

The Episcopal Church of St. Martin, Davis
Vestry Meeting
August 10, 7:00-9:00 pm via Zoom
approved minutes

Present: Rector Pamela Dolan, Josy Miller, Stan Forbes, Bob Polkinghorn, Elise Keddie, Jessie Ann Owens, Gabe Avila, Ann Liu, Sarah Conning, Janet Thompson, Julie Knudsen, Elizabeth Young, Rev. Margaret Grayden

Absent: Nick Buxton

- I. Opening Prayer/Spiritual Practice
Pamela Carmelite meditation
- II. ACTION: Approval of the Draft Agenda
M/S/P
- III. ACTION: Approval of Minutes of July 13 meeting
M/S/P as amended
- IV. REPORT: July financial statement
Julie noted that pledge revenue is down, but not entirely out of line with history for this month. She will submit the application to convert the PPP from loan to grant by next vestry meeting. A question was raised about the demographics of our members and an understanding of our donors: how do we know whether our income and thus a balanced budget is at risk. We need to shift our culture around giving from secrecy to transparency. Julie stated that in her opinion St. Martin's has a strong balance sheet, and she sees no need for major structural changes for next 6-12 months.
- V. ACTION ITEM: Approve Investing the Homann Fund with the Diocese
M/S/P
- VI. DISCUSSION: Regathering; Capital Campaign (useful site: Episcopal Church Foundation); "Big Picture" for shaping mission-based budget (staffing, other priorities); Next Steps
Pamela suggested and the group agreed that we will need a separate meeting about Regathering. She talked through a document that was subsequently distributed.
 - 1) Pamela reported that the initial goal of enabling polished broadcasting (cameras, internet) from the sanctuary will soon be completed, within the \$20,000 allocated by the Vestry. There will be ongoing new and increased monthly costs.
 - 2) Imagining Regathering: Regathering is county-based, and we're in a high risk county. We need to pivot now to imagining what regathering will look like—outdoor is now a possibility, with limited numbers in the sanctuary eventually. The

Regathering Task Force plans a parish-wide survey and a town hall meeting during coffee hour.

3) Outdoor worship: several groups are coalescing around the need to rethink how we might better use the campus (Landscape planning committee, Regathering task force, Care for God's Creation, Worship Committee). A check with the city showed that we can conduct outdoor services, with reasonable parameters about volume and scheduling, without having to canvass the neighborhood.

4) Increase our digital presence: We were way behind in digital technology. We need to transform the webpage from a billboard to a place of ministry. The website now is the church itself. Hybrid will happen once we're back, but will likely continue to be both/and. Originally the COVID crisis felt like a blizzard, and so everyone just hunkered down and did their best. Then, after five months, it began to feel like a long cold winter. But now it makes sense to realize that we are in a mini-ice age, everything has changed and we're not returning to the old normal. The business we were in no longer exists.

5) Staffing will need to change to respond to the new reality. Pamela proposed continuing the LEVN intern and increasing the time commitment to address administrative functioning of the office and staff in this new reality. She also proposed a technologist/communications specialist on a parttime contract basis. We need to think about roles and expertise—what should clergy be doing, and what should staff do. Clergy (and volunteers) are critical for building relationships, building community, addressing the MMR priority of inreach, and are not particularly adept at being technologists.

6) A capital campaign is needed to help fund these changes/transformations, particularly for the physical plant but also for staffing.

Special Vestry meeting: August 24, 7-9 pm.

VII. DISCUSSION: Review of Vestry Procedures, Voting on Zoom, Role of the Executive Committee, Robert's Rules

Josy drew attention to the fact that the Vestry officers are in the bylaws, and there is a more detailed discussion of responsibilities in the canons. The Executive Committee (the officers) meets to set the agenda for Vestry meetings; the Junior Warden interfaces with Buildings and Grounds; the Co-Senior Warden interfaces with SJO. Josy led a discussion of Robert's Rules, clarifying when it is appropriate to seek clarification, raise questions, discuss the motion. There was consensus that while we are meeting by Zoom the share screen function should not be used during voting, and that votes not likely to be unanimous should be conducted by roll call.

VIII. REPORT: Mutual Ministry Review: Brief Update on 2020 Priorities, Discussion of Options Part II

Bob explained that we were on track to complete Part I, with good progress on the priorities. He reviewed options for Part II, a review of the ministry of worship that was planned before the pandemic. While recognizing that there are outstanding

issues about worship and music, it was nonetheless the consensus that MMR should conclude for this year, and that the next year's Vestry should determine the topic for and design for next year's MMR. It was noted that Outreach as a topic might well benefit from a MMR in a future year.

- IX. ACTION ITEM: Approve funds for roof maintenance and repair
Jessie (on behalf of Nick) argued that we should fund both the repair (\$11,693) and the maintenance (\$2,613). Julie will transfer \$11,693 from the Maintenance budget to Capital Reserves and pay for the capital improvement from that line. The cost of maintenance (\$2,613) will be paid from the Maintenance budget. The goal is to spend funds that have already been budgeted; if other significant expenses arise during the rest of the year the Maintenance budget will need to be augmented.
M/S/P
- X. REPORT: Formation of a Landscape Committee
A question was raised about not having professionals involved (the Vestry had stipulated no funding for the Landscape plan. Pamela explained that the idea was to go as far as possible before getting professionals involved. The suggestion was made to try to draw on expertise from UC Davis.
- XI. REPORT: SJ&O: Report on July meeting
Bob reported that the committee seems to be on track and very active both in managing the Matthew 25 grants and addressing the Vestry recommendations. Three subcommittees have been formed.
- XII. DISCUSSION: Policy concerning Endorsements
Because of lack of time this item will be moved to the next regular meeting.
- XIII. REPORT: Personnel Committee, Review, Personnel Handbook
Bob reviewed the status and sought a volunteer to help revise the personnel handbook (Stan volunteered).
- XIV. APPROVAL OF CONSENT AGENDA
Josy
- XV. Closing Prayer
Margaret

Exhibits

Draft Minutes of July 13, 2020 meeting
July 2020 financial report
Homann Fund Proposal
Funds Information Sheet
Rector's Update on Regathering Costs, Estimates

MMR Document

Buildings and Grounds Report: roof repair

Roof Assessment and Estimate and Photos

Report of Formation of a Landscape Committee

Reports for the Consent agenda

[Rector's Report]

[Deacon's Report]

Buildings and Grounds Report: remaining items (see above)

All Are Welcome Minutes July and August