**­Grace Memorial Episcopal Church**

**Vestry Meeting Minutes**

**September 20, 2022**

**Members of the Vestry Present**

Keri Beck

Roosevelt Carter

Andrew (Andy) D’Antonio

Sally Fraser

Bindu Newell

Holly Puckett (Sr. Petra)

Kevin Walsh (2020) Co-Sr. Warden, Rector’s Advisor

**Clergy Present**

The Rev. Martin Elfert

The Rev. Liz Klein

The Rev. Matthew David Morris (MDM)

The Rev. Dan Carlson

**Others Present**

Curt Germundson, Treasurer

Charles McGee, Co-Sr. Warden, Meeting Chair

Kris Doty

Alan Johnson

Alicia Perkins Lehrle, Clerk

**Members of the Vestry and Clergy Absent**

Sammi Harvey

Calvin Richardson

David Waldow, Jr. Warden

**1. Formation**

1.1 Opening Prayers

* The meeting began at 6:01pm with a reading of the thirteenth chapter of Job in an abbreviated form of lectio divina followed by an opening prayer from Martin.

**2. Items**

2.1 Consent Agenda

* Sally moved to have the Consent Agenda accepted as presented, and Roosevelt seconded the motion. There was no discussion, and the motion was approved unanimously.
* Martin noted neighborhood canvassing is needed to obtain the consent of property owners for the City’s vacation of a portion of 16th Avenue. However, more information is needed from Northwest Housing Alternatives (NWHA) about the housing project so this can be shared with neighbors while canvassing.
* An offer has been extended to Kris Doty for the position of Parish Manager.
* Martin will be meeting with the Bishop on October 19 to discuss the best use of Grace’s campus as well as a grant from Trinity Wall Street.
* In David’s absence, Kevin and Martin offered highlights from the Jr. Warden’s report. The finishing of the altar platform has been completed and it looks great! Additionally, security questions are being explored, the life of the roof is being assessed with the possibility of adding solar panels, the refreshing of Halsey House has been completed, there are no large, deferred maintenance projects, and the courtyard gates will soon be made more secure. Liz added the safety committee has been very busy with its work to improve safety at Grace.
* Charles provided some highlights from the Grace Institute (GI) report, which included noting a very successful Summer Art Camp with over 1100 kids participating and no Covid outbreaks. Many scholarships were awarded and Amy Gray, who was recently promoted to Camp Director, is busy securing artists for the Winter Art Camp. There will be a celebration on October 23rd for the 25th anniversary of Art Camp as well as Mariann Koop McMahon’s retirement after 15 years with GI.

2.2 Designating the Free Lunch Collective as Parish Ministry

* Alan, who is the insurance agent for Grace, gave a summary of the liabilities for Grace if the Free Lunch Collective is designated as a Grace Ministry. The Collective would need to be listed on the Grace website with oversight just like any other Ministry, and background checks would be needed for all the participants. Due to the somewhat anarchistic nature of the Collective, this is not considered feasible nor is Alan’s other suggestion that the Collective obtain non-profit status and acquire their own insurance.
* There was discussion as to the type and level of oversight needed for the Collective, and it was decided more research is needed to determine the level of supervision required for the least possible liability exposure for Grace. Kris and Martin will contact other parishes for advice and investigate the issue.

2.3 Extend MDM’s Contract to end of Calendar Year

* Before stepping away from the meeting so the Vestry could discuss the proposal to extend his contract to the end of the calendar year, MDM gave a summary of his duties, which have included forging stronger online connections for services and adult education, improving Grace’s website, and supporting Evelyn in her role as the online verger. His contract is due to end October 9, 2022.
* An executive session ensued when MDM temporarily left the meeting, and the pros and cons of extending MDM’s contract to the end of year were discussed. It’s not clear if the parish is aware of MDM’s duties and the impact he has had during the last year. Further communication may be needed. Martin and Dan will work with MDM to effectively communicate his role to the parish. Budget concerns were discussed as well as the need to allow adequate transition time if MDM’s contract is not renewed. After much discussion, Roosevelt moved to extend MDM’s contract to the end of the calendar year, and Sr. Petra seconded the motion. There was no further discussion, and the motion passed with 1 no vote and 1 abstention. The executive session was adjourned, and MDM rejoined the meeting.

2.4 Gala Update

* Charles reported the Gala Committee would like the Vestry to provide a basket again this year. Kevin said last year’s book basket was very popular and fun and suggested the same be done this year. He will leave a bag in the office so each Vestry member can contribute a favorite book. He asked to have all the books by October 31st.
* Corbet Clark will provide the wine for the Wall of Wine Raffle.

2.5 Update on Hiring Parish Manager

* Martin reiterated that Kris has been offered the position of Parish Manager.

2.6 Grace Commons Capital Campaign Update

* Kevin said the committee continues to meet and is working with NWHA.

2.7 GMEC By-Laws

* Kevin and Sally will be reviewing the by-laws and would welcome additional input. Kevin added the by-laws should be reviewed every year. The proposed changes will be sent to the Vestry for review, and it was noted the status of the Sr. Warden and what constitutes a quorum will be clarified.

2.8 Schwab Resolution

* Sally noted the Schwab resolution presented at last month’s Vestry meeting needed a slight clarification, which has been done. Kevin will sign the revised version.

2.9 Safe Church Training

* Kevin said all Vestry members need to complete the training and asked this be done by the October Vestry meeting. He noted others in the Parish will need to complete the training as well.

2.10 Health and Safety Committee

* Liz said most of recommended security updates have been made, and the City inspectors will be returning in October to review the changes. She thinks they will be impressed with the progress made.
* She has reached out to the neighborhood emergency group and is waiting to hear back from them. She noted the Health and Safety Committee will be present at church on Sunday.

2.11 Debrief Vestry Meeting with Lisa Freedman

* Martin reported it was a great meeting, and Lisa urged the Vestry to keep the momentum going. She may do a Vestry retreat next year.

2.12 Vestry Members to Rotate as Greeters for 10am Service

* Kevin would like all the Vestry members to rotate as greeters at the 10am service and will send an e-mail with dates to sign up as a greeter.

2.13 Mutual Ministry Review (MMR)

* A new date is needed for the MMR, and Kevin will send an e-mail with a couple of possible dates to find out which date is the most feasible.

2.14 Curt and Charles as Vestry Members

* Martin said the Vestry status of Curt and Charles will be part of the by-laws review.

2.15 Finance Standing Committee Update

* Kevin reported the committee had its first meeting, which was very good, and after October the committee will meet on the second Tuesday of each month. Discussion topics will include stewardship, the budget, and long-term planning.

2.16 Treasurer’s Report

* Curt noted the operating expenses are below budget, which is great, but revenues are down as investments, pledges and building use fees have not reached budgeted amounts. He does not know if this trend will continue. He reviewed the rest of the report with the Vestry, but these were the main items he highlighted.

2.17 Other Business

* MDM offered words of thank to the Vestry for extending his contract to the end of the year, and he will continue to work on his ministry and mapping out the pieces of what he does.

2.18 Closing Prayer

* Liz offered a closing prayer, and the meeting was adjourned at 8:05pm.

Respectfully submitted,

Alicia Perkins Lehrle, Clerk