

Vestry Meeting 5/18/2021

All Saints Episcopal Church, Portland, OR

NOTE: Due to ongoing restrictions necessitated by the COVID-19 pandemic, this meeting occurred remotely via ZOOM.

Present: Reverend Andria Skornik-rector, Deb Miller- senior warden, Tom Summers- junior warden, Jerry Meter-treasurer, Steve Dieterich- clerk, Lindsay Strannigan, Maryruth Storer, Doug Keiper, Miriam, Lain

Absent: Bill Habel, Megan Klein

Guest: Deacon Kathleen Borsch

The meeting began at 7:10 PM with an opening prayer offered by Jerry Meter.

- 1) **Rector's report-** In person worship has been well received. Masking and distancing will continue as per OHA and diocesan Covid guidelines. No need to increase the number of parishioner's permitted at the 10:15 service at present. The proposed outdoor family services at 9:00 should also reduce demand at 10:15.

- 2) **Woodstock Pantry**- the packing container should arrive in 7-9 weeks. All the details for installation have been pre-arranged. We still need some more funds to complete the project. Laughing Planet/Woodstock will be donating 10% of their sales proceeds on 5/21-23 to the food pantry.
- 3) **Community outreach project** (AKA “The Woodstock Commons”). We discussed the “why and when” of this project. Green Touch architects will make an initial virtual presentation to all interested members of the parish at 7:00 PM on 6/9/2021. Soon thereafter, parish involvement will be sought through small group meetings led by vestry members and via an all parish survey (digital and hard copy) We will also be making our intentions known to the business community and neighborhood residents of the Woodstock area to seek their input.
- 4) **Signage issues**- Our new reader board continues functional on one side only. Remediation is underway and may include a switch from the current green lettering to white. We also discussed a new signage policy that would be more flexible and tenant friendly than our current policy of April 2018. *The following motion was made and passed unanimously:*
(attached at end of these minutes.)

- 5) **Senior warden's report-** nothing additional to offer . Thanks to all parishioner's and community volunteers who are keeping our outreach program's going.
- 6) **Junior warden's report-** Tom offered special thanks to Derak Jenkins and Sonja Miller for all their work to keep our physical plant in good condition during the time of his Covid related disabilities. The asbestos floor tile removal in the chapel has been completed. Replacement of our fire/security system will soon be scheduled as well as the replacement of some exterior doors. We've received a quote to replace stolen copper downspouts and damaged gutters.
- 7) **Building use** was discussed. Tom suggests we formally establish a Building Use committees and generate specific rental policies to facilitate discussions with potential tenants in the future. He, Mother Andria and Cris Breshears will be discussing these issues in the near future and will present a written policy for vestry members to consider at our June 2021 meeting.
- 8) **Treasurer's report-** Prior to this meeting, Jerry Meter sent detailed financial reports to all vestry members via email. Re: gutter/downspout repairs/replacement; the proposed work will cost \$2695.00. Jerry was able to obtain \$2100.00 from our insurance company to partially cover these costs. The bid for a new fire alarm/security system is \$13,626.00.

Motions were made/seconded to approve these expenditures and were passed by unanimous voice vote.

- 9) **Audit-** following diocesan recommended procedures, we requested that St Aidan's Episcopal Church (Portland, OR) perform an informal audit of our financial position as of 12/31/2020. The audit was facilitated by Doug Keiper and completed 4/25/2021. The outcome was favorable. We will consider actions regarding some comments and recommendations detailed in the audit report from St Aidan's.
- 10) **The minutes of the 4/20/2021 vestry meeting** were approved as submitted.
- 11) Following a closing prayer offered by Mother Andria, the meeting was adjourned at 8:15 PM.
- 12) **Next meeting-** Tuesday 6/15/2021 at 7:00 PM via Zoom unless alternative plans are announced by the executive committee.

Respectfully submitted,

Steve Dieterich, clerk to the vestry

All Saints Episcopal Church

Proposed Sign Policy (to replace sign policy adopted April 17, 2018)

- I. **Permanent Exterior Signs** -- Any permanent exterior signs must be approved as appropriate and necessary by the Vestry.

- Signs for All Saints Episcopal Church shall be complementary to other existing permanent signage.
- Signs for Long term Tenants shall be proposed by the tenant to the Vestry. These signs will be affixed near the Keiter Hall entrance.

II. Permanent Interior Signs -- Permanent interior signs must be approved as appropriate and necessary by the Vestry.

III. Temporary Exterior Signs

- **A-Frame signs or banners are allowed for church functions (such as Book Nook and Mustard Seed, Crab Feed, Spaghetti Feed, and Rental Opportunities).**
- **Temporary signs for special events of the church must be approved by the Rector.**
- **Temporary signs for tenant events must be approved by the Junior Warden and are approved for a limited time agreed upon by the Junior Warden and the tenant.**