the parish administrator verify the usher's count on an additional count sheet. The parish administrator signs off on the count sheet. The bookkeeper prepares the bank deposit.

- Motion: Accept the adoption of the new offering plate policy. **MSP**

## **5.2 OSHA Safety Program**

*Rev. Karen*

Kathy Bolles will develop and review this with Rev. Karen.

## **5.3 Thank You Note to Mace Korytko**

*Rev. Karen/Brian*

Brian has written the thank you note on behalf of the church to Mace for his work maintaining the meditation trail. The vestry approved the letter and Rev. Karen will mail it.

## **5.4 Key Policy**

*Rev. Karen*

In the future, keys are to be distributed based on roles held in the church. Key (or lockbox code) holders must have current Safeguarding God's people and Safeguarding God's Children certifications. There are many St. Barnabas keys in circulation, some held by people who are not certified and who no longer have need of keys. In order to prevent further issues, Rev. Karen will produce a list of church roles which require use of a key. This list will be reviewed at the next regular meeting.

## **5.5 Being Comfortable with Our Discomfort Around Racism**

*Dave/All*

Those participating are about to wrap up the Sacred Ground program and leadership would like to review and identify what is best for moving forward. Unfortunately, racism is something that that we will continue to confront in ourselves and as a congregation. While recognizing it is uncomfortable, we know that we need to continue our work with this. The vestry was asked for their thoughts and insights moving forward. Kirk suggests that this be given a more in depth look so that it can tie into Rev. Karen's sabbatical. Other ideas include an outdoor group eucharist with Sacred Ground participants. Rev. Karen and Dave will look at meeting with Sacred Ground facilitators to get suggestions about how to move forward.

## **5.6 Kick Off Meeting**

*Rev. Karen*

- a) An Engaging Way to Talk About Community and Being Church: Steve and Barb will discuss.
- b) Sacred Ground Work: Rev. Karen and Dave will meet with facilitators to come up with options for moving forward with this. Dave will convey this in the meeting.
- c) Sabbatical Update: Kirk will do remarks to the congregation regarding status.
- d) Financial Update: Mike will handle this report.
- e) Covid Update: Judith will do this update.
- f) Program Update: Angie will make this report.

## **5.7 Parish Work Party**

*Barb*

Due to time constraints, this item will be discussed at the next vestry meeting.

## **6. Reports**

### **6.1 Treasurer's Report**

*Mike Killion*

The news is good. There was a budgeted loss of \$6,400 at this point but due to the utilities budget and delayed invoices, that loss was not realized. We are under budget in administration expenses. Pledge income for the current year is on track. There has been an

additional pledges from currently pledging members. Parishioners are keeping up with their pledge payments. We currently have an approximately \$17K surplus.

The Finance Committee is working on having the charges to assessed valuation and depreciation more easily show in the budget.

➤ Motion: Accept the report. **MSP**

## 6.2 Day School

*Rev. Karen*

There is concern with a few school families regarding masking among children. State and CDC recommendations are that children age two and over need to wear masks. Rev. Karen would like to follow those policies and apply them to the school. The vestry supports the wearing of masks for children age two and over, and supported the proposal that the church will not allow the school to close for financial reasons due to Covid.

## 7. Parish Chancellor Update

*Kathy Bolles*

The chancellor had no additional update at this time.

## 8. Action Items

*All Vestry Members:*

- Please provide your short essay that will go into the church newsletter.
- Get back to Rev. Karen about your thoughts on how to proceed with services at this point in the pandemic.
- Let Rev. Karen know if you can assist with Covid protocol decision-making.
- Let Rev. Karen and/or Dave know your thoughts about how to move forward after the completion of Sacred Ground training.

*Rev. Karen:*

- List of appropriate roles and requirements for members to have keys to the church. This will be shared with vestry next month for discussion
- Remarks for Kick Off meeting.
- Mail Mace Korytko thank you letter.

*Kathy Bolles*

- Work on an OSHA safety plan.
- Craft a key policy for review at next meeting.
- Present the revised employee handbook.
- Develop a donation and recognition naming policy.

*Brian Andvik*

- Deliver final payment to roofer and get necessary guarantees/paperwork there is no lien on the church.

*Angie Bickerton:*

- Program update for Kick Off Meeting (includes CCN information).

*Steve Schmitz:*

- Will confer with Barbara Bolles about how to engage the community and what being church means to present at Kick Off meeting.

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*Kirk Eichenberger:*

- Remarks regarding sabbatical for Kick Off meeting.

*Mike Killion:*

- Financial report for the Kick Off meeting.

*Judith Hanna:*

- Covid update for the Kick Off meeting.

**9. Executive Session**

*Rev. Karen*

The meeting went into executive session.

**10. Closing Prayer**

*Rev. Karen*

**11. Adjournment**

*Rev. Karen*

- Motion: to Adjourn 4:04 p.m. **MSP**

Faithfully submitted,

*Rebecca Ditmore*

Rebecca Ditmore  
St. Barnabas Vestry Clerk