

**Saint David of Wales Episcopal Church  
Portland, Oregon  
Vestry Meeting Minutes  
August 20, 2023**

**Present:**

Barbara Brecht  
Kieran Cannistra  
Cass Cole (Via Zoom)  
Ned Hayes  
Wendy Beth Oliver  
Kit Walling

**Absent:**

Jim McConnell  
Al Burns

**Resignations:**

Aaron Epperson  
Dru van Hengel

**Others Present:**

Karen Dollar, Treasurer  
Madeline Moore, Finance Chair  
Mark Turner  
Kari Stanley

**Meeting called to Order at 11:54**

**Thank you and other cards for August:**

Katrina, Dru, Aaron and Crystal

**Consent Agenda and Reports:** Motion to accept, Wendy. Second Dennis. Motion approved unanimously. Kieran and Barbara abstained since not present at the July meeting.

**VOD through September 17**

8/27; Barbara Brecht  
9/3: Wendy Beth Oliver  
9/10:

**Financials:**

- Expected shortage due to paying both clergy. Still have not paid DPA. Email saying there is forgiveness, but unsure of the amount.
- Karen leaving position as Treasurer as of Dec 31, 2023. Currently have a really strong financial team, but none are available to do any of the specific tasks. We need a bookkeeper who holds responsibility for all

aspects of bookkeeping. Current person helping with payroll has been very helpful. Karen will provide information to Ned and Kieran so they can write a job description and look to hire someone.

- Brian and Josh will be trained in order to assist with aspects relevant to their positions.

#### **Building permit update:**

- Still in process. Architect has completed necessary work. However, an employee who had the original plans has left employment with the city. There is no information where the original plans, with markups from city employees, may be currently residing. No action identified except waiting.

#### **Building partner update**

- New building partner, the Forest School. Will utilize space usage agreement as a place for parents to drop off and pick up children; provide a centralized location for office space; have a convening space in separate classrooms and then leave the building for the day. They now have signed a pledge they will pay \$4200 for the small nursery, godly play room, big nursery and other space. Usage agreement through June, 2024.
- Have an agreement to share some space with Family Promise during the first week of the contract with the Forest School. Would like to discuss how to work with the Forest School about how to partner going forward.
- Will refer assignment of monies received from the space usage agreement to the Finance Committee for recommendations re percentage allotments to operating expenses, building fund, or other areas as identified by the Finance Committee.
- Family Promise: Cass has submitted a list of things that need to get done before September 3. Identified in the report she has submitted (see attachment). A number of areas need to be addressed.

#### **Business:**

- Children Ministries Coordinator: We need one. Job Description has been developed. Discussed having an event with parents to procure better understanding of folks ability to commit to presence and participation under the leadership of a Children Ministries Coordinator.
- Safe Church Training: Information sent so folks can complete trainings if not already completed.
- Ministry Team descriptions and team lead openings: Attachments were sent describing the work of each team and where there are openings for leads
- September 3: Meet outside for the service. Will follow up with the Tech team re: using ZOOM.
- September 10: Welcome back Sunday and ministry fair. Dennis will head efforts with support from others.
- 1 Advent: Bishop visit, Dennis will be on vacation
- Bylaws project: deferred until next month

#### **Open Floor:**

- Just lost two vestry members. Please talk with the Wardens about possible candidates in accordance with the bylaws prior to the next meeting.

Dennis closed in prayer at 1:11 pm

Respectfully Submitted,

Barbara Brecht,  
Clerk