

The Episcopal Church of St. Martin, Davis
Vestry Meeting
January 11, 2021, 7:00-9:00 pm via Zoom
approved minutes

Present: Rector Pamela Dolan, Julie Knudsen, Ann Liu, Deacon Margaret Grayden, Janet Thompson, Sarah Conning, Jessie Ann Owens, Josy Miller, Stan Forbes, Elise Keddie, Nick Buxton, Elizabeth Young, Bob Polkinghorn
Absent: none

I. Opening Prayer/Spiritual Practice
Pamela

II. ACTION ITEM: Approval of the Draft Agenda
Josy M/S/P

III. ACTION ITEM: Approval of Minutes of December 12 meeting
Josy M/S/P

IV. ACTION ITEM: Approval of nomination of Lisa Halko to fill the remainder of Gabe Avila's second year (2020-2021)

Josy. There were two motions: approve the appointment of Lisa to fulfill the rest of Gabe's second year (2020) M/S/P; approve placing Lisa on the slate for the upcoming Annual Meeting to fulfill the third year of his term (2021) M/S/P

V. REPORT: Updates on Annual Meeting; Retreat

Pamela described her plans to hold a retreat for both the Ministry Council and Vestry on March 12-14. There will be a brief orientation for new Vestry members in February. During discussion it was pointed out that the retreat time should also provide time for the Vestry by ourselves, for example, to establish norms/shared understandings/goals. An in-person retreat has a social function so that people get to know one another. A suggestion was made of a Vestry buddy system, pairing a continuing member with a new member.

The Annual Meeting will be conducted in accordance with the rules distributed by Bishop's office. These rules themselves will require a vote at the Annual Meeting. Voting will be done electronically. People will have to register for the meeting in advance.

VI. ACTION ITEM: Approval of Personnel Handbook

Bob introduced a new personnel handbook. Our previous one was out of date and the auditor had been requesting that it be revised and updated. Stan and Bob worked from a template suggested by the auditor (Church of the Incarnation, Santa Rosa). The handbook has been reviewed and revised by Julie, Jessie and Pamela; it will be reviewed by Lisa. In response to a question about clergy Letters of Agreement, it was

pointed out that these contracts are imposed by the diocese. In response to a question about the need for non-exempt staff to record meal times, it was pointed out that non-exempt employees are subject to both federal and state wage laws; it is important to record time to ensure that an employee's rights are protected and to prevent litigation over time owed. The motion was to approve the handbook, subject to legal review. If substantive changes were needed, it would be considered at a subsequent Vestry meeting. M/S/P

VII. REPORT: December financial statement, 2020 results

Julie noted that the results for 2020 are not quite final. The revenue at year end was below the target of \$475K, but not by a lot. Pledges came in at 5% below budget (below the amount already calculated for slippage). The bottom line was positive because the PPP loan is now listed as a grant. There was an expression of gratitude to Julie for successfully managing the PPP process. She noted that St. Martin's will not qualify for the next round of federal grants.

VIII. ACTION ITEM: Budget Request from Buildings and Grounds (tree work)

Julie/Stan. Motion to approve the request to carry out the next phase of the tree work planned for 2020, with proviso that Buildings and Grounds be warned that there will be a reduced budget in 2021.

IX. REPORT: Stewardship

Josy/Bob There are 132 pledges totaling \$436K. 22 are outstanding. Everyone has been called at this point. The Vestry is asked to send out thank-you notes (note cards with stamped and addressed envelopes will be mailed to each members). Bob observed that the Thanksgiving project team did a nice job: all donors received notes.

X. REPORT: Introduction to the draft 2021 Budget (special Vestry meeting to discuss budget on January 18)

Stan/Julie led a preliminary discussion of the draft budget. 15 minutes (8:30-8:45) Requests totaled \$610K, and the Budget and Finance committee estimated that \$512K would be available. The draft budget simply lists a number for staff because it is up to the rector to determine staffing within the funding approved by the Vestry. There was a good process for getting requests but this is a difficult year. The draft budget imposed a 30% cut on items that could be cut (it is not possible to cut the apportionment, for example). Several people commented on the across-the-board approach, worrying that it might hurt future revenue. There was a discussion about using reserves. Everyone was asked to make suggestions and to consider priorities. The draft budget will also be circulated to the Ministry Council for comment. Budget and Finance meet over the weekend to consider feedback and prepare the next version. There will be a special Vestry meeting to vote on the budget on January 18.

XI. DISCUSSION ITEM: 2020 Vestry Committees Document

Josy noted that the document still needs to be corrected.

XII. ACTION ITEM: Expression of Gratitude to Stan Forbes for the Donation of Solar Panels (the dedication of the panels and the entire net zero carbon project by the Bishop scheduled for Palm Sunday 2020 had to be postponed)

Nick recounted the history of the zero carbon project. About five or six years ago, Gerry Braun presented a zero carbon proposal to Vestry that in the long run would save money but involved significant capital costs. Stan, with his “can-do” spirit, was a force behind the project. And now through his generosity, the project has reached a successful conclusion. St. Martin’s recently received recognition from Interfaith Power and Light: “Cool Congregation Award,” one of three churches in the nation that are solar-powered and zero-carbon. Nick congratulated the St. Martin’s community as well: when we know the right thing to do and have the expertise and faith and commitment, we can do extraordinary things.

XIII. APPROVAL OF CONSENT AGENDA

Josy M/S/P

XIV. Closing Prayer

Margaret

Exhibits

Draft Minutes of December 12 meeting

December 2020 financial report, Year End Results

Request to fund tree pruning (Buildings and Grounds)

Reports for the Consent agenda

Rector’s Report

Buildings and Grounds Report

Care for God’s Creation Minutes

Ministry Council Minutes for October and November