

**Grace Memorial Episcopal Church**

**Vestry Meeting Minutes**

**January 21, 2020**

**Members of the Vestry**

Elyssa de la Cruz  
Cameron Denney  
Andrew Eshleman, Sr. Warden  
Robin Gault  
Curt Germundson, Treasurer  
Phillip Koop  
Charles McGee  
Nora McLaughlin  
Louise Tippens

**Clergy**

The Rev. Martin Elfert

**Others**

Kathryn (Katy) Unbehaun  
Nancy Entrikin  
Alicia Perkins Lehrle, Clerk

**Members of the Vestry Absent**

The Rev. Jeanne Kaliszewski  
  
Peyton Snead  
David Waldow  
  
Ben Snead, Youth Representative

**1. Formation**

1.1 Opening Prayers

- The meeting began at 6:05pm with an opening prayer from Martin.

**2. Items**

2.1 Consent Agenda Items

- Robin moved to remove the Grace Commons Report from the Consent Agenda, and Phillip seconded the motion. Nora moved to accept the remaining Consent Agenda as presented, and Phillip seconded the motion. There was no further discussion, and the motions passed unanimously.

- Nancy was thanked for both the Grace Commons Report as well as her announcement about it during last Sunday's service. She was asked about the possible zoning change, and she said it is a complicated issue. The conditional usage in place may not actually cover the current use of the campus by PHAME and Grace Art Camp. Additionally, the proposed Black Box Theater in the new development project is considered commercial. There is a possibility of rezoning a small section of the campus as commercial to accommodate the Black Box. Continued research is needed regarding the zoning concerns. Nancy reported there are 7 or 8 churches preparing to go before the Portland City Council during the March 26 meeting to request zoning changes, and, while Grace's zoning issue is different from the other churches, Nancy said Grace should be included with the group at the March 26 meeting.
- At the December Vestry meeting, \$5,000 was approved for the capital campaign as Grace's initial contribution, which included a \$2,000 grant. However, the \$2,000 grant was given for an environmental study and should not be redirected by the Vestry at this time. Because the findings of an environmental study are only relevant for a certain period of time, it is too early to have one done for the Grace Commons Project. Nancy will inquire from the grantor if the money can be reallocated. Ross Cornelius has said he will forgo the \$5,000 he was due to be paid by the parish, and that money can be redirected to the capital campaign. Nancy was asked if she could obtain documentation from Ross verifying he is waiving the \$5,000. A letter of thanks will gladly be issued by the Vestry once the documentation is received.
- The option of having the church facilities in a separate building from the rest of the development is being explored. There may be savings in building costs, but advice is needed before a decision is made, and a decision is needed before the MOU can be drafted. An attorney will need to be engaged soon, but the space use should be determined first so the appropriate discussions with the attorney can take place.
- Nancy asked to have any suggestions for the Grace Commons Report sent to her, and she will issue the newsletter every other month and posting it to the Grace website.

## 2.2 Angeline Berry and Hale McMahon Awards

- Phillip provided a report regarding the many years of service to GMEC by both Joy Finley and Bob Zimmer. He suggested Joy as the recipient of the Angeline Berry award and Bob as the Hale McMahon recipient. After a brief discussion of the parameters of each award and the dedication of Joy and Bob, Nora moved to have the Angeline Berry award given to Joy Finley and the Hale McMahon award to Bob Zimmer. There was no further discussion, and the motion passed unanimously. Traditionally, the awards are presented during the Grace Annual Meeting, which is scheduled for Sunday, January 26<sup>th</sup>.

## 2.3 Treasurer's Report

- Curt noted the budget meeting following last Sunday's 10am service was great, and his biggest take-away was that line items need to be added for fund raising and development costs. After some discussion it was decided to include a fund raising line item at \$5,000, and a development costs line item at \$2,500, with the Vestry to review these amounts part way through the year.
- He noted the Associate Rector's salary is now included in the budget with some monetary commitment from the Diocese and, hopefully, repeat donations from the first year donors for the Associate Rector's

salary. He added the budget is an ongoing process and believes the pledge numbers will ultimately be higher than shown in the budget. He went on to review a few of the items and added that the investment/gift receipt policy needs to be revisited. Adding a discretionary fund for Jeanne was suggested.

- Benefits for full-time staff were discussed, and Curt said Jackie receives a stipend for health care and a pension. He reported she is happy with the arrangement. Jeanne has health insurance coverage through her spouse. Increasing the health insurance stipend for the Elfert family was suggested so that it will cover the entire cost of health care. After a brief discussion, Charles moved to include an increased stipend for health insurance in the budget for the Rector's family, and Phillip seconded the motion. The actual dollar amount was not initially known, but Curt found the amount in his documentation, and the difference between the current stipend and the actual health insurance cost is about \$4,500. Accordingly, the original motion was amended to stipulate an increase of \$4,500 to the Rector's health insurance stipend. The proposed budget with the discussed revisions (line items for fund raising and development costs, a discretionary fund for the Associate Rector, and an increased health insurance stipend for the Rector's family) will be reviewed and voted on via e-mail by the Vestry. It is anticipated the revised budget will be provided to the Vestry by 9am on Friday with prompt action requested by the Vestry to follow so the revised budget may be included in the Annual Report to the parish.

#### 2.4 Nominating Committee

- Louise reported the nominating committee was great and a wonderful slate of new Vestry members has been named. Louise, Charles and Martin, who were on the committee along with Daniel Jones and Connie Sullivan, provided some information about the individuals on the slate in addition to the information previously distributed via e-mail to the Vestry.
- The nominating committee moves that Roosevelt Carter, Daniel Jones, Holly Puckett, Kathryn Unbehaun (2 year term), and Kevin Walsh be recommended to the congregation as Vestry members at the Annual Meeting in January. Additionally, Martin reported that Charles McGee, Holly Puckett, Robin Gault, and Christine Swanson have agreed to be Convention delegates this year for Grace. After a brief discussion, Nora moved to accept the nominating committee's recommendation for new Vestry members and the slate of Convention delegates, and Andrew seconded the motion. There was no further discussion, and the motion passed unanimously.

#### 2.5 Moment of Grace

- As the meeting was running longer than scheduled, Andrew said he would send the poem he had to share with the Vestry via e-mail.

#### 2.6 Grace Institute

- Elyssa reported Grace Institute would like to add Jan Burkholder as a board member and asked the Vestry to approve Jan as a board member. After a brief discussion, Nora moved to approve Jan Burkholder as a Grace Institute's board member, and Charles seconded the motion. There was no further discussion, and the motion passed unanimously.

- Elyssa also noted there will no longer be a Vestry liaison to Grace Institute as she is at the end of her Vestry term. The GI board will discuss the format of a liaison as to whether a GI member liaises to the Vestry or a Vestry member liaises to GI. The Vestry would like to hear Grace Institute's preference, before making any suggestions. Sharon is still providing GI reports for the time being, so the Vestry is being kept informed about GI.

#### 2.7 Planning for Mutual Ministry Review, February 1, 10:30am – 2:30 pm

- Martin briefly reviewed the goals of the Mutual Ministry Review and noted this one will be the 3<sup>rd</sup> annual review. New Vestry member will be invited, and, after some discussion, it was agreed to include a brief orientation for new Vestry members at the beginning of the MMR. Also, after discussion of the questions outlined by Martin, it was felt some of the questions should be modified to be more appropriate for new Vestry members. Elyssa volunteered to work with Martin to revise some of the questions, and the revised questions will be compiled by Jackie and sent to the Vestry via e-mail.
- The logistics for driving to Cameron's place in Sandy, where the MMR will be held, will be worked out via e-mail.

#### 2.8 Other Business

- A new sign-up for meals and the Moments of Grace is needed, and this will be done as part of the new Vestry member orientation.
- It was decided a Vestry member does not need to update the congregation at the service on Sunday as the Annual Meeting will be taking place immediately after the service.

#### 2.9 Closing Prayer

- Martin offered a closing prayer, and the meeting was adjourned at 8:08 pm.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk