



**SAINT MARK'S**  
EPISCOPAL CATHEDRAL

**August Vestry Meeting**  
**Minutes**  
**Tuesday, August 23, 2022 6PM**  
**Zoom**

*Saint Mark's Cathedral acknowledges that we gather on the traditional land of the first people of Seattle, the Duwamish People, who are still here, and we honor with gratitude the land itself and the life of the Duwamish Tribe.*

**Vestry Members Present**

Clara Berg, Junior Warden  
Tina Blondino, Diocesan Member  
Carmen Brady  
The Rev. Canon Arienne Davison, Bishop's Representative  
Wayne Duncan  
Scott Hulet  
Kristen Kelly  
Scott Kovacs  
Emily Meeks, Senior Warden  
Kathy Minsch  
Chris Rigos, Junior Warden  
Walter Stuteville, Junior Warden  
The Very Rev. Steve Thomason, Dean  
Doug Thorpe

**Vestry Members Absent**

Justin Mills  
Katie Prettyman, Diocesan Member

**Officers Present**

Barbara Erickson, Clerk  
Lynne Cobb, Treasurer  
Re Knack, Chancellor

**Staff Members Present**

Erik Donner, Executive Assistant to the Dean  
Kathy Wickward, Director of Operations

**Call to Order, Land Acknowledgment, Prayer**

Steve opened the meeting with the Land Acknowledgment followed by a prayer at 6:00PM.

**Approval of June Vestry Minutes**

**A motion was made, seconded, and approved to adopt the minutes from the June 28, 2022 Vestry Meeting as published.**

## **STRATEGIC CONVERSATION: RENEGOTIATION MODEL FOLLOW-UP**

Emily reviewed the College of Congregational Development model discussed in June. Model recommends looking for opportunities to foresee challenge presented by an increasing number of newcomers and a reduction in volunteerism. Focus in the area of communication – print, digital or signage.

1. Spotlight ministries in existing communication channels.
2. Ease of finding information on the Saint Mark's website. Newly formed Communications Committee plans to audit the entire website.
3. How are virtual attendees connecting with the cathedral and what is their experience. Development of a survey that would go out to 12 parishioners who attend virtually.
4. Definitions of common Episcopal church terms/vocabulary.

Discussion ensued around ways attending virtually can help members get involved with ministries. Putting a face and name with ministry leaders when providing a contact; identify a volunteer area on the website that lists all open areas and positions; spotlight in Sunday's and Beyond; Vestry reaching out to the newcomers – Doug, Wayne, Clara, Kathy M., Carmen, Chris, Scott H., Scott K., Kristen, and Lynne are interested. Personal invitation is important. Invitation for Vestry to attend the monthly Newcomers Coffee Hour in a supportive listening role. Unintentional outcome of Sunday Tent City Dinners have been meeting new people at Saint Mark's through volunteering.

## **OLD BUSINESS**

### **St. Nicholas Roof Replacement/Repairs Update**

**An email vote was conducted to authorize the emergency roof repairs on the St. Nicholas Building. A unanimous approval of the unbudgeted expenditure was approved by the Vestry.**

Kathy W. is awaiting to hear back from the Doctor Roof on the roof repair scheduled for the September timeframe. Three potential bids on the full roof replacement: Tecta America provided a \$1.44 million bid, Rafn Company is consulting with a structural engineer to combine roof replacement with seismic upgrades, and Craig at Dr. Roof is also bidding. Other status: Carlson Mechanical will install the vacuum pump on August 31, 2022; Amistad's summer break camp will be moving out; floor repair has been completed in the Amistad classroom and no airborne mold was found and ready to be certified.

### **Vestry Liaison to Revitalized Communications Committee Forming**

Kathy W. reported an audit of the Saint Mark's website will take place. Dividing the website into portions to review and seek improvements to connectivity and navigation paths. The analytics for the site will be collected and analyzed for navigation patterns. Also looking at "widgets" (small information cards) available to help with the Events page. Reminder that a vestry liaison is still needed for this committee that meets on the third Tuesday of the month, virtually, at 7:00 PM.

### **Meals for Tent City on Campus**

Chris reported there are two more Sunday dinners left – August 28 and September 4 – and a Volunteer Appreciation dinner is scheduled for Sunday, September 11. The hoped-for end result of this ministry was to share meals and develop community (transit community) but hope Tent City 3 will come back next summer. 12 different Sunday night comfort food was served and under budget. Sister program, Saint Marin de Porres, will be starting up this Winter and volunteers are sought. Steve expressed deep gratitude for Chris and Maris Olsen's involvement.

### **Additional Appointment to Nominating Committee**

In June six members, Julia Logan, chair, Jim Buskirk, John Selberg, Carrie Davis, Michael Perera, Emily Meeks, and Steve Thomason as ex officio Dean, were appointed by the vestry to secure a double slate for Vestry and single slate for Diocesan Convention Delegates. Our by-laws permit up to seven members on the committee and Maria Caldwell has agreed to serve if appointed.

**A motion to appoint Maria Caldwell to the Nominating Committee was made and approved by the Vestry.**

### **Cathedral By-laws Proposed Changes**

Re Knack provided an update on the cathedral by-laws due to new state statutes for non-profit organizations. Changes were made to voting and will require voting on at the Parish Annual meeting in January. Draft will be coming within the next month or two. Re will usher the proposed changes through the vestry and then to the parish.

## **NEW BUSINESS**

### **Employee Handbook Updates**

Re Knack summarized changes in the red-lined version of the Employee Handbook. Diocese of Olympia distributed a list of things that need to be included so it would be consistent across the diocese. Correction to spelling of “cathedral” and removal of comment about medical insurance for part-time employees and update the cover date to reflect date of revision.

**A motion was made and accepted by the Vestry to adopt the Employee Handbook with amendments as stated.**

### **Carbon Offset Proposal**

A recommendation from the Executive Committee on a carbon offset proposal for Saint Mark’s to pay for carbon offsets for employee air travel when traveling on cathedral business. Kathy M. shared that a donation to existing carbon offsets programs – Diocese of Olympia program of planting trees in the Philippines and COTAP – are available. 2,000 miles of travel = 1 ton of carbon. Suggesting \$15/ton to offset the air travel. Example travel from Seattle and LA would equal \$15.

The Cathedral would be asked to contribute toward employees traveling on cathedral business or for visiting clergy, guests, sabbatical travel, and pilgrimages. This will also help raise awareness in the congregation so if they participate, they could also donate an offset amount. A benchmark analysis was recommended to show financial impact.

**The Vestry authorized the adoption of the recommendation for the carbon offset proposal with the addendum to add a benchmark analysis at the end of 2023.**

### **Deanery Maintenance Issues**

29 items needing repair have been identified with \$3500 budgeted for this year, and \$1000 already spent, so only \$2500 remains. Items have been prioritized as 1) health and safety risk – seven items, 2) medium priority – eight items, and 3) deferred maintenance – six items and seven in the “can be done easily” category. Vestry approval will be required for these unbudgeted items. Next step is to price the high priority items.

### **Deanery Roof Replacement**

Highest priority as there are immediate impacts. Bid has been obtained from the Doctor Roof who has worked for the cathedral before. There is time now to get the roof repaired and the contractor has been contacted and knows we are in deliberation. Ongoing review of the maintenance at the deanery and other facilities will be incorporated into Executive Committee meetings.

**A motion was made and passed by the Vestry to authorize \$21,469.50 for the roof replacement at the deanery.**

### **Red Cross Partner Facility Enrollment**

Wayne reported that the Cathedral has been asked to be designated as an emergency shelter by the Red Cross. This means we can be contacted, in an emergency, to provide overnight housing or help with food preparation or provide a meeting place within the neighborhood.

When the Red Cross needs emergency shelter, our administrators will be notified, and we can review our schedule and accept or decline the request. There would be no expenses to Saint Mark’s as the Red Cross pays for staffing and any charges that may accrue. The stay could be 3 to 5 days. The Facilities Ministry recommends that Saint Mark’s be added to the Partner Facility Enrollment list with the caveat that Saint Mark’s may decline the offer if the situation warrants.

**The recommendation from the Facilities Ministry to be listed on Partner Facility Enrollment list was approved by the Vestry.**

**Exploring Indigenous Theology: Two-Eyed Seeing, Vision Quests, and Sacred Stories.**

Rev. Canon Mary Crist, Ed.D. will be looking at how we as predominately western European faith community can explore and appreciate indigenous theology through storytelling – our own stories as well as indigenous stories. This workshop is offered on Saturday morning from 9:30AM to 12:30PM on September 17 and Canon Crist will be the guest preacher on Sunday, September 18.

### **Resolution to Draw 4% from Endowment**

**A motion to adopt the annual 4% distribution from the Diocesan Investment Fund (DIF) was approved by the Vestry.**

## **LEADERSHIP REPORTS**

### **Senior Warden**

- Grateful for the 2-weeks on the UK pilgrimage and awareness of coordinating trip
- Being in different church spaces and relate to the work of the Design Committee
- 20s & 30s last Night Prayer. 16 people came for meaningful reflection on Matt Briggs
- 20s & 30s – emerging group “aging out” and need to find ways to be in community
- 20 & 30s connection with older (60+) adults involves pop-up dinners with the older generation. First dinner will be a mix of 20s & 30s and 60+ to be held at home of Rob and Penny Reid.
- Support of intergenerational work of Wendy Claire Barrie
- Wish List of school supplies for Lowell Elementary
- Door code needed for access to the all-gender restroom, working on signage to improve visibility
- Saint Mark’s is now listed as a Refuge Restroom for people identifying as transgender
- Creation Care – signage being developed and is theme for Convention

### **Dean**

- Experience of pilgrimage, Iona, Evensong Choir, vested and served and preached.
- Really good to be back home after a month.
- Offer has been extended to a candidate for the Seattle Service Corps Director position.
- Radix Groups are forming; Ministry Fair – September 11; The Rev. Canon Mary Crist workshop; Wisdom School brochure being printed
- Saint Mark’s will host a reception of gratitude for Bishop Greg and Marty Rickel in conjunction with 4:30 PM Evensong on November 6. Diocese of Olympia is planning a separate diocesan event.
  - Files of Note—  
Diocesan Creation Care Report

## **MINISTRY/COMMITTEE REPORTS**

### **Finance**

The quarterly bank statement review showed a May endowment transaction was not completely reflected which resulted in an overstated balance sheet and a correction will be made. Projections for the rest of the year are now available and will help with planning for the rest of this year and for 2023.

### **Stewardship**

Committee is alive and well and will begin meeting more frequently. The theme for the Stewardship Season is “Trusting in God, Growing in Faith,” a tentative list of speakers, and engagement with the parish in gratitude conversations to encourage thinking about stewardship is available in the Cathedral Newsletter.

### **Creation Care & Carbon Reduction**

A picnic was held in Leffler garden in August that provided an opportunity to create relationships with the newer members of the ministry. A retreat is being planned for October. Number of committee members went on the Iona pilgrimage.

### **Innovative & Intergenerational Community**

Reminder that the last meeting for the “Eat, Prayer, Love” will be Wednesday, August 24. A survey sent to parents to identify the offerings for children (under 18) they would like to see at the church. Reviewing

the 10AM Intergenerational hour and developing outreach for families with children or those who have had events in their lives and may need assistance.

The Wednesday Night Community Dinner and choir school will resume meeting on September 14 at 6:00PM. The following week, Wednesday, September 21, The Wisdom School at Saint Mark's forums will begin.

### **Restorative Justice & Systemic Change**

Duwamish longhouse visit was a transformative experience. Informal tour given by a daughter of Cecile Hanson. Discussions taking place on ways to get more people to visit and be a part of the experience at the longhouse. Cecile's daughter is a practicing Christian and is very excited about the idea of hosting a liturgy at the longhouse.

Doug Thorpe reported Mideast Focus Ministries will host a Celebration of the Life and Work of Dick Toll, former director of Friends of Sabeel North America, will be held on Saturday, September 24. Doug received an email about Gaza and the bombing (near the Ahli Hospital that we support through donations) from Executive Director of the American Friends of the Jerusalem.

### **REFLECTION: MUTUAL MINISTRY CHECK-IN**

- Tent City – Restorative Justice
- Visits to the Duwamish Longhouse – Restorative Justice
- Wish List for school supplies for Lowell Elementary
- Carbon Offset – Creation Care
- Intergenerational
- Employee Handbook updates

Check outs were given, and the closing prayer was given by Emily. The meeting was adjourned at 8:16PM

Respectfully submitted,

Barbara J. Erickson  
Clerk

Erik Donner  
Executive Assistant

### **Dates/Events of note**

- September 11 Ministry Fair
- September 17 Mary Crist (Indigenous Ministries TEC) workshop
- September 24 Liturgical Ministry Training
- September 27 Vestry Meeting (In person, Leffler)