

Grace Memorial Episcopal Church

Vestry Meeting

April 18, 2017

Minutes

Members of the Vestry

Gale Beagle, Jr. Warden
Elyssa de la Cruz
Robin Gault
David Goodrich
Avril Johnson, Treasurer
Phillip Koop
Steve Lovett
Nora McLaughlin
Judy Prosper, Sr. Warden
Peyton Snead
Rebecca Wong

Members of the Vestry Absent

Charlene McGee

Clergy

The Rev. Martin Elfert
Ken Powell

Others

Paddy Tillett
Sharon Loomis-Malin
Ross Cornelius
Stephen Weeks
Alicia Perkins Lehrle, Clerk

1. Welcome

1.1 Welcome New Vestry Member

- The meeting was called to order by Judy at 6:05pm, and the new vestry member, Robin Gault was introduced and welcomed.

2. Ministry Matters

2.1 Campus Master Plan Discussion

- Judy introduced our guest speakers: Grace parishioner Paddy Tillett, Principal Planning & Urban Design at ZFG Architects, LLP; and Trinity Cathedral parishioner Ross Cornelius, Client Services Manager at Walsh Construction Co. Also present were other Master Plan Committee representatives: Grace Institute representatives Sharon Loomis-Malin and Stephen Weeks. Judy and Phillip are the vestry representatives, and Nancy Entriken is a congregational representative but absent tonight. A representative from Grace Foundation is still to be determined.
- Paddy spoke about looking at the entire block in view of both long and near term needs. Should existing structures be fixed? ADEA requirements, the kitchen and space needed for programs are considerations. What would happen if Grace formed a partnership for joint development of the campus (with the exception of the church, itself)? There is the possibility of a better use of space plus a revenue stream. However, a potential partner would need to be compatible with Grace's mission. Housing, especially senior housing, was discussed. Also of importance is parking, which could possibly be put underground but at a very high cost. The zoning allows a height of 75' as well as greater flexibility than surrounding lots, but we do not want to overwhelm the neighbors or the church. Development in phases is a possibility, and the question remains to keep the existing structures and repair them or replace them.
- Ross talked first about his background; he is a developer, mostly of affordable housing, and is on the vestry at Trinity where he is currently working on a project for parking at Trinity. The question of how to meet Grace's objectives was raised, and he noted the campus is considered an inner-city infill site, and the area primarily residential. It is important to have the right partner for the project, and he talked about the different types of developers and goals. He noted Grace has a lot of space with the value likely being approximately \$200 a square foot. It is important to first determine the needs of Grace, and some items to consider are parking, program space, courtyard, revenue, and what is wanted from neighbors in a shared space. He also stressed it is important for Grace to keep the title for the ground. Ross noted there is an inclusionary rule in Portland concerning multi-family units and some rent restrictions. It is important to understand the value of the plan as a whole so there is a starting point for discussion.
- Questions raised by the vestry for Ross and Paddy included whether or not the Diocese has any guidelines for partnerships for this type of development, and Ross does not think so. Parking is also an issue, and Paddy noted there are options but Grace may have to decide on trade-offs between parking and space. Preservation of possible historical features, such as the chapel, was asked about, and Paddy said historical features can be preserved but at a cost. They were asked if either was aware of any church/private partnerships for development, and Ross knew of some but not in the Portland area. Payment of property taxes was raised, and it was explained the partner would be responsible for their own portion. The possibility of investigating other models of church/private partnerships was briefly discussed.
- Judy concluded the discussion by noting the need to determine who and how many should be on the Campus Master Plan committee. Grace Institute and the parish are represented, but someone from Grace Foundation should be included, too. Judy thanked Paddy and Ross for their time and suggestions.

3. Items

3.1 Acts

- Martin led the vestry through an abbreviated version of Lecto Divino with text from Acts. It was read and briefly discussed, and Martin concluded with a prayer.

3.2 Approval of the Minutes

- A motion was made by Steve and seconded by Peyton to approve the revised minutes of the February vestry meeting. There was no discussion, and the motion passed unanimously.
- A motion was made by Steve to accept the March minutes as presented, and the motion was seconded by Avril. There was no discussion, and the motion passed unanimously.
- Alicia read a letter she was asked to draft authorizing signers on checks issued by Grace, which will be taken to Albina Community Bank to validate the change in authorized signers for 2017. As per the requirements requested by Albina Community Bank, the letter included the current vestry members, retiring vestry members and those now being requested as authorized to sign checks who are Martin, Avril, Becky and Judy. Checks need one person to authorize and one to sign, and it was decided to have 4 authorized signers to prevent delays in issuing checks if signers were unavailable. A motion was made by Avril and seconded by Steve to accept the letter along with any changes required by the bank when presented. There was no further discussion, and the motion passed unanimously.

3.3 Reports

- Martin reported he was tired but happy after Easter. He also said Ellie's last date in the office is Friday, April 28th, and Jackie is the new office staff person. Ellie will be missed, and Martin suggested a farewell celebration for Ellie. Those interested in helping should contact Martin.
- The Jr. Warden, Gale, reported he has decorated the uni-sex bathroom, installed a new toilet, and has been cleaning and replacing light bulbs. He investigated having the platform for the altar rebuilt and decided it would be more cost effective and feasible to do it in-house, most likely in the summer. He will also work with Frank on the landscaping.
- Becky reported for the Grace Institute and said GI is going ahead with the plan to participate in the Jr. Rose Festival Parade with the aid of a puppeteer. Children and parents will march with the dragon puppet they have created. She also reported the scholarship meeting for Art Camp will be happening soon, and there are funds available to help 7% of campers, which is up from 2% last year. Art Camp is almost fully staffed, and GI is asking parishioners to share Japanese art to be displayed in the glass cabinets in the parish hall. Those with items to share should contact Becky or Ashley. They hope to have display items by June.
- Judy, Sr. Warden, suggested responsibility for coffee hour rotate among vestry members at 6 week intervals. A separate clean-up crew is also an idea, and she thought this could be announced on Sunday at church. Gale added LeAnn Snyder formerly spearheaded the Easter coffee hour but is no longer able to do so. A clean-up crew for the Friday dinners was also suggested. She noted a number of people would like to host a coffee hour or cook for the Friday dinner but are daunted by the clean-up

afterwards. Alternatively, there are some who prefer doing clean-up rather than preparation and serving. She also reported she will hire someone to do thorough cleaning in the kitchen. She noted additional (volunteer) assistance is needed in the office, and possibly grounds keeping assistance. She asked Peyton about the auction committee and the need for additional individuals on the committee. Peyton will ask on Sunday at church for more volunteers, and Judy will meet with the committee once it is formed. Judy and Peyton will have further discussion offline, and Becky will provide information to them about the auctioneer.

3.4 Moment of Grace

- Phillip led a moment of Grace with the reading of an interesting opinion piece from the Washington Post with reflections afterwards.

3.5 Restricted Funds and Other Financial Matters

- Judy said she spoke to Fr. Stephen Schneider about restricted funds and discovered the method for restricting or unrestricting funds changed as needs dictated. There is no formal policy for restricted funds, how to release the restriction or why they are restricted. Funds can be restricted by the donor or by the vestry. At the time of the gift of the Spofford fund, the vestry chose to restrict the funds for artwork on the exterior west wall of the church as this was in line with the general guidelines suggested by the Spofford family. Moving on to monies raised by the Community Center Auction, Judy noted these funds make up the difference between the below-market rate charged to groups renting space and the actual costs. There have never been any specific promises made for the use of the funds raised by the auction. She raised the question of whether or not the vestry can remove the restriction from restricted funds and allocate monies raised by the auction. There was a brief discussion about the paddle raise held at the auction and the use of the funds. Regarding gifts from donors, Steve said there is a legally drafted policy for Grace, which will answer some questions. It was also suggested the Episcopal Church Foundation booklet might provide some answers or guidelines. Restrictions put in place by the vestry can be changed by the vestry but any change must be done in a thoughtful and respectful manner. Donor restrictions can only be changed with donor approval. Peyton commented the \$30,000 Spofford gift could be used for upkeep of the proposed mural as well as the initial cost, which is likely to be about \$10,000.
- Judy will talk to Peyton and the auctioneer about the auction. Part of the discussion will include identifying possible gaps in parish needs or outreach. This led to a discussion about the recent fund raising at church for the Oregon Summer Lunch Program for children. It was noted during the fund raising not all summer lunch programs will receive the funds they request from the program. As a result of the discussion, Avril moved to have \$5,000 given to the Oregon Summer Lunch Program from Grace. Gale seconded the motion. Due to time constraints, there will be a discussion via e-mail before a vote is taken.
- Robin said she will discuss kitchen needs with the kitchen committee, and Dave noted several items needed for the kitchen. Judy concluded by saying discussions can and should be held, but the vestry will make final policy decisions.

There being no further business, the meeting was adjourned at 7:45pm.

Respectively submitted,
Alicia Perkins Lehrle, Clerk