

**Episcopal Church of St. Martin, Davis**  
**Vestry Meeting Minutes**  
**19 March 2023**  
**12:03-2:08 pm, Parish Library**

Present: Anthony Amato, Diane Bamforth, Beth Capell, Colette Chabbott, Pamela Dolan (Rector), Ben Guthrie, Kimo Kimokeo, David Martin, Chris Reynolds, Honna Steissberg, Susan Stone, Neil Willits, Tom Young

Absent: None

Guests: Margaret Grayden (Deacon), Jessie Ann Owens (Treasurer)

**Approval of the Draft Agenda for 19 March**

A motion to approve today's agenda was introduced (Neil), seconded (Beth), and passed unanimously.

**Opening Prayer and Spiritual Practice**

Rev. Pamela led the vestry in the opening prayer. Vestry members were asked to share amongst themselves how their Lenten season has fared so far.

**Approval of February Minutes**

An edit was suggested to the draft minutes, mentioning that a second Parish discussion was being planned for May. A motion was made to approve the minutes for the Vestry meeting held on 27 February as amended was introduced (Beth), seconded (Colette), and passed unanimously.

**Budget Planning Conversation**

Jessie Ann led a discussion regarding the "big picture" of the parish's budget situation. Many of the parish goals and priorities established during the February Vestry retreat were revisited. Emphasis was on the need to balance the budget. Areas where potential adjustments could be made were discussed (e.g., campus expenditures and charitable giving), and our responsibility to ensure we do not betray our church identity with careless budget modifications was considered.

Once apportionment and staffing expenses are taken into account, there is little left that is "discretionary" and can be cut. As it stands, the approved budget for 2023 is projected to incur a deficit of approximately \$58,000.

An overview of the congregational ranges of the Episcopal Diocese of Northern California, as well as our status as a 'Range F' congregation, was briefly discussed. The potential role of additional fundraising to boost revenue was also discussed. A significant conversation about communication of our financial needs and status ensued; questions about how to better communicate our financial situation were raised.

In an effort to translate Vestry priorities into increased parish involvement, a plan for Jessie Ann and Neil to address the congregation was discussed. Our 8 and 10 o'clock

congregations would be addressed during the actual services, then anyone who wants to stick around afterwards would be encouraged to do so. A central goal for the parishwide conversation would be to get people to consider their own priorities for the parish.

We have settled on April 23 for our first parishwide conversation, wherein we would present our critical financial situation. A second conversation would take place on May 21, the focus of which would be “who we are as a parish, and who we want to be.” In contrast to last year, the planning for this year’s stewardship campaign should begin by June, starting with the preparation of a proposed 2024 budget and a “target” stewardship goal. Yet another conversation about priorities, values, and goals could be held during Pamela’s sabbatical absence.

**ACTION ITEM:** Neil, Jessie Ann, and Pamela will plan and promote the April 23 all-parish conversation

### **Treasurer Appreciation**

Jessie Ann was applauded by the Vestry for being awesome!

### **Updates to Committee Assignments**

More parishioners are needed for Homann Music, Investment, and possibly Budget & Finance committees. Kimo was added to both the Rector Review and Special Plates committees. Charlie Bamforth and Tim Williams have graciously agreed to serve on Special Plates with Kimo. We also still need to recruit three “at large” parishioners for Stewardship. We will need to talk more about Stewardship during the April Vestry meeting. In the meantime, Honna and Neil have been tasked with finding the 3 parishioners needed to fill the Stewardship committee.

Kimo will be stepping down from the Matthew 25 committee, but will need someone to shadow him in his role as liaison to SJO prior to the end of his Vestry term.

**ACTION ITEM:** Honna and Neil will recruit three parishioners for the Stewardship Committee and report back at the April Vestry meeting with their progress.

### **Promoting Clear and Healthy Communication with Parish**

The point was made that we need to decide what to do with the feedback we get from parishioners before we finalize dates and volunteer slots for the Vestry Listening Table. We don’t want a system that encourages anonymous feedback.

### **Vestry Announcements and News Sign-Up Sheet**

Vestry members were asked to sign-up for specific dates in which they could either present announcements to the parish, or draft Vestry newsletters.

**ACTION ITEM:** Several Vestry members signed up to make announcements on Sunday morning and/or to write a Vestry News and Review item. We need to create a process for keeping track and reminding people of what they’ve agreed to do.

**Review of Upcoming Vestry Meeting Dates**

April 23: First parishwide budget conversation

April 25: April Vestry meeting @ 7 pm

May 21: Second parishwide budget conversation

May 23: May Vestry meeting @ 7 pm

June 13: June Vestry meeting @ 7 pm

**Approval of Consent Agenda**

A motion to approve the consent agenda was introduced (Neil), seconded (Beth), and passed unanimously.

**Closing prayer**

Margaret led the Vestry in a beautiful closing prayer.

MEETING ADJOURNED at 2:08 pm

*Anthony G. Amato*  
Vestry Clerk

05/10/2023  
Date