



**Vestry Minutes**  
**Tuesday July 18, 2023**  
**6:30 – 8:30 pm**

6:30 **Call to Order**

Gretchen

present: Rachel Endicott, Bill Yunker, David Gravelle, Gretchen Hayslip, Dorothy Gibson, Dan Cassady, Mike Hicks, Andrew Benson, Susan Wilbanks, David Garrett, Diane Santiago, Kevin- Bookkeeper, Bay Le Sage Brad Daley/Daron Vchulek

Chris Blair expected later

6:35 **Opening Prayer/Reflection** St. Macrina the younger feast day

Rachel

6:40 **Action Items**

Security System

Brad Daley/Daron Vchulek

New system considered due to most of the current one no longer being technologically supported. Part of our system is still working.

Would like to add Unify system \$4818 to replace everything now. \$2805 to do half now and half later.

Tech committee/building and grounds will do the work/manage it but anyone can monitor it.

Rachel suggests we do half now and use capital budget for the rest in January.

Motion- Mark Gargett motions that we adopt the new system in two phases. Beginning with first phase tech committee budget will cover less than half. The rest will be paid for out of operating budget. The second half will be put into the budget in January Dorothy seconded the motion

Passed unanimously

The Minutes from June 20

Gretchen

Motioned to approve the minutes- Susan Wilbanks, Second Dan Cassady

Passed unanimously

May Collapsed Financials -update

Kevin

May \$18,000, better than expected

June Collapsed Financials -update

Kevin

\$19,400 better than expected

Salaries were paid out and are now smaller than before due to staff changes.

Garbage pickup has been expensive- now there are fewer pick-ups and they are locked.

Special funds report: Taizé clergy paid

Acceptance of the May and June collapsed and financials and special funds report

motioned by Annalisa and seconded by Dorothy

Passed unanimously

The Rev. Dr. Frank Spina - request for adult education funding Rachel  
Coming to talk 3x about hospitality and being welcoming at Advent. \$300 plus milage  
from staff continuing education budget and formation education fund for each visit.

Mark Gargett moves that this passes Annalisa seconds

Passed unanimously

Seattle Chamber Orchestra - request for rate adjustment Gretchen  
Discussion of policy on renting of rooms. If library is only used for storage do they use it  
for free? Do we charge extra if they bring in food or beverages to the room? Use multi-  
purpose room A for free storage? Our space rates are reasonable. Do we want to lose  
half our revenue?

No motion- sub group formed to check on other rates that spaces are charging in the  
area.

Covid policy update Rachel  
Our policy continues same as before- checking on the written policy to check how it's  
composed.

Motion that this Covid policy is continuing but could change at any moment unilaterally  
by rector as needed.- Dan Casady Second- Annalisa

Passed unanimously

David Gravelle will be hosting zoom vestry meeting on August 15<sup>th</sup>.

Audit Andrew  
2022 Diocese has 40 questions. We did ok, getting better but room for improvement.  
Signed off on July 10, 2023  
Details were discussed  
Ask diocese for guidance on fixed assets  
Check signers.  
Review contracts on insurance  
Reconcile accounts  
Get a Quick books subscription and back up weekly  
Vacation time for church employees given as earned  
St. Andrew's business procedures manual  
Vestry minutes need to be marked as approved  
Documentation of expenses of clergy discretionary fund maintained for all expenditures.  
Andrew Benson moves that the to approve the 2022 Audit Review and  
recommendations going forward. Mark gargett seconds.  
Passed unanimously

Profile Committee

Gretchen

Alyssa from Diocese came and spoke. We can start gathering 5 people: listeners, experienced writers of documents, and herder of cats, Vestry requests an email of the list of proposed names. It is intense-meets every/every other week. No vestry members please- there is a lot to do in the fall. Search committee forms when profile committee is nearly done. One person from the profile committee can continue into the search committee.

Review of Interim Rector Salary Mark  
Motion- Mark Gargett- As of June 30<sup>th</sup> all the variables that prevented bringing Reverend Rachel Endicott to full time from 80% have been resolved. \$3700 in budget above what we had before. Can start at full time as of August 1, 2023. Second-Chris Blair  
Passed unanimously

8:25 **Other Business**

Copier Update David  
Sydney and Joel helped with copier contract and will establish date for trade of machines

8:34 **Closing Prayer/Adjourn** Susan

**Important Upcoming Dates:**

August 10: Diocese of Olympia listening session for new Bishop meets here

August 15 - Vestry meeting

September 10 - Kick-off Sunday