

The Episcopal Church of St. Martin, Davis  
Vestry Meeting Minutes  
August 8 2021, 11:30am-1:30pm via Zoom

Present: Bob Polkinghorn, Jessie Ann Owens, Sarah Conning, Stan Forbes, Ann Liu, Julie Knudsen Chris Reynolds, Honna Steissberg, Kimo Kimokeo, David Martin, Pamela Dolan, Margaret Grayden

Stan Forbes had to leave the meeting at 12:00pm

Absent:

Guests: Gabe Avila

Bob called the meeting to order at 11:32am

Update on Forbes Ranch: Pamela and Stan offered an update regarding the Forbes Ranch. Stan will be sharing a draft lease for use of 15 acres of land for \$1 per year, and it is anticipated that the Vestry will be able to discuss and vote on this in the near future. He noted that the almond harvest is happening imminently. Pamela will be attending a conference called Faith Lands later in August, specifically for churches looking to use church lands for agriculture.

I. Opening Prayer / Racial Justice Audit reflections

Bob and Pamela opened a conversation about the Racial Justice Audit of the Episcopal Church leadership structure. There was preliminary discussion regarding how best to engage as a vestry with the audit and the larger subject of racism in the church, and Bob solicited input from all present. Pamela has suggested that we read *The Church Cracked Open* by Stephanie Spellers. We discussed multiple avenues for opening conversation within our church, including the Wednesday night formation group as well as a possible tie-in with the Seeds of Justice series from Care for God's Creation.

Group discussion about these options led to a decision to read *The Church Cracked Open* and to discuss in our monthly meetings, one chapter at a time. Stan will order 10 copies of the book.

II. ACTION ITEM: Approval of the Draft Agenda

*A motion (Polkinghorn) to adjust the draft agenda by moving item 7 (Report from Communications Technology Coordinator) to item 3 and to add time for executive session at the end of the meeting was seconded (Liu) and passed unanimously.*

III. Report from Communications Technology coordinator

Gabe Avila presented information about the cost of replacing computer and audiovisual equipment recently lost in a burglary, as well as several proposals for increasing security. The total replacement cost of items stolen is \$10,561.47 (covered by insurance). An additional \$185.74 is needed to recover from the loss, covering a small amplifier and several cables. Gabe also summarized equipment needs for hybrid worship.

*A motion (Dolan) to approve the purchase of a burglar alarm system of up to \$2,250 plus \$90 per month was seconded (Reynolds) and passed unanimously.* This will include panic buttons in the office and sanctuary as a protection for staff who may be working alone. Gabe's presentation is attached as an exhibit.

- IV. ACTION ITEM: Approval of the Minutes of July meeting  
*A motion (Reynolds) to approve the minutes of the July meeting with the following correction was seconded (Kimokeo) and passed unanimously--*  
Correction: The Rector's report should include Elise Keddie as a member of the Regathering Task Force.

- V. REPORT: July financial statement/Budget updates  
Julie shared that she has analyzed the pledge income for 2021 and expects that we will be at or above pledge income at the end of the year, and at or above facilities income (ie rental income). She anticipates we will be below budget on staff for 2021. For 2021, she is hopeful that we may end the year at break even and may not need to use reserves as had been planned.

Pamela announced that the Diocesan Board of Trustees voted to give an apportionment relief gift to each parish in the diocese. A surplus is anticipated in the Diocesan budget, so a decision was made to return the money to the congregational level. We received a check this week for 27% of the 2019 apportionment, \$20,556.18.

- VI. ACTION ITEM: Investment Committee recommendation  
Jessie Ann summarized the recommendation of the Investment Committee (Julie Knudsen, treasurer; Carolyn Chamberlain; Jessie Ann Owens). Pamela, Bob, and Julie expressed appreciation for the hard work of the committee and confidence in the recommendation. *A motion was made (Owens) and seconded (Liu) to accept the following set of recommendations from the Investment Committee:*
1. Recommendation: keep funds invested with the diocese; discuss with the chair of the diocesan investment committee the apparent difference between the stated (60/40) and actual (75/25) strategies of risk management; seek improvement in reporting from US Bank.
  2. Recommendation: adopt a better system of cash management. St. Martin's at present has approximately \$374,000 in cash at First Northern Bank and in a money market fund at Edward Jones. The investment committee obtained three proposals: Edward Jones; Raymond James; Soesbe Financial. Soesbe Financial evaluated the proposals from Edward Jones and Raymond James. Our recommendation is as follows:
    - A) Maintain \$100,000 (three months of operating expenses) in checking at First Northern Bank.
    - B) Create two new restricted funds at the Diocese, invested in their new ESG/balanced fund
      - 1) Capital Reserves Long Term Fund \$18,000
      - 2) Columbarium Fund \$40,000.Earnings will be re-invested.
    - C) Establish an account with Soesbe Financial, ESG balanced funds, with two funds plus a holding account for stock gifts:
      - 1) Operating Reserves Fund \$200,000 (4% distribution annually)
      - 2) Capital Medium Term Reserves Fund \$16,000 (earnings to be re-invested)
      - 3) Holding account for stock gifts \$0

- VII. Rector's Report: Personnel updates

Pamela brought attention to the staffing updates recently shared in the Senior Warden's letter to the congregation, notably hiring Natalie Klopfenstein as a part time Church Operations Coordinator. She noted that information about the Episcopal Community Services grant of \$5,000 for land-based ministry will be shared soon with the congregation. She reminded the group about the Invite, Welcome, Connect sessions in September: September 22 and 29, 7-9pm.

VIII. Report of Senior Warden

Bob brought attention to the letter from Robert Lynch included in the vestry packet, together with the report of a youth ministry assessment from 2012. A discussion of children and youth ministries will be on our agenda for September.

He shared that Elizabeth Young is ending her service on the vestry as she is going off to college. The Vestry will need to appoint someone to replace her for the remainder of her term.

For the Matthew 25 funds allocation process for 2021, Diana Glick for SJO and David Martin for the Vestry have agreed to serve on the three-person task group, and Bob is waiting to hear back from an at-large member.

The Stewardship Committee is moving forward, with participation from Honna Steissberg and Lynn Zender, working with Josie Miller.

He shared that with help from Diane Bamforth and Lynn Zender he has been doing outreach calls to people who have not been attending church recently. He noted the people they have reached have been appreciative of the calls. He invited vestry members to join in this effort of person-to-person outreach calls.

IX. Report of Junior Warden

Jessie Ann reported that she has been checking to update parking lot contracts, moving to gradually increase parking rates to market rate.

*A motion (Reynolds) to approve the proposal from the Buildings and Grounds Committee to power wash and stain the outdoor wood (already budgeted) was seconded (Kimokeo) and passed unanimously.*

X. APPROVAL OF CONSENT AGENDA

*A motion (Liu) to accept the consent agenda was seconded (Steissberg) and passed unanimously.*

Executive session started at 1:34pm and ended at 1:40pm. No decisions were made.

Pamela ended the meeting in prayer.

Minutes approved 9/19/2021