

Episcopal Church of the Resurrection
March 11, 2021 6:00-8:00 p.m. Zoom
Vestry Meeting Minutes

IN ATTENDANCE: Fr. Bob Williams+; Nick Crump, Senior Warden; Don Laufer, Co-Junior Warden; Robbie Forkish, Co-Junior Warden, Karen Fabiano, Melissa Handley, Melissa Whitten, Jamie Harper, Kim Gill, Frank Koch, Treasurer, Marsha Crosswhite Clerk.

ABSENT:

GUESTS:

GATHER/PRAY

Time Keeping: To support meeting flow, we are implementing a rotating time keep role (excluding Senior Warden). March: Marsha April: Karen.

APPROVAL OF MINUTES:

- *On Motion duly made and seconded that the Vestry members present unanimously approved the minutes of February 11, 2021.*

RECTOR'S REPORT

- Fr. Bob shared a **word from Bishop Diana Akiyama** regarding providing tender care with supporting relationships and careful planning as Churches reopen.
- **Plans for Holy Week and Easter:** Lectors needed for Palm Sunday and invitation to all to read, please email Deacon Lauri who is coordinating the reading of the Passion gospel; Marsha offered to email Lector team with request.
- Observations were shared from the **Parochial Report** submitted on March 1, 2021. Regarding the Parish Registry: During preparation of the report, it was noted that the Parish Register is not up to date and will need work going forward. Many thanks to Nick, Melissa, Frank, DJ and Marsha for assistance with completing and submitting the report timely.
 - *On motion duly made and seconded via email that the Parochial Report as submitted was accepted and approved unanimously by all Vestry Members with emails concluding on 3.1.21.*
- **Informational update:** Deacon Lauri has requested to not attend vestry meetings as a matter of course and the Interim Rector is in agreement as vestry meeting attendance is typically not within the scope of the diaconate clergy.

SENIOR WARDEN'S REPORT

- **Father Birch Arrival 4.17, Welcoming Event Planning**
 - Subcommittee members: Thank you to Jamie Harper, Nick Crump, Karen Fabiano for agreeing to serve on this subcommittee. **Next steps: Nick to set up planning meeting.**
- **Pledge Campaign Planning** Nick requested a point person to lead a communication plan for the Easter Pledge Campaign. The plan to include a Tune In announcement as well as updates at Live Church meetings. Having no volunteers, Nick assumed this role.
- **Parish Audit:** Last submitted Parish Audit to the diocese was in 2018. Parish audits for 2019 and 2020 are due (Treasurer discussion occurred with Diocese regarding delay) now by Summer, 2021. A Team of three to four individuals are recommended and should include a Vestry member, perhaps as lead. A Parish Audit short form pamphlet is available from the Diocese. **Follow up:** Nick will check bylaws for language around committee composition, specifically if a Vestry member is required, and report back to Vestry in April. **Goal:** *Audit Committee to be formed April/May and audit meetings to start in June with completed audit report by August 2021.* Noted by Fr.

Bob that Parish Audit reports are a vital part of the work overseen by the Vestry and parish audits are a critical report for the Diocese to consider for many reasons, grant review being one.

- **Episcopal Bishop Oregon Foundation (EBOF)** Grant proposal was submitted on February 26, 2021. This grant was written for a new ministry, e.g., Fr. Birch, and is an award *up to 75000* over three years, *up to 25000* annually. Reported award decision by the EBOF board may occur as early as late April. Many thanks to Melissa, Frank, Nick and Marsha for work performed on this grant.

CO-JUNIOR WARDEN'S REPORT: Don Laufer

- Purchased and installed locking steel mailbox.
- Siding installation is completed; painting in progress to complete project.
- Moss noted west wall under edging and is a rot concern; date to address problem TBD.
- Roofers noted possible water leakage where classrooms were added to main building; date to be addressed TBD.

CO-JUNIOR WARDEN'S REPORT: Robbie Forkish

- Memo sent to Vestry (attached) regarding Spring Cleanup 4.10.21.
- Careful implementation of CoR's Covid-19 safety plan will be enforced with both masking and social distancing during the work party. All work will occur outside the building. Covid-19 Safety Plan attached. Robbie adds that he will be supervising the volunteers carefully for strict adherence to the safety plan. There is work to be done interior to the church building and may be arranged separately with individuals prior to Fr. Birch's arrival.
- Irrigation system is in disrepair and needs to be evaluated and replaced. Timeline TBD. **Property committee will follow up with recommendation to April Vestry.**
- **On motion duly made and seconded, the Vestry unanimously approved an outside Spring Clean Up Event with strict observance of CoR's safety guidelines requiring masking and 6 feet distancing.**

FINANCIAL

Treasurer's Report:

- Highlights: Revenue has increased and overall report is that the financials are stronger and moving in the right direction.
- Pledge income is also increasing towards closing gap. Frank credits reengaged parishioners for this positive movement.
- Requires Vestry Approval: In response to Easter Campaign drive, CoR received notice of a Parishioner's gift of a grant of \$10,000 given specifically to the Parish's operational fund of 2021, in response to the Easter Pledge Campaign.
- **On Motion duly made and seconded to accept \$10,000 grant as unrestricted gift in agreement with parishioner's wish that these funds be used towards 50,000 Easter Goal for Parish Operations; Vestry members present voted unanimously to approve motion.**
 - **PPP Loan update:** There is no update yet from the bank regarding forgiveness of PPP loan; Melissa stated that the completed report regarding the forgiveness of the PPP loan is not due until October, 2021. **Followup:** Members requested notice of second PPP loan availability when available from the current lender and desire to reapply.
 - Treasurer's report is attached.

DIGITAL SERVICES:

Robbie Forkish articulated a strong case to improve as a priority CoR's digital services; immediate goal is to rebuild a team of experienced parishioners as prior team of four dissolved in 2020. Robbie had submitted his summary report with recommendations via email prior to meeting; please see attached. Once team

is formed, a priority will be to write a *Data Privacy Policy*. *Realm* branding was also discussed with recommendation to Digital Services Team, once formed, to review. **Follow-up: Team development to be pursued by Robbie; first steps of team will be to develop goals and platform strategy.**

OTHER BUSINESS OR THOUGHTS:

Frank shared that he had received several Smeed calls re. CoR false alarms. He suggests: 1. Reminder and retraining letter to current Key and Code holders to include steps to take to avoid false alarms at CoR. Nick offered to be on call list for Smeed given his proximity to CoR. **Follow-up: Frank will submit letter draft to Nick. Call list to be updated with Nick's contact info.** 2. Discussion re. Possible beneficial use of security cameras to help determine alarm origin and follow up need. **Follow up: Property committee will research security camera options and present options to April Vestry.**

POLICY PROPOSALS: Zoom, Email and Keys and Codes

DJ has requested three policies to improve safety and administrative functioning and these were submitted by Marsha to the Vestry by email this week:

- Zoom meeting request and request form
- Keys and Codes
- CoR Email Address

Follow-up: The Vestry suggested several edits which will be performed and the policies are to be resubmitted to vestry via email for approval.

ADJOURN

COMPLINE Led by Marsha; Karen offered to lead April Compline.

Respectfully submitted,

Marsha Crosswhite, Clerk

Attachments: Robbie Forkish emails re. Digital Services and Spring Cleanup.