

St. Barnabas Episcopal Church • Bainbridge Island, WA
March 20, 2022 Minutes of the Vestry Regular Meeting by Zoom Teleconference

Vestry Members Present—Barbara Bolles, *Sr. Warden*; Steve Schmitz, *Jr. Warden for the People*; Brian Andvik, *Jr. Warden for Buildings and Grounds*; Laura Bainbridge; Angie Bickerton; Michael Ditmore; Kirk Eichenberger; Judith Hanna; Claire Hicks; The Rev. Karen Haig, *Rector*

Vestry Member Absent—none

Others Present—Mike Killion, *Treasurer*; Katherine Bolles, *Chancellor*; Rebecca Ditmore, *Clerk*

Call to Order: 12:35 p.m.

<i>Item</i>	<i>Topic</i>	<i>Speaker</i>
1.	Opening Prayer and Spiritual Reflection	<i>Barbara Bolles/Rev. Karen Haig</i>
2.	Approval of Agenda	<i>Barbara</i>
➤	Motion: Approve the meeting agenda. MSP	
3.	Approval of Minutes from February 20, 2022 Meeting	<i>Barbara</i>
➤	Motion: Approve the minutes. MSP	
4.	Old Business	
4.1	Bishop’s Leadership Conference—May 11–13, Fort Worden, Port Townsend	<i>Rev. Karen</i>
	Barbara and Michael will attend. The vestry should suggest one more person to attend by emailing Barbara.	
4.2	Bishop’s Visitation 10/16/22	<i>Rev. Karen</i>
	Barbara and Rev. Karen will further discuss.	
4.3	Mutual Ministry Agreement Review	<i>Rev. Karen</i>
	Three goals for the vestry to accomplish prior to the 2023 Annual Meeting: 1) completing the sabbatical (Rev. Karen and the congregation); 2) forming a strategic planning committee and engaging a facilitator for that process; 3) research into getting back into the church.	
4.4	Air Scrubbers/Moving into the Church	<i>Rev. Karen/Brian Andvik</i>
	A number of different options have been reviewed and it was learned that air filters/-scrubbers have improved. First Lutheran in Poulsbo was visited, and their air filters/scrubbers were observed as being quiet and able to do the task. These scrubbers are designed for allergens as well as the cold and flu season, using filters requiring periodic replacement. The equipment also captures covid particles, providing a similar level of safety as the downstairs parish hall. It is unclear what the lead time is for delivery. Three of them will cover the square footage of the sanctuary. The cost is approximately \$750 each. Rev. Karen and Barbara will meet to move forward with ordering.	

Discussion occurred regarding seating numbers for Holy Week. Rev. Karen will speak with staff and parents to get a sense for what decision should be made about the number of attendees. Masks will continue to be worn.

- Motion: Approve the purchase of three air scrubbers. **MSP**

5. New Business

5.1 Zooming with Staff

Rev. Karen

The staff would like to meet with the vestry about whom they should speak with while Rev. Karen is on sabbatical. Laura Bainbridge will send out a survey so that the time can be decided upon.

5.2 April Vestry Meeting Date

Rev. Karen/All

The current vestry meeting is scheduled for Easter, the meeting will be rescheduled for Sunday, April 24 at 12:30pm, via Zoom.

5.3 Stewardship and the Vestry

Barbara

Last month everyone was invited to be on the Stewardship committee. If you have not responded, please get in touch with Barbara. The vestry is requested to consider how their committee assignment fits with stewardship: what are you caring for? These reflections can be written and submitted to Andrew Bainbridge for future inclusion in the Stewardship Corner of the newsletter.

5.4 Congregational Development Grant & 5/21 Grant Writing Workshop *Rev. Karen*

Helene Schmitz, Rebecca Ditmore, and Barbara Bolles have agreed to participate in the workshop. Rev. Karen has written the grants in the past, but any congregation which wants to submit a grant must attend the workshop put on by the diocese. Rev. Karen would like a grant proposal to secure a person for family ministry (approximately 10 hours per week). As many as would like can participate in the grant writing workshop.

5.5 Insurance Appraisal—Replacement Value (~~Organ,~~ ~~Commercial Kitchen~~) 5–7 years

Rev. Karen

Our auditor, Garry Sobeck, requested that we have an insurance appraisal every five to seven years to make sure we have enough replacement value insurance. Garry was particularly concerned about the organ and commercial kitchen equipment. Mike will contact Dennis Tierney from the diocese for advice on how to proceed. The American Guild of Organists has staff who can appraise the organ.

5.6 Gift Acceptance

Kathy Bolles/Rev. Karen

the St Barnabas gift acceptance policy requires that if someone makes a conditional gift, it must be either accepted by the vestry or declined. We have received notice of a bequest from the estate of Donna Bartelink—a former parishioner who lived in Arizona—and a \$1,000 gift has been given with the condition that it must be used for Super Suppers. The money can be accepted until the program is reinstated. The interest can be used for any program.

- Motion: Accept the gift with restrictions. **MSP**

5.7 Eating Together *Rev. Karen*
(Maundy Thursday/Coffee Hour/Feast of St. Barnabas)
The church would like to do the Maundy Thursday meal, coffee hour at Easter, and Feast of St. Barnabas in June. The decision was made to move forward with these events.

5.8 Table Hosts, Maundy Thursday, April 14, 6 p.m. *Rev. Karen*
Rev. Karen explained the service and that requested vestry members interested in hosting a table let her know.

5.9 Criteria for Changing Mask Requirements or Other Covid Protocols *Rev. Karen*
This will need to be decided by the vestry in the April meeting. The vestry is requested to think about this in the meantime.

6. Reports

6.1 Treasurer's Report *Mike Killion*
Funds are maintaining, although the endowment is down due to recent market changes; Pledge income for January–February 2021 was \$121K, vs the same period this year at \$89K. The budget for 2022 is \$548K. Our pledge income is expected to be \$353K. Mike will keep track of where we are on a month to month basis as the year passes.

➤ Motion: Accept the treasurer's report. **MSP**

6.2 Day School *Rev. Karen*
Rev. Karen will make an update to this in her rector report. A work party was suggested for the school playground.

7. Parish Chancellor Update *Kathy*
The safety plan has been submitted as part of our OSHA audit. The chancellor is looking at decisions about who can exercise powers to be used in Rev. Karen's absence. Rev. Karen will meet with the chancellor to discuss.

8. MBTI Results *Rev. Karen*
All meeting members need to review the profiles sent. Please read them so we can review them in the next meeting. Rev. Karen did a short review of how we process information, make decisions, and in what areas we should be aware of our deficits.

9. Action Items
All Vestry Members: Hosting table at Maundy Thursday dinner.
Review personal MBTI report to discuss at the next meeting.
Rev. Karen: Meet with Barb to order air scrubbers.
Rev. Karen: Communication plan to get back into church. Decide how many people can be in the church. Discuss comfort levels with staff and parents.
Kathy Bolles: Meet with tech person to discuss parish hall use over Easter.
Meet with Rev. Karen to discuss exercise of power while she is on sabbatical.

Laura Bainbridge: Send out poll on dates for staff/vestry.
Mike Killion: Insurance appraisal information

10. Closing Prayer

Steve Schmitz

11. Adjournment

Rev. Karen

➤ Motion: to Adjourn at 3:17 p.m. **MSP**

Faithfully submitted,



Rebecca Ditmore
St. Barnabas Vestry Clerk