

**St. Barnabas Episcopal Church • Bainbridge Island, WA**  
**January 23, 2022 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*; Laura Bainbridge; Angie Bickerton; Barbara Bolles; Kirk Eichenberger; Judith Hanna; 2021The Rev. Karen Haig, *Rector*

**Vestry Members Absent**

Linda Maxson

**Others Present**

Michael Killion, *Treasurer*; Katherine Bolles, *Chancellor*; Rebecca Ditmore, *Clerk*; Michael Ditmore

**Call to Order: 1:07 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>Dave Teves</i>
➤	Motion: Approve the meeting agenda. <b>MSP</b>	
<b>3.</b>	<b>Approval of Minutes from 12/19 and 12/23/21 Meetings</b>	<i>Dave Teves</i>
➤	Motion: Approve the minutes. <b>MSP</b>	
<b>4.</b>	<b>Old Business</b>	
<b>4.1</b>	<b>Lenten Reflections</b>	<i>Rev. Karen</i>
	Rev. Karen reminded the vestry that it's time to write Lenten reflections, and she thanked those members willing to send in articles.	
<b>4.2</b>	<b>Bishop's Leadership Conference—May 9–13, Fort Worden, Port Townsend</b>	<i>Rev. Karen</i>
	This meeting is for church leaders and vestry members and will occur in May, provided it is safe to attend. The program for churches the size of St. Barnabas will be held on the second and third days. Information will be sent to the vestry about how to register.	
<b>4.3</b>	<b>Bishop's Visitation 10/16/22</b>	<i>Rev. Karen</i>
	The bishop will be visiting on October 16, and that will require some initial work from the vestry. The senior warden will work with the vestry to arrange a meeting after the service.	
<b>4.4</b>	<b>Sacred Ground</b>	<i>Dave</i>
	Dave has been thinking that to continue this program, there needs to be a central person to coordinate the program. The name "Beloved Community" was suggested as a committee name, organized to help move the Sacred Ground program forward as a group working in	

tandem with the sabbatical committee. At this point there is one group ready to begin the Sacred Ground program in the next month.

#### **4.5 COVID Update**

*Rev. Karen*

Rev. Karen discussed the current case load in the county (1,360+ cases/100,000 residents). It was decided to maintain the current protocol.

#### **4.6 Tracking List Update**

*Mike Killion/Rev. Karen*

Updates were made to the list for completed items.

#### **4.7 Annual Meeting**

*Rev. Karen*

Rev. Karen was pleased with the way the annual meeting last year was divided up and led by different vestry members, so it was decided to stick with that format. A resolution will need to be passed to allow the meeting materials to be distributed electronically and the meeting to be held virtually. Items to be added to the agenda include the sabbatical, Sacred Ground, the election of the new vestry members, and thanking members for their service over the last year. There will also be breakout sessions in this meeting.

#### **4.8 Pledge Status**

*Rev. Karen*

We have received 107 pledges, for a total of \$378K in pledges. We are approximately \$32K down, and that is almost completely explained by deaths, departures, and moves. There was a discussion about how to proceed, and when and where to contact those pledgers, all of which speaks to the need for a Stewardship Committee with a robust vision.

#### **4.9 Budget**

*Mike Killion/Rev. Karen*

Mike presented the budget and the consequences of it. Pledge total is down 8% from 2021. Using 4% of the Hodges Endowment, will bring in additional funds in an effort to narrow the budget deficit. The Finance Committee recommends that if we are going to take the 4%, the dividends from the endowment should not also be taken. The commercial kitchen produced \$20K last year. The commercial kitchen is a part of our outreach mission and does not operate at a profit. The difference in budget from 2022 to 2021 is a loss of \$64K. The budget is built on a small percentage of pledge income not coming in.

Expenses were trimmed as necessary—Administration costs increased by \$24,000 as a result of hiring a contract bookkeeper. Wages and benefits were reduced accordingly. Gross wages reflect the 5.5% increase required by the diocese (slightly over \$10K in total). Utilities have increased due to increased rates. The total budget increase is 2.1%. We are operating at a loss of approximately for \$75K for the last two years, which is not sustainable.

#### **4.10 Hodges Resolution 2022-1**

*Mike Killion/Rev. Karen*

The Hodges Resolution: There are three objectives with the resolution: 1) Memorialize the history of the endowment for future generations. 2) Clarify how the endowment has been used in the past. (The resolution indicates that past policies about the endowment will be superseded by this resolution.) 3) Proceeds from the endowment will be based on the market value of the endowment over the previous twelve quarters. Using the twelve quarter method will even out spikes in the fund and serve to protect it. The finance committee recommends an additional \$30K be taken from the Hodges endowment this year to cover sabbatical. Future vestries will have this resolution to work from when making budgetary decisions.

- Motion: Approve the Hodges Resolution as amended. **MSP**
- Motion: Approve the budget as presented. **MSP**

#### 4.11 Sabbatical

*Kirk Eichenberger/Barbara Bolles*

Karen Beierle and Barb went to the Bainbridge Island Historical Society and Katy Curtis was very helpful in showing ways to reach communities of color on the island. A tentative schedule has been developed, with speakers and films, with something offered almost every Sunday as well as some weekdays during the congregation's sabbatical.

#### 4.12 Sanctuary Ventilation

*Brian Andvik*

Masking, vaxing, social distancing, and ventilation are four methods for keeping a space as safe as possible. We have accomplished the first three and are only meeting in the parish hall and/or outside because of ventilation issues. We have gotten informal advice, with four options: 1) install a ventilation system—deemed too expensive an option. 2) Install ceiling fans—these would only move air around and not move it out, not allowing for the air exchange required. 3) Put fans into the roof—noisy and would penetrate the roof, with the potential for leakage. 4) Install three or four exhaust fans which would draw air out of the church where the ceiling meets the vertical brick walls. This would allow exhaust air to go out and allow for approximately one air exchange an hour. Noise for this option must be evaluated. Item four is the one most practical of the options presented.

- Motion: Accept the report and request further information about the impacts of version four. **MSP**

### 5. New Business

#### 5.1 Sabbatical Resolution—2022-2

*Rev. Karen/Kathy*

A resolution of the vestry of St. Barnabas Episcopal Church of Bainbridge Island, Washington immediately distributing a one-time lump sum of \$30,000 from the Hodges Endowment to be used to fully fund the rector's sabbatical.

Whereas, the Hodges Endowment, currently invested with the Diocese of Olympia, has a current balance of approximately \$1.4 million; and

Whereas, historically, funds for the rector's sabbatical have not been accrued and, due to a variety of extraordinary factors, the 2022 budget for St Barnabas will not support the full funding needed for the rector's sabbatical; and

Whereas, it is appropriate to make a one-time lump sum distribution of \$30,000 from the Hodges Endowment to fully fund the rector's sabbatical;

Now, therefore it is hereby resolved by the Vestry of St Barnabas Episcopal Church of Bainbridge Island, Washington that a one-time lump sum of \$30,000 shall be immediately distributed from the Hodges Endowment to fully fund the rector's sabbatical.

- Motion: Approve the resolution. **MSP**

#### 5.2 Key Leadership Roles

*Rev. Karen/Kathy Bolles*

Among other things, we need to find a children's ministry coordinator and stewardship lead. Vestry members were requested to contribute names.

**5.3 Earthquake Insurance Coverage**

*Rev. Karen*

The diocese requested insurance coverage, and our budget does not include this amount. We are awaiting further information and that will be sent out to the vestry when received.

**5.4 Thank You to Outgoing Vestry Members**

*Rev. Karen*

Dave was thanked for his presence, leadership, and care as senior warden. Rev. Karen expressed her gratitude to him for all his time and efforts. Dave thanked Rev. Karen for opportunity to serve. Barbara Bolles will be the incoming senior warden.

**6. Reports**

**6.1 Treasurer’s Report**

*Mike Killion*

The day school continues to be in a good financial position. Restricted funds increased because of interium funds; Unrestricted funds are approximately \$139K. We have a \$23K budget surplus from last year. We received 95% of our pledges in 2021. Projected income for 2022 is \$469k with projected budget of \$548K.

➤ Motion: Accept the report. **MSP**

**6.2 Day School**

*Rev. Karen*

Rev. Karen has no additional updates aside from her most recent Rector Report.

**7. Parish Chancellor Update**

*Kathy Bolles*

The chancellor continues to work on various church projects.

**8. Action Items**

*Brian:* Pricing information on ventilation options

*Vestry members:* Supply names for key leadership roles; prepare Lenten reflections as agreed

**9. Closing Prayer**

*Rev. Karen*

**10. Adjournment**

*Rev. Karen*

➤ Motion: to Adjourn at 3:40p.m. **MSP**

Faithfully submitted,



Rebecca Ditmore  
St. Barnabas Vestry Clerk