

The Episcopal Church of St. Martin, Davis  
Vestry Meeting  
February 8, 2021, 7:00-9:00 pm via Zoom

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

Visitor: Beth Robbins

I. Opening Prayer

Pamela opened with the Sir Francis Drake prayer

[https://www.ecfvp.org/uploads/webinars/files/Vestry\\_Orientation\\_01.12\\_.17\\_.pdf](https://www.ecfvp.org/uploads/webinars/files/Vestry_Orientation_01.12_.17_.pdf)

II. ACTION ITEM: Approval of the Draft Agenda (Bob)

M/S/P as amended (item VIII)

III. ACTION ITEM: Approval of the Minutes of January 11 and January 18 meetings  
January 11 M/S/P as amended; January 18 M/S/P

IV. Welcome to New Members/Review of Norms (Bob)

Following introductions of new members, Bob reviewed: norms of communications (RESPECT guidelines); voting by roll call (results reported by name in the minutes); confidentiality; agenda is a draft until approved; monthly Vestry News and Review; required Safe Church and Racial Reconciliation training; Robert's Rules. Bob will follow up on who keeps track of training.

[https://www.norcalepiscopal.org/wp-](https://www.norcalepiscopal.org/wp-content/uploads/2020/05/Safe_church_procedures_and_checklist_Feb_2021_-_Updated.pdf)

[content/uploads/2020/05/Safe\\_church\\_procedures\\_and\\_checklist\\_Feb\\_2021\\_-\\_Updated.pdf](https://www.norcalepiscopal.org/wp-content/uploads/2020/05/Safe_church_procedures_and_checklist_Feb_2021_-_Updated.pdf)

V. REPORT: January financial statement

Julie provided an explanation of the financial statements. The Statement of Financial Position is a balance sheet: assets, liabilities, net worth; the values are based on transaction, not market. In the the Equity section, lines in the 300s are designated funds, which the Vestry can change; lines in the 400s are restricted funds. Julie saw nothing unusual for the month. In response to a question about the amount in the columbarium fund, Julie indicated that the issue deserved scrutiny.

Next, the treasurer reviewed the Statement of Activity, or income statement. Because she is shifting to new software, for this statement only she is comparing January 2020 to 2021. Two changes for this year: line 600, transfers, records everything budgeted to be transferred for the year; also, line 920, capital replacement, shows the amount to be transferred to saving for the year (the figure should be \$11,000). A question was raised about the reasons for the reduction in pledge income.

VI. REPORT/ACTION ITEM: Performance Review of Rector Pamela Dolan; Proposal for future reviews (Bob/Lisa)

Pamela's Letter of Agreement requires an evaluation annually, which had not been done since her arrival. The Vestry appointed a personnel committee: Lisa Leigh (chair), Elise Keddie, Janet Thompson, with Bob as liaison. The goal was to be helpful to Pamela. The committee began with the process used by the Diocese of Washington, DC as a model for their review. They sought a lot of input from the parish. They then distilled the helpful bits and discussed them with Pamela, who was encouraged to decide on goals, narrowed down to "four things she would like to try." The result was a confidential personnel document, some of which Pamela might want to share. Co-Senior Wardens then met with Pamela, and all signed the document, which was placed in her personnel file. The discussion then shifted to item VII.

Finally, Bob introduced a proposal to change the ways in which reviews would be conducted going forward. The comprehensive evaluation with multiple inputs is too labor-intensive for every year. He recommended that the senior warden could do check-ins for two years, and that the third year be comprehensive. This proposal complies with the spirit of the Letter of Agreement. The text for this proposal will be circulated in advance for action at the next meeting.

VII. REPORT: Rector's Goals for 2021 (Pamela)  
Pamela 5 minutes (8:00-8:10).

Pamela admitted that initially the process seemed daunting, especially since she had not had a review in three years, but in the end she found the process rewarding, though long. The committee was wonderful to work with: professional, compassionate, loving. While it was hard to hear some of the comments, she was grateful: speaking the truth with love. Her goals for 2021 are: 1) address parish personnel and her role as supervisor; 2) attention to membership and strategies for growth; 3) a focus on internal communications (the importance of saying things multiple times); 4) continuing work on the relationship with SJ&O and the Matthew 25 program. The discussion then shifted back to item VI.

VIII. ACTION ITEM: Election of the Clerk, Junior Warden and Treasurer (Bob)  
Sarah Conning was elected as clerk; Jessie Ann Owens as junior warden; Julie Knudsen as treasurer. M/S/P three times.

IX. REPORT: Retreat Planning (Pamela)

The joint Vestry/Ministry Council Retreat will be held on March 12 starting after work, March 13 and possibly the morning of March 14. There will not be a facilitator this year. Stan and Lisa volunteered to serve on a planning committee.

X. UPDATE: SJ&O and Vestry Listening Sessions (Bob and Pamela)

Bob provided background on conversations between SJ&O and Vestry in 2020. Vestry wanted some changes, and that led to frayed relationships and questions about the structure of SJ&O. Pamela decided to engage a facilitator, the Rev. Betsey Monnot. Pamela explained that Betsey initially began a process with the two groups in parallel, aiming to bring them together, but the process was not well received. Pamela then decided to shift to listening mode, and Betsey held listening sessions with members of the Vestry; an invitation was also extended to the 30 or so people on the SJ&O email distribution list (there is no fixed membership). Pamela has now received a report, which, without naming names, indicates common concerns and divergent

views; she followed up with a lengthy conversation with Betsey. It is not clear to either Betsey or Pamela what the next steps should be, and so Pamela continues to be in discernment mode. Bob indicated that he will come to the Vestry in a subsequent meeting with thoughts about the relationship between committees in general, not just SJ&O, and the Vestry, trying to approach this from a systems perspective. Lisa observed that what was at issue was not just relationships but also power and authority. Although we all have a desire to be egalitarian and inclusive, the reality of our polity as a part of the Episcopal Church is that both the rector and the Vestry do have certain kinds of power and authority that are not the same as that granted to other individuals or groups. Being clearer about power could help with relationships: clarity is kindness.

XI. ACTION ITEM: Request from Buildings and Grounds for Liaison (Bob)

Bob led a discussion of the request to appoint a liaison. Pamela noted that the liaison positions had been dismantled intentionally before her arrival, while acknowledging that a Vestry liaison for SJ&O had been important. The Vestry decided to defer appointments of liaisons. A motion to table the question of appointing a liaison, and to communicate that junior warden plans to attend meetings, passed. M/S/P

XII. ACTION ITEM: Special Plate Committee: recommendations for membership

Bob led a brief discussion of the Special Plate Committee. Pamela argued that the committee, consisting of one member-at-large, one member of the Vestry, and one member of SJ&O. should be appointed by the Vestry. Elizabeth volunteered to serve.

XIII. ACTION ITEM: appointment of an alternate delegate to the convention (next year's slate to specify an alternate.

Carole Hom's name had been on the original list of potential delegates. Bob will see if she is willing to serve as an alternate.

XIV. DISCUSSION ITEM: 2021 Vestry Committees (preliminary discussion)

Bob led a brief review of Vestry committees from 2020. Sarah pointed out the need to add the Rector's personnel advisory group (appointed by the Rector to assist on matters of staffing), in the interests of transparency. The committee consists of Jessie Ann Owens, Lisa Leigh, and Julie Knudsen.

XV. APPROVAL OF CONSENT AGENDA (Bob)

M/S/P

XVI. Closing Prayer (Margaret)

Exhibits

Draft Minutes of January 11 and 18 meetings

January 2021 Financial Statements

Request for a Liaison (Buildings and Grounds)

REPORT: Christmas Plate, results, process

2020 Vestry Committees

Reports for the Consent agenda  
Buildings and Grounds Report  
Ministry Council Minutes for December