

The Episcopal Church of St. Martin, Davis
Minutes of the Vestry Meeting, approved
March 9, 2021, 7:00-9:00 pm via Zoom

Present: Bob Polkinghorn, Stan Forbes, Sarah Conning, Julie Knudsen, David Martin, Ann Liu, Chris Reynold, Kimo Kimokeo, Lisa Leigh, Hanna Steissberg, Elizabeth Young, Jessie Ann Owens, Rector Pamela Dolan, Deacon Margaret Grayden

Absent: none

Guests: Robert Lynch, Alex Leach

Bob called the meeting to order at 7:03pm

- I. Opening Prayer
Pamela shared a video of Wendell Berry reading a poem on Hope and invited reflections from vestry members.
- II. ACTION ITEM: Approval of the Draft Agenda
A motion to approve the agenda was seconded and passed unanimously
- III. ACTION ITEM: Approval of the Minutes of February 8 meeting
A motion to approve the Minutes of the February 8, 2021 Vestry meeting was seconded and passed unanimously.

Bob and Pamela shared an update about a personnel change, which will be shared with the parish in the near future.

- IV. REPORT: February financial statement
Julie provided an overview of the February financial statements. She explained that the Investment Committee is working to move some monies to investment vehicles; lines 482 and 483 in the Statement of Financial Position now have subaccounts to show cash earnings.

Julie noted that the year-to-date Statement of Activity (January-February) demonstrates only a small decrease in pledges from the same period in 2020. She also explained that line 600 shows the transfer of designated funds budgeted for 2021; the budgeted amount for the whole year was transferred at one time. Likewise, the transfer to Capital Replacement Fund occurred in a single transfer for the full year.

Bob provided an update regarding the parking rental agreement with DPG (a contractor for UC Davis working on nearby dorm construction). The original agreement for rental of 60 parking spaces from February to July (\$3 per day per space) has been revised downward to 60 spaces for February to March then 30 spaces for April to July. The anticipated income is now about \$15,000 for the contract (originally anticipated to be \$15,000-\$20,000).

V. REPORT AND ACTION ITEM: Investment Committee

Jessie Ann provided an update regarding the effort of the Investment Committee to manage cash resources more effectively. *The following motion was made, seconded, and passed unanimously:*

The Vestry authorizes the establishment of a Capital Replacement Fund. This Fund may be invested in the Balanced Fund of the Episcopal Church in the Diocese of Northern California, or in a similar appropriate investment vehicle. The Rector and Treasurer are authorized to set up the investment account, make investments in it and withdrawals from it. Purpose: The purpose of the Capital Replacement Fund is for capital replacement and improvement needs in excess of \$2,500.

A question was raised and addressed regarding the Homann Music Fund Endowment and the Music restricted net assets, as presented in the Endowed and Restricted Funds information sheet.

VI. ACTION ITEM: Refinancing of Rector's Home

Bob summarized the background of the Rector's Home Loan, which has been a longstanding practice at St. Martin's. Pamela and John Dolan currently have a home loan from St. Martin's which supplements their primary mortgage and consequently makes St. Martin's a lien holder on the property. As a lien holder, approval from St. Martin's is required for application for refinancing of the primary mortgage.

A motion to review the terms and conditions of the home refinance plan and formally approve the refinance desired by the Dolans was seconded and passed unanimously.

VII. REPORT / ACTION ITEM: TYGMOS fundraising proposal

Alex Leach and Robert Lynch presented a proposal to engage in a fundraising activity for TYGMOS and Godly Play. In lieu of the traditional annual Pancake Breakfast, they propose creating a cookbook with contributions from youth, children, and families of the parish. The concept was received with enthusiasm and *a motion to support the cookbook fundraiser was seconded and passed unanimously.*

VIII. ACTION ITEM: Policy for Special Offerings

Bob reviewed the shift underway over the past year in how recipients are selected for the Special Offerings at Christmas and Easter. The process was previously managed by the Social Justice and Outreach Committee, with recipient agencies selected in conjunction with the Matthew 25 grant program. This resulted in offerings being designated outside of the annual budget process. In 2019 Vestry decided to separate the Special Offerings designation from the Matthew 25 grants, and a new process was established. The Christmas Offering of 2020 was our first experience in using this new process. For the Easter Offering of 2021, a workgroup of Elizabeth Young (representing Vestry), Lynn Zender (representing SJO), and Alessa Johns (parish at large), with Bob as a liaison has been established. The group is currently reviewing nominations for recipient agencies and expects to have a recommendation to the Vestry on Saturday at the retreat.

Bob presented a proposed policy (below) to regularize the process for future years. *A motion to approve the policy was seconded and passed unanimously.*

VESTRY POLICY: SPECIAL OFFERING PLATES DONATIONS

Rationale for a New Policy: This proposed policy seeks to clarify how the Vestry's responsibilities for Special Offering Plates are organized, assigned, and implemented. It also removes responsibility from the rector for appointments to the discernment and working committee.

Proposed Policy: By no later than March 1 of each calendar year, Vestry will appoint a three person Special Plates Task Force. The Task Force will be responsible for establishing criteria for organizations eligible to receive the Special Offering Plate and inviting the parish to nominate organizations. Once the task force is established and nominations are received, the Task Force will discern which organization is best positioned to receive the special plate and recommend this organization to the Vestry for approval. Once the organization has been approved, the Task Force will promote the organization within the parish and establish timelines and processes to collect donations. The Vestry liaison to the Task Force will file a final report with the Vestry once the process is completed. Task Force Membership: The Special Plates Task Force will include one representative each from the Vestry, the SJO Committee, and the Parish At-Large. A member of the Vestry will serve as liaison of the Task Force to the Vestry. The Sr. Warden will invite: a) members of the Vestry to self-nominate to serve on the task force as a second person to serve as Vestry liaison to the task force; b) SJO chair to nominate a person to serve; c) ask for a volunteer from the parish to serve. The selection committee will be appointed by the Vestry rather than the Rector. A committee of three people (representing Vestry, SJO, and parish at large) will be appointed by March 1 and will select recipients for both the Easter and Christmas offerings.

IX. ACTION ITEM: Parochial report

Bob and Pamela provided an update regarding the status of the annual Parochial report. The information requested in this annual report is different for 2020 due to changes in worship attendance and church activities during the pandemic. The treasurer has completed the financial reporting portions and work continues on the narrative portions of the report. The completed report will be presented to Vestry soon for approval. No action was taken at this meeting.

X. REPORT: Vestry retreat planning

Pamela provided an update about the upcoming Vestry retreat March 12-14. Stan Forbes, Lisa Leigh, Helen Campbell, Maria Acuna Feldman, and Pamela are the retreat planning group. There will be a leadership commissioning activity during worship on Sunday, March 14.

XI. REPORT: Bishop's visit April 11

Pamela and Bob provided an update about plans for the Bishop's annual visit to St. Martin's. Bishop Megan Traquair will be visiting on the first Sunday after Easter. She will come in person, preach and preside from the Sanctuary, join for coffee hour, then

transition to an in-person gathering to physically bless the solar panel installation and celebrate the accomplishment of being a zero-carbon church. Follow up programming is planned during April to educate the congregation and further highlight this work.

Pamela is seeking a loan of a drone for overhead pictures and a cherry picker, as the Bishop has expressed her willingness to be raised up in order to bless the solar panel installation.

XII. APPROVAL OF CONSENT AGENDA

A motion to accept the Ministry Council Minutes and the report from the Buildings and Grounds Committee was seconded and passed unanimously.

XIII. Closing Prayer
Margaret

Bob closed the meeting at 8:36pm

Exhibits

Draft minutes of February 8, 2021 meeting
February 2021 financial report
Background and proposal from Investment Committee
Rector's Home Refinance proposal
Special plates policy proposal
Blank and in-process versions of 2020 Parochial Report
Eric Law's Respectful Communication Guidelines
Robert's Rules of Order Cheat Sheet for Nonprofits

Reports for the Consent Agenda

Ministry Council Minutes of January 2021
Buildings and Grounds Report