

**The Episcopal Church of St. Martin, Davis**  
**Vestry Meeting Minutes**  
**February 20, 2022, 12:00-2:00 pm via Zoom**

**Present:** Maria Acuna-Feldman, Diane Bamforth, Beth Capell, Colette Chabbott, Ben Guthrie, Kimo Kimokeo, Julie Knudsen, Ann Liu, David Martin, Chris Reynolds, Honna Steissberg, Neil Willits, Pamela Dolan (rector)

**Absent:** none

**Guests:** Margaret Grayden (Deacon), Gabe Avila (Operations Director)

Neil called the meeting to order at 12:02pm

- I. Opening Prayer: Pamela Dolan
- II. ACTION ITEM: Approval of the Draft Agenda  
*A motion (Kimokeo) to approve the draft agenda was seconded (Dolan), amended to move one item from the consent agenda as an additional agenda topic, relating to a request from STEAC to expand the trash/recycling area next to their trailer to bring it into compliance with current City requirements). The motion to approve the amended agenda was passed **unanimously**.*
- III. ACTION ITEM: Approval of the Minutes of January 11 and 16 meetings  
*A motion (Martin) to add Maria Acuna-Feldman to the list of January 16 attendees and approve the draft minutes of the January 11 and 16, 2022 meeting as written was seconded (Kimokeo) and passed with five abstentions (Bamforth, Capell, Chabbott, Guthrie and Willits, not present for January 11 or 16 meeting)*
- IV. ACTION ITEM: Approval of the Minutes of brief January 30 meeting  
*A motion (Acuna-Feldman) to approve the draft minutes prepared by Neil Willits of the brief January 30, 2022 meeting as written was seconded (Capell<sup>[NW4]</sup> <sup>[PD5]</sup>) and passed with one abstention (Kimokeo, not present for special January meeting)*
- V. MEMBER INTRODUCTIONS:  
Since this was the first full meeting of this Vestry, all people in attendance provided a brief introduction, explaining how they came to be in the meeting and how they came to St. Martin's.
- VI. REPORT: January 2022 financial statement  
Julie shared the January financial statement. The statement has two parts; the statement of financial position, which measures the church's current assets and liabilities, something that doesn't change a lot from month to month, other than the dollar amount of liquid assets, which she tries to keep above \$100,000 or so. The second part is the balance sheet for the most recent month, and the year to date

balance sheet. This time there was no year-to-date sheet since it would have been identical to the January sheet. Neil commented that there's little to learn from the data from a single month, since there are enough fluctuations in a given month that a shortfall or surplus over a single month is most likely due to timing issues. So in months to come, more attention will be paid to the year-to-date figures rather than the figures from the most recent month. A motion was made and seconded to accept the financial statement, which passed unanimously.

#### VII. ACTION ITEM: Parochial Report.

Without objection, the agenda item on the Parochial Report was moved earlier in the agenda, since Gabe Avila was present to assist in that discussion. The Parochial Report is an annual exercise that needs to be completed by March 1. Since the pandemic started, the information in the report has changed to reflect changes in church activity, such as participation in on-line worship, but the primary endpoints being used are still things like Average Sunday Attendance, which includes only in-person participation. Thus those numbers are sharply decreased since the start of the pandemic, though that's undoubtedly equally true elsewhere as it has been at St. Martin's. A second issue with the report is that we're required to report communicants in good standing as well as other active members. The numbers that had been reported in recent memory have been quite inflated, due to a failure to remove entries for organizations that were listed along with the actual members, members who had died, moved away or otherwise became inactive. An effort was made this year to purge those formerly active members, and to limit the communicants in good standing to those for whom we have baptismal records (since baptism is one of the requirements to be in good standing). Making these two changes resulted in a large decrease in the reported numbers, from 558 to 131. This is apt to be an overcorrection, since this year's figures exclude members in good standing for whom we don't have baptisms recorded.

There will be more work required to further clean up the numbers, but that will have to take place in years to come. Questions that will need to be addressed include "who counts as being baptized?" (since the available databases cover only baptisms within the Episcopal church), and "do we need to ask current members to get their baptisms on our records?" (we probably do). There was one essay question at the end of the report dealing with changes that we hope for in the near future, which hadn't been composed at the time of the meeting. A motion was made to approve the report, pending completion and approval by the Executive Committee. (Motion by Maria Acuna Feldman and seconded by Ann Liu), which passed unanimously, with one member no longer present.

#### VIII. ACTION ITEM: Vestry Committees and Assignments

A listing of committees and assigned membership, circa 2020 had been circulated as part of the meeting packet, but since there hadn't been enough lead time to review the list, the discussion of member interests was postponed to a later meeting. The one topic discussed here was that Colette Chabbott had agreed to stand as Clerk. There were no additional nominations, and a motion (by Maria Acuna

Feldman and David Martin and seconded by Beth Capell) was made to elect Colette, which passed unanimously.

- IX. Vestry March meeting date, Vestry News and Reviews  
The original date of the March meeting had been set as noon on Sunday, March 20<sup>th</sup>, in the hope that Chris Reynolds would be able to attend via Zoom. Since he won't have internet access at that time, it was suggested that the meeting be rescheduled for Monday the 21<sup>st</sup> at 4:30pm, since that would avoid an excessively long day for the clergy. There was some discussion of alternate dates (such as Saturday the 19<sup>th</sup>) which would have allowed Ann Liu to attend, but the alternatives suggested would have prevented participation by additional Vestry members. A motion was made and seconded to change the March meeting date to the 21<sup>st</sup> (motion by Maria Acuna Feldman, second by Kimo Kimokeo), which passed unanimously.
- X. REPORT: January 2022 Rector's Report  
Note that the Rector's report included a written section that was included in the meeting packet and in the consent agenda. In Pamela's oral Report, she discussed the arrangements for the Leadership retreat, to be held on Friday March 4<sup>th</sup> (starting at 6pm) and continuing on Saturday March 5<sup>th</sup> (starting at 9am), to be held on the church campus, primarily in the sanctuary. Part of the retreat will include a presentation on church governance by Lisa Halko Leigh (former Vestry member and an attorney who does work for the Diocese).
- XI. STEAC trash area.  
Since the request regarding the changes to the STEAC trash/recycling area was received too close to the meeting date, it was moved to refer this request to Building and Grounds for their review, to be reported back to the Executive Committee and/or the Vestry. This motion<sup>[NW7]</sup> passed unanimously.

XII. APPROVAL OF CONSENT AGENDA

- *Written portion of the Rector's report*
- Building and Grounds Report, February 18, 2022
  - The items in the consent agenda were accepted unanimously.

XII. CLOSING PRAYER:

Margaret Grayden offered a closing prayer, and the meeting adjourned at 2:06pm.

Respectfully submitted by Colette Chabbott, Clerk.

Exhibits

- Draft Minutes, meeting of January 11, 2022
- Draft Minutes, meeting of January 16, 2022

- Draft Minutes, meeting of January 30, 2022
- January 2022 financial report
- 2022 Committee list
- Parochial report and explanation of changes
- Personnel report and activities from Rector's report
- Report (Building and Grounds)

#### Reports for the Consent Agenda

- Building and Grounds Report, February 18, 2022