

St. Antony of Egypt Episcopal Church
BC Meeting Minutes
August 24, 2025
Silverdale, Washington

A Quorum was established.

The meeting was called to order by Mother Hillary Kimsey at 11:53 a.m.

Members Present: Mother Hillary, Kathy Avery, Jim Foley, Holly Foley, Kathy Gero, Marj Zantek, Sarah Dolbec, Cris McCarty, Sarah Rogers

Members Absent: Melanie Reeder, Chelsea Reeder, Tim van As

Opening Prayer

Gratitude and Thanksgivings

Approval of Minutes from July 2025

Minutes were approved with the following amendments:

- Mother Hillary has agreed to run for election to the Mission on Ministry in General Convention.
- Mother Hillary has agreed to run for election to the General Convention.
- Ellery van As' name needs to be changed from Ellory to Ellery
- Add Treasurer's Report
- Add Vicar's Report

Motion #24 (Foley, H/Zantek) Motion to accept the minutes from the BC meeting on July 20, 2025.

8 in favor/0 opposed/0 abstention. Motion Carries.

Vicar's Report: Mother Hillary

Worship and Spiritual Life

VBS was a wonderful success! And we had a wonderful joint service with instructed Eucharist and annual picnic this past Sunday! Our average Sunday attendance has held steady this summer and our 8 a.m. service has continued to grow this year! Coming up this fall will be the Season of Creation, the return of Godly Play and Bible Study and the choir, as well as some special services for the first Sunday of September (Labor and Backpack Blessings), All Hallows Eve and All Saints, the Bishop's Visit, and Ingathering Sunday in November.

Pastoral Care

See Kathy Avery's report. I continue to be incredibly grateful for her and her team. Also, please help me remind everyone in the congregation: I WANT to come visit you in the hospital, bless you before a surgery, or give emotional support to your family when you are sick. I want to bring you communion at your house along with the Eucharistic visitors. I want to be a listener for you when you are going through a rough patch! But... you have to tell me when that is happening and let me know you want a visit or a call. :)

Diocesan & Community Relationships

The rain garden, memorial garden, barn grant work, rental house work, and conversations with the diocese are all continuing. We expect to host several more groups this fall and winter for piano recitals. I'm also talking with a local funeral home and the local fire department about being on their radar as a possible volunteer funeral officiant and emergency chaplain.

Parish Life

Thank you to the Parish Life, Faith Formation, and Welcoming Commissioners and their teams for a very full and exciting summer!

Administration

I'm working with the diocese and Kitsap Real Estate Group to establish them as our property management company for the rental house, and we have been working on the financial audit with the team from St. Paul's. Some attention is now shifting toward Stewardship and the Bishop's visit.

Treasurer's Report

Financial Report/Audit

- The audit has been submitted to the diocese. It was accepted. If there are any questions, they will get in touch with us. We can also submit additional information and/or clarification regarding the notes provided by the auditors.
- Notes from the Auditor's include:
 - There must be two signers on any check over \$500.00, but Bill Pay has no way to do this. We don't have a physical checkbook that could be compromised. The checks that are issued through Bill Pay don't have a signature on them, anyway. It's more about having a double check on what is sent out.
 - There should be a physical copy of the books that can be reviewed at any time, since we don't have that, we can provide a login to Quickbooks instead.
 - There was concern about not how the counting is done. Jim explained how Quickbooks handles the input of cash and checks. Milo then checks the report to make sure the totals match. St. Paul's makes copies of all the checks, but Jim advises that we don't do that because account numbers and signatures appear on the checks and it becomes an issue of securing parishioner information.
 - They were concerned about the complexity of the sub accounts and wanted us to open new bank accounts. We are not going to do this as it will make handling the financials more complicated.
 - We currently have 5 separate accounts: Youth Group, Altar Guild, Vicar's Discretionary Fund, Checking, and Savings.
 - All cash gifts should be treated as taxable income.
 - There was concern about how often accounts are reconciled. Quickbooks imports all the information to Intuit, so it's automatically reconciled.
 - Jim notes that Carrie Rivers is still a member of the church.
 - Mother Hillary noted that the Canon to the Ordinary, Cristi Chapman, is an auditor and will contact her if there are any additional questions.

Motion #25 (Zantek/Foley, H) Motion to address any commentary from the auditors from St. Paul's Episcopal Church in Bremerton, Washington with our own responses. Therefore, the BC approves the 2025 Auditor's Report as amended.

8 in favor/0 opposed/0 abstention. Motion Carries

Treasurer's Report

General Information

- We are still waiting for the \$30,000 check from the DIF/Memorial Fund which we approved in December 2024. The request was submitted in May 2025. There was a changeover in personnel, so we resubmitted the request in July 2025. They voted on it this week. Since we didn't hear about any concerns, we will assume that it passed.
- Large withdrawals (over \$5,000) must be approved at the diocesan level by committee vote. Under \$5,000 the Treasurer can authorize it.
- The second \$30,000 has not been approved and so we won't see that until after the Board meets next month. We have to pay a deposit for the Memorial Garden. Money can be moved from other accounts into checking to cover payroll, the deposit and expenses.
- Within 6 weeks or so we should have all the funds.

Motion #26 (Foley, H/Peterson) Motion to accept the Treasurer's Report.

8 in favor/0 opposed/0 abstention. Motion Carries

Old Business

Property Project and Other Updates

- **Rain Garden**—plant purchasing and design work continues.
- **Parking Lot Painting**—Re-schedule a date. lock out time for each part of the project as well as gather volunteers.
- Al Able has installed the **handrail** next to the pulpit.
- **Tree Thinning**—If people want one of the trees, they can dig it up and transplant it to their own property. Work on the Memorial Garden will start after the trees have been removed. Start date will be in October.
- **Bell Tower**—Original company will fix the problem and return to us.
- **Sanctuary Floor**—No change since last month.
- **Gathering Room Floor**—An inspection showed that the filler used between the concrete slabs had disintegrated and bubbled up, pushing up the tiles. Poor choice of filler by the original installers. We can do spot replacement rather than the entire floor. We have four boxes in the attic. No foundation issues.
- **Gathering Room**—Needs volunteers to sand, prime, paint, and replace trim. Would like to have this done before October 12.

- **Stuff the Bus** was a success. Some of the logistics were problematic and should be addressed before next year's event.

New Business

- There's a leak in the **picnic shelter roof**.
- **Barn Roof**—put a tarp over the roof because one of the ropes is damaged. We may have tarps to do this.
- **Mortgage**—Conversation with diocese is ongoing.
- **Rental House**—Work is ongoing. Photos are available.
 - Moss removal
 - Brush removal
 - Rain pooling in basement. No drain grate. The drain was full of sand and dirt.
 - Shower door replacement.
 - Mud/Drywall needs to be done.
 - Painting needs to be done.
 - Nail patching.
 - Window had to be special ordered and has arrived.
 - Floors are clean. The new flooring needs to be put in.
 - The oil tank should have been full when the renters left. The company that provides the oil needs to come out and check the level in the tank. The rental agreement stated that the renters needed to leave it full, so they will be billed for any oil needed to top off the tank.
 - Septic was pumped in March 2024 and is not full at that point, so it is fine now.
 - Benny Wright will evaluate the fireplace.
 - Rename the rental: Apiary Acres.
- Property Management Company will handle rent, utilities, and maintenance requests.
- **Bishop's Visit**
 - Kathy Gero is scheduled for coffee hour the day of the Bishop's visit and will need help. Some possibilities include assigning a clean-up crew and maybe another person to help. We can also set up tables outside and in the sanctuary.
 - Episcopal 101 on that day will be a Q&A with the Bishop.
 - Do we give the Bishop a gift when he visits? Ideas include a basket with wine, food, information about local attractions, a painting from Liz Haney and note cards with her art. Honey? Ask the Witty Knitters or Project Linus, etc.
 - We'll probably have between 20-30 additional people that day.
- Newcomer's Dinner on August 27.
- Possible noxious weed grant to remove blackberry vines and scotch broom.
- WSBA pays us in honey which we use for the communion bread.
- Building rental rates need to be adjusted. Some of the groups are quite large and cause more wear and tear. Cost should be based on how many people are coming, how many rooms will be used, how much parking will be needed, etc. Sarah R. will help with this.
- Stewardship—Year of Prayer.
 - Challenges—interest rate went up and renters left.
 - Letter from MH+ and Bishop's Warden
 - Thank you cards to all the pledgers—maybe use Canva to create postcards.

- Parishioner speakers—provide a theme and/or topic in advance.
- Blurbs for Happenings, videos, etc.
- Present information about where your money goes. Not necessarily coming from Jim—not a financial recap. We want people to understand that what we base our budget on is what people write on their pledge cards.
- People tend to donate more to a specific project. How do we make general operations more tangible. What is the money used for?
- Donate a brick for the memorial garden.
- Wrap-up on last Sunday of the year—people bring in their pledge cards and wine donations.
- How can we work in one day of rest? What are ways you can make more room in our lives for rest?

Upcoming Dates to Remember:

- November 2: All Saints Mass at 9:30. It will be the last joint service of the year.
- September 3: Blessing of backpacks and school supplies. Symbols of vocations can also be blessed.
- September 7: Godly Play resumes.
- October 5: Blessing of the Animals
- October 12: Bishop's visit.

BC Meeting Dates:

- Sunday September 21
- Sunday, October 12—Brief meeting with the Bishop
- Sunday October 19
- Sunday November 16
- Sunday December 14

Closing Prayer

Motion #27 (Not in Record) Motion to adjourn meeting at 1:47 p.m.

8 in favor/0 opposed/0 abstention. Motion Carries.

Submitted by Cris McCarty, Clerk of the Bishop's Committee