

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
25 July 2023
7:04-8:42 PM, Parish Library

Present: Anthony Amato (Clerk), Beth Capell (Jr. Warden), Colette Chabbott, David Martin, Honna Steissberg, Susan Stone, Neil Willits (Co-Sr. Warden), and Tom Young

Guest(s): Ven. Margaret Grayden

Absent: Diane Bamforth, Rev. Pamela Dolan (Rector), Ben Guthrie, Rev. Debbie Hawkins (Priest-in-Charge), Kimo Kimokeo (Co-Sr. Warden), Chris Reynolds

Opening Prayer

Deacon Margaret led the Vestry in an opening prayer.

Vote to Approve Draft Agenda for 25 July

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

Vote to Approve June Meeting Minutes

A motion to approve the Vestry meeting minutes for 13 June 2023 was introduced (Neil), seconded (Beth), and passed unanimously.

ACTION ITEM: Vote to Document Approval of Cost-of-Living Allowance for Rev. Deborah Hawkins

A motion was introduced (Beth) to herein document the passage of an email vote whereby the cost-of-living allowance for Rev. Deborah Hawkins, in her present capacity as Priest-in-Charge, was unanimously approved by the Vestry. This motion was seconded (David), and passed unanimously.

Review of Treasurer's Budget Narrative for January-June 2023

The Vestry was reminded that we started 2023 with a projected budget deficit of approximately \$57,000. So far, the total revenue collected during the first half of this year exceeded our estimation (approx. \$338,000 as opposed to \$264,000). While this is very good news in the short-term, it was acknowledged that much of this improvement is a result of one-time instances of financial relief for the parish that we do not expect to occur again next year.

ACTION ITEM: Vote to Approve Budget Narrative and YTD Financial Report

A motion was introduced (Colette) to approve both the Budget Narrative and Year-to-Date 'Budget vs. Actuals' financial report for January-June 2023. This motion was seconded (Susan), and passed unanimously.

Discussion Concerning Partnership with Chazin & Company

Chazin & Company is an accounting and finance service provider that operates exclusively for nonprofit organizations throughout the United States. St. Martin's has been working with Chazin since August 2022 and it has come to the Vestry's attention that the costs we have incurred as a result of our use of their services have been approximately double what had initially been estimated.

Review of St. Martin's Confidentiality Policy

The Vestry reviewed an updated draft of the previously approved Confidentiality Policy for St. Martin's. Overall, the policy emphasizes the responsibility that clergy, vestry and committee members, and employees have to respect and maintain the privacy of all members of this parish. The previous version of the policy hadn't accounted for the fact that some records (most notably, the Parish Directory) contain confidential information, but are intended for distribution to the Parish. The updated draft exempted these documents from the strict confidentiality policy, although individual members are allowed to have their information excluded from the distributed version.

ACTION ITEM: Vote to Approve Updated Confidentiality Policy

A motion was introduced (Tom) to approve an amended version of the Confidentiality Policy for the Episcopal Church of St. Martin (previously approved by the Vestry on 13 June, 2023). This motion was seconded (David), and passed unanimously.

Review of Director of Operations' Report

The Vestry reviewed business actions taken by our Director of Operations, Gabe Avila, between the months of May and June 2023. This included a great deal of work assisting our parish's transition into an interim period with Rev. Deborah Hawkins as Priest-in-Charge. We were also given a new accountant by Chazin, thus Gabe was required to devote much time to bringing our new Chazin representative up to speed.

ACTION ITEM: Vote to Approve Director of Operations' Fundraiser Proposals

A motion was introduced (Anthony) to approve two proposed fundraising events for Fall 2023 as detailed in an email to the Vestry:

1. "Kick-off Sunday," a revenue-generating event (raffle) which is to be held on 24 September; and
2. A photo directory, produced in-house, where in addition, we could request information required for our parochial report (e.g., demographic, baptismal and confirmation, and contact information). Sale of a family's pictures could be used to raise some additional funds. The starting date of this effort is to be determined.

This motion was seconded (Colette), and passed unanimously.

Review of Building & Grounds Report

The Vestry reviewed the Building & Grounds' Vestry Report for July. Of note are the updates regarding our sanctuary's stained glass ceiling window and surrounding structures. Two companies - Nzilani Glass and Pemberton Structural Engineering - took time to review the window and report on their findings. It is clear that restoration is needed, but that the structure holding the window is strong and has "three-times redundancy" should one support aspect fail. In contrast, the cross which hangs above the altar is quite strong, but has no built-in redundancy and would benefit from an additional cable, should the current cable fail.

After reviewing the B&G report, the Vestry conducted a discussion pertaining to three motions relevant to the facilitation of these repairs.

ACTION ITEM: Votes to Approve Three Motions on Repair Work

Motion I: A motion to approve \$1,000 for engineering plans for reinforcing the cross over the altar was introduced (Beth), seconded (Susan), and passed unanimously. (NOTE: These plans are to be done by Pemberton Engineering which has performed prior structural engineering on our roof. This is the cost for the plans, not the actual work, but we cannot get a bid on the work until we have the plans.)

Motion II: A motion to approve \$2,000 for engineering plans to install harness attachments atop the Sanctuary for the purpose of enabling repair work on the stained glass ceiling; as well as other routine maintenance that requires a harness. The motion was introduced (Beth), seconded (Susan), and passed unanimously. (NOTE: This is the cost of the plans, not the actual work.)

Motion III: A motion to collect bids for the restoration of the stained glass window was introduced (Beth), seconded (Susan), and passed unanimously.

Brief Discussion on Charitable Giving and Stewardship

Given the limited number of persons attending the meeting, the Vestry agreed to postpone a more detailed discussion on the present state of our charitable giving situation, and also a more detailed Stewardship update, to be held at the next scheduled Vestry meeting. The Vestry did discuss the importance of emphasizing and zeroing in on three key questions: "*Why do we do charitable giving?;*" "*What's the best way to go about giving?;*" and "*Should we be doing it exactly the same way as before?;*"

Vote to Approve Consent Agenda Items

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

Spiritual Practice & Closing Prayer

Neil led the Vestry in the recitation of a litany for the mission of the Church. Afterwards, Deacon Margaret led the Vestry in a beautiful closing prayer.

MEETING ADJOURNED at 8:42 PM

Anthony G. Amato
Vestry Clerk

08/29/2023
Date