

**Grace Episcopal Church**  
**Vestry Meeting**  
**June 12, 2018**

**Present:**

Wren Blessing  
Jan Ringo  
Deborah Schenk

Julie Shryock  
Tom Tyner  
Don Warkentin

Patty Robinson  
Chuck Bombardier

**Absent:**

Jane Crane  
Lynette Baisch  
Martin Garthwaite

**Spirit**

The meeting was opened at 7:00pm with Eucharist.

**Resources**

A motion was made and seconded to approve the minutes for the Vestry meeting held on May 16, 2018. A vote was taken and the motion passed.

**Treasurer's Report**

Deborah expressed gratitude for Chuck Lenard's many years of faithful service on the Finance Committee. His generous spirit and wise counsel will be sorely missed.

Deborah said that, pending the final tally, the plan is to borrow about \$43,000 from unallocated funds for the Clergy Housing Fund. These monies are to be repaid as pledged donations come in.

May financials were distributed to the Vestry via email. Deborah reported that there were no concerns or issues. Plate income showed improvement but was still under budget.

The 2018 Audit report was also distributed via email. The Audit, which consists of an internal financial review was very thorough. The results showed that Grace is in good financial order with no significant issues identified. Deborah explained that the Vestry is required to receive the report. The Finance Committee has reviewed the Audit report in detail. A motion was made to approve the resolution below. The motion was seconded, a vote was taken and the motion passed.

**Resolution: That the Vestry receives the report of the 2017 Audit and commends the Audit Committee for its contribution of time and effort and for a well-prepared report.**

Deborah indicated that the Audit report included several recommendations.

1. Grace should review state legal requirements for the Columbarium on an annual basis. Tom volunteered to research the current status and to make a recommendation to the Vestry regarding a policy to ensure compliance.
2. The Audit report expressed a concern that Grace was not fully insured. It was recommended that Grace establish a more complete inventory for insurance purposes, with particular attention to adding smaller inventory items (e.g. silverware, dishes etc.).

Additionally, Wren indicated that the Parochial Report included in the Audit contained errors. She will work to correct those errors in the next week.

Motions were made for the following three resolutions. The motions were seconded, votes were taken for each and the three motions passed.

**Resolution: That the Vestry request the Place for Grace trustee to consider the recommendations in the 2017 Audit report with respect to insurance and to hire an advisor for this purpose if necessary and to report back to the Vestry.**

**Resolution: That Deborah H. Schenk, as treasurer of Grace Episcopal Church of Bainbridge Island, be authorized to act on the church's Vanguard Account.**

**Resolution: That Katrina Diller be removed as a permitted user of the Grace credit card and that a card be issued to Diane McGrew.**

### **Clergy Housing Fund Update**

Julie reported that fund raising for the Clergy Housing Fund was successfully completed having raised the full \$100,000 from 58 households.

Julie introduced a discussion of the philosophy of the Endowment Fund. She asked for Vestry member's comments about possibly considering a different approach. Her concern is that the Grace Endowment Fund is unlikely to ever reach the amount of money necessary to represent a useful endowment. Discussion followed. Julie will continue the discussion at the next meeting of the Endowment Board.

### **Clergy Housing Assistance Agreement**

Tom distributed a final draft of the Clergy Housing Assistance Agreement to the Vestry via email. Vestry members offered comments.

A motion was made and seconded to approve the following resolution. A vote was taken and the motion passed

**Resolution: That the Clergy Housing Assistance Agreement be approved as presented.**

## **Direction and Coordination**

### **Rector's Report and Staffing Update**

Wren confirmed that Katrina Diller has left the position of Parish Administrator and that Diane McGrew has taken her place on an interim basis. Candee Heald will help with training Diane.

Wren shared that she is planning to get the HR Committee revitalized to assist with the development of job descriptions and posting of open positions.

Wren reported that she has begun the process of identifying guest musicians to cover music needs for the summer. Wren met with members of the Music Circle and received valuable input. She plans to form a search committee for the Music Director position.

Wren announced that a new Communications Director was hired today and will begin work July 1, 2018. This individual will also manage the art gallery with the help of Elizabeth Cromwell. The Communications Director position is currently eight hours per week but that may flex over time.

Wren presented some ideas for the structure of the position to replace Valerie. She is contemplating several different scenarios with a goal of incorporating faith formation for all ages using creative methodologies.

### **2008 Capital Campaign Fund Disposition Update**

Don reviewed some preliminary ideas regarding the issues surrounding the 2008 Capital Campaign Fund. He expressed the goal of addressing the unfinished business of the campaign. A decision needs to be made about how to proceed. He identified three possible approaches:

1. Restart the campaign to finish raising funds to build a chapel.
2. Initiate a "go big" campaign to raise funds not only to complete the chapel but also incorporate some additional fund raising goal.
3. Think about the vision of where Grace is today and what the community sees as the best use of the funds. That could require asking donors if they are willing to use funds for something different than the chapel as originally envisioned.

### **Field & Vine Vestry-Hosted Dinner Update**

The dinner will be held at Deborah's beginning at 6:00pm. There will be approximately 30 guests, including Vestry members. Discussion followed regarding Vestry members contributions for the dinner (wine and a dish to feed 30). Deborah requested emails from Vestry members specifying contributions.

### **Other Business/July Vestry Meeting Update**

The July meeting is scheduled for July 25, 2018.

The meeting ended at 9:05pm.

Respectively submitted,  
Jan Ringo, Clerk

