

**St. Barnabas Episcopal Church Bainbridge Island, WA**  
**September 17, 2023 Minutes of the Vestry Regular Meeting**

Vestry Members Present in person—Barbara Bolles, Rector's Warden; Steve Schmitz, People's Warden; Brian Andvik, Property Warden; Michael Ditmore; Claire Hicks; and The Rev. Karen Haig

Vestry Member Present via Zoom—Laura Bainbridge

Vestry Members Absent—Judith Hanna, Mary Anne Smith, Tom Beierle

Others Present—Katherine Bolles, Chancellor; Kirk Eichenberger, Treasurer; Rebecca Ditmore, Clerk

<i>Item</i>	<i>Topic</i>	<i>Speaker</i>
Call to Order: 12:04 p.m.		<i>Barbara Bolles</i>
<b>1. Opening Prayer</b>		<i>Steve Schmitz</i>
<b>2. Ministry Spotlight—Day School</b>		<i>Julia Lampa</i>
<p>The day school is off to a good start. We have great teachers who have jumped in, and</p> <p>are contributing. A fourth staff member is still needed. The school is at 55% capacity. Concern about illness remains and parents need reassurance that their kids are academically in a good place. Covid has put kids behind emotionally. With lower enrollment, we are able to take in a few children who need more hands-on care.</p> <p>We are a play-based program and are open to all children. We follow the Washington state plan for kindergarten readiness. Curriculum is play based and intentional. Each child has a portfolio which tracks their learning of letters, numbers, as well as fine motor skills, keeping parents informed of how their children are progressing. There is a daily prayer, and we work to celebrate all faiths. Rev. Karen leads chapel and singing once a month as part of the curriculum, teaching gospel and Christian values. She participates in seasonally based Christian programs (Christmas, Valentine's Day, Easter, etc.).</p> <p>Students range in age from 2-1/2 through age five. Our preschool is licensed by the diocese only, but state standards and best practices are kept wherever possible. School hours are 9 a.m.–Noon for preschool, and 9 a.m.–1 p.m. for older children. We are required to limit our hours to four per day due to licensing and the configuration of our facility. St. Barnabas and Bethany Lutheran have the lowest tuition costs on the island, and we have scholarships available to those who qualify. Our teacher pay is on par with other places, and the day school pays the church for utilities and accounting support.</p>		
<b>3. Spiritual Reflection</b>		<i>Rev. Karen Haig</i>
<b>4. Approval of Agenda</b>		<i>Barbara</i>
➤ Motion: Approve the agenda as amended. <b>MSP.</b>		

## **5. Approval of Minutes from July 16, 2023 Meeting**

*Barbara*

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

## **6. Treasurer's Report**

*Kirk Eichenberger*

The reports are through August 31, 2023. Our bank accounts are down \$73K for the year. This includes outreach spending, the funds sent to Mongolia, and the new refrigerator for the kitchen. We've received 2/3 of our pledges, and we are at \$25K in plate offerings and undesignated monies, which is over what was budgeted.

Expenses are over in utilities, maintenance, and housekeeping. Our diocesan assessment is also higher whenever our income goes up. Our kitchen recovers the cost of the kitchen manager and supplies, but does not cover utilities; it is outreach for the church. Borgan Anderson was thanked for the excellent presentation he did at the church meeting in earlier in the month.

- Motion: Approve the report as presented. **MSP.**

## **7. Old Business**

### **7.1 Review of Tracking List**

*Rev. Karen*

Items were reviewed.

### **7.2 Personnel Update**

*Rev. Karen*

After a very thorough application process, two applicants rose to the top for the music director position. The choir was unanimously positive about the applicant chosen. The committee and all who participated during the process were thanked for their dedication and hard work.

We are looking for a ¼-time youth person and a new sexton.

### **7.3 Strategic Plan Update**

*Rev. Karen/Barbara*

We have identified goals and also strategies. Next will be the development of deadlines. Helene Schmitz has taken on being the committee chair.

### **7.4 Endowment Name Change**

*Rev. Karen*

This involves changing the name of the endowment. Kirk will get in touch with the diocese to find out what is involved with this.

### **7.5 Interium Update**

*Brian Andvik*

Brian informed us of the process to get interium banks made, so that future vestries will know how to move forward. Details are available in the reading materials he provided to this month's vestry.

### **7.6 Interfaith Council**

*Steve*

Two people are very interested in sharing the duties as representatives and they will attend the meetings and report to the Outreach Committee.

## **8. New Business**

### **8.1 Celebrate St. Barnabas**

*Barbara*

The meeting had a good turnout and there will be 16-18 ministries represented. Most of the ministries will have materials that can be put on the table to be viewed after the 8 a.m. service as well. There will be signup sheets available for both services.

## **8.2 Convene**

*Rev. Karen*

This is the learning session of the diocesan convention. It will be happening at Everett Community College, on September 30. Rev. Karen would like to have St. Barnabas represented.

## **8.3 Stewardship**

*Barbara/Rev. Karen*

The year-round calendar has been completed which attempts to be true to who and what St. Barnabas is. It allows us to focus and celebrate the different ministries, as well as community leadership.

## **8.4 Community Volunteering**

*Tom Beierle*

This report will be given next month.

## **8.5 Labyrinth Landscaping/Close Funds**

*Rev. Karen*

This is a reminder that we have a fund that has approximately \$6K. The fund is available to make upgrades to the close.

- Motion: The vestry commits to funding up to \$2,500 for landscaping from the close fund, rector's discretionary fund, and the labyrinth grant. **MSP**.

## **8.6 Grant Status Updates**

*Rev. Karen/Michael Ditmore*

The camera system has been purchased, as well as a controller, and Macbook Air. Cabling has been purchased. Software needs to be updated onto the computer. The cameras will be mounted at the front and back of the sanctuary. It should be up and running in approximately three weeks.

Jim is working on the video for the labyrinth, and the brochure will be created and those will be placed on the ferry and in a kiosk.

## **9. Parish Chancellor Update**

*Kathy Bolles*

The chancellor has no additional report at this time.

## **10. Action Items**

*All*

*Rev. Karen*

- Convert PowerPoint of budget presentation to a pdf and put that into the e-news.
- Schedule Zoom or in person meeting with families to discuss youth minister hire.
- Find ad for sexton and send to Steve.
- Send out workshop titles for Convene.

*Rev. Karen and Rebecca*

- Come up with a plan for the website to move forward.

*Rebecca*

- Send annual meeting minutes to Barbara.

*Kirk*

- Contact the diocese about the emergency reserve endowment renaming.
- Discuss the funding for the labyrinth planting at the Finance Committee meeting.
- Speak with Jessica about resending Giving Statements.

*Brian*

- Get arborist quote for oak tree maintenance.

*Kathy*

- Create an employment contract for the new music director.

*Michael*

- Install new video system.

*Steve*

- Take ad for sexton to home improvement location bulletin boards.

*Barbara*

- Barbara will send out email for the stewardship signup sheet and testimonial requests.

*All*

- Send Rev. Karen ideas about who is a possible hire for sexton and/or youth minister.

## **11. Closing Prayer**

*Steve*

## **12. Adjournment**

Motion: Adjourn at 2:45 p.m. MSP

*Barbara*

Faithfully submitted,

*Rebecca Ditmore*

Rebecca Ditmore  
St. Barnabas Episcopal Church Clerk