

**Grace Memorial Episcopal Church**

**Vestry Meeting Minutes**

**May 18, 2021**

**Members of the Vestry Present**

Roosevelt Carter

Andrew (Andy) D'Antonio

Curt Germundson, Treasurer

Sammi Harvey

Daniel Jones

Charles McGee, Co-Sr. Warden

Holly Puckett (Sr. Petra)

David Waldow, Jr. Warden

Kevin Walsh, Co-Sr. Warden

**Clergy Present**

The Rev. Martin Elfert

The Rev. Jeanne Kaliszewski

**Others Present**

DJ Heffernan

Sharon Loomis-Malin

Nora McLaughlin, Clerk *pro-tem*

Janet McManus

Chris Tanner

**Members of the Vestry Absent**

Bindhu Newell

Kathryn (Katy) Unbehaun

## 1. Agenda Items

In light of the extensive agenda, Charles noted that the Mutual Ministry Review Updates and the Emergency Decision-Making discussion would be taken up at the next vestry meeting. He further noted that this meeting would not begin with a shared reading.

### 1.1 Grace Campus Houseless Project Proposal

- DJ Jerreman, Chris Tanner, and Janet McManus of We Shine (Welcoming, Empowering, Safe Habitation Initiative with Neighborhood Involvement) shared a brief presentation about exploring solutions to support houseless individuals in their quest to find somewhere safe to live. We Shine would support creating a village of six tiny houses (or tents) on Grace Memorial's property and provide numerous services, including bathrooms and fencing. Each house/tent is on a trailer, and this would be an interim commitment. They can be moved in three days. They propose this begin in fall, after art camp. The expectations from Grace would be to provide a site, provide some volunteers, and to assist with fund-raising.
- The discussion was robust and included whether this is compatible with on-site schools, so the question of Phame was raised. Janet McManus clarified they can specify the type of clients who would be served. Sharon confirmed there are other camps during the year and Kevin raised the question of Grace Art Camp next summer. It may be that having an intentional community may reduce the challenges Grace already faces with unaffiliated individuals misusing the site.
- At its next meeting, the vestry will decide whether this is something that should be explored further. Kevin asked members to send any questions or concerns about the proposal to him. Phame, the Grace Institute, and the inhabitant of Halsey House should be included with the committee considering this proposal.

### 1.2 Nomination of Sara Heskett, Legal Counsel, Grace Commons

- Maya Crawford found an attorney with sound and relevant experience who has volunteered to represent Grace *pro bono* for the project. Martin strongly recommends appointing Sara Heskett as our attorney for the project. Sister Petra reported that she is a well-respected attorney in the legal community.
- Sister Petra moved approval the appointment of Sara Heskett as Grace's attorney for the project, and Daniel seconded. Unanimously approved.

### 1.3 Grace Institute Report

- Sharon Loomis-Malin reported the team is excited about the summer camp plan and an upcoming fundraising ask. They are dealing with about a 25% drop in revenue. Some of that loss has been made up in grants. She expects to put in a request to Grace for some rent relief. Additional expenses will be incurred to accommodate necessary distancing.
- They plan to develop a full Covid mitigation plan. All staff and volunteers will be required to be vaccinated. There will be a large tent, five outdoor studios and six indoor studios with good airflow. Sharon expressed gratitude for all the support she is receiving.

#### 1.4 Consent agenda

- No changes or further discussion were requested for any of the Consent Agenda items (minutes of the April 2021 Vestry Meeting, Rector's Report, and Junior Warden's Report). Roosevelt moved to accept the Consent Agenda items as presented, and David seconded the motion. There was no further discussion, and the motion passed unanimously.
- Although it was not in his report, Martin reported that he and Jeanne have been recruiting volunteers to visit the website and offer suggestions about what can be improved. They have been reviewing their suggestions. Daniel reported there is still work to be done on an equity and inclusion page.
- David reported there was a successful campus work party on Saturday. They are working on an outdoor maintenance plan. Additional roof repairs were done and he hopes that work held. It still needs to be sealed.
- Kevin moved approval of the earlier emergency decision to allocate the money to repair the roof. Sister Petra seconded it. There was no further discussion, and the motion passed unanimously.
- Martin proposed the vestry clarify the spending limit he can approve without vestry approval. Curt suggested that \$5,000 is a good limit, if the expenditure is in the budget. Over that, the rector would need to consult with the senior wardens. The vestry will take this up at its next meeting.

#### 1.5 In-Person Worship Committee Updates

- Martin reported he and Jeanne are working on a sign-up system for 8am Sunday Morning Prayer in the courtyard. He is consulting with a medical professional for what questions should be asked of those who wish to attend. This begins on Sunday, May 23. This will allow us to learn more about the return to in-person worship.
- Jeanne plans to reach out to those who have not been connected to Grace ensure they are aware of the option. The plan is for no more than 40 individuals in no more than 20 pods. There will have to be a plan for when more show up than can be present.
- There was discussion of assisting the Grace Institute with the cost of the tent this summer.

#### 1.6 Moment of Grace

- Charles McGee shared some humor from the movie *Forrest Gump*.

#### 1.7 Treasurer's Report and Stock Policy

- Curt reported that he and Jackie did not connect as well as usual over the past month. They connected well today and moving forward, Curt will assist her as he is able.
- Curt highlighted in his report the four months ending April 30, 2021. The PPP loan was forgiven and is now reported as income. A diocese grant was received in support of our associate rector as did a Haynes Trust check which was more than anticipated. The trust money is unrestricted. Curt reviewed the details on his report.

- Jackie is planning to return to the office and Curt has committed to review and repair the ceiling tiles and other damage from the roof leak. A second goal is to have the office be in good shape as we embark on a capital campaign, which may help donors see Grace as a good investment.
- The vestry will need to consider who will manage the administrative demands of a capital campaign and what additional staff will be needed with a campus expansion.
- Martin noted that we have been ignoring our stock policy, which in the short-term has yielded positive results. We should not be ignoring our own policies, so we should either update the policy or comply with it. Martin believes we should amend our policy to allow for leaving some of our money in stock.
- Curt recommended we review the former policy and see if it will meet our needs. We may wish to have Trillium manage our portfolio. This will be on the agenda for the next meeting.

### 1.8 New Business

- Charles noted that our auction chair will be at the next meeting and she is seeking volunteers. Sammi volunteered to serve. Charles encouraged vestry members to consider volunteering.
- Kevin reminded members their conflict of interest document is due.
- Curt suggested that hiring a part-time administrative assistant may be a good solution to the workload that will result from the additional initiatives.

### 1.9 Adjourn and Closing Prayer

- In response to a suggestion from Charles, Kevin moved the vestry adjourn. Roosevelt seconded the motion and the meeting was adjourned at 7:49pm.
- Martin then offered a closing prayer.

## **2. Actions Approved Prior to the May 18, 2021 Vestry Meeting**

### 2.1 Bank Account Signatory Authorization

- Via e-mail, Charles moved to authorize, approve, empower, and designate Senior Warden Kevin Walsh to replace former Senior Warden Robin Gault as a signatory to the Church's bank account with immediate effect as of Tuesday, April 27th, 2021. The motion was approved via e-mail on April 28, 2021.

### 2.2 Office Ceiling Repair

- Via e-mail, Curt moved to authorize the repair of the office ceiling at an estimated cost of \$2,800, and Daniel seconded the motion. The motion was approved via e-mail on April 28, 2021.

### 2.3 Position Statement Against Asian Violence

- Via e-mail, Sr. Petra/Holly moved to have the Vestry approve the release of Grace Memorial Episcopal Church's Position Statement Against Asians to the Diocese of Oregon and our e-news as an expression of solidarity due to the recent surges in violence. (A second is not needed.)

Respectfully submitted,

Nora McLaughlin, Clerk *pro-tem*