

**Episcopal Church of St. Martin, Davis**  
**Vestry Meeting Minutes**  
**29 August 2023**  
**7:00-9:21 PM, Parish Library**

**Present:** Anthony Amato (Clerk), Diane Bamforth, Beth Capell (Jr. Warden), Colette Chabbott, Ben Eustis-Guthrie, Kimo Kimokeo (Co-Sr. Warden), Honna Steissberg, Susan Stone, Neil Willits (Co-Sr. Warden), and Tom Young

**Guest(s):** Ven. Margaret Grayden, Rev. Deborah Hawkins, Janet Lane (Buildings & Grounds), Jessie Ann Owens (Treasurer), and Lynn Zender (Ministry Council)

**Absent:** David Martin, Chris Reynolds

**Amendments to Draft Agenda for 29 August**

The Vestry was informed of recent adjustments to this meeting's agenda. These included adding a discussion with Janet about the scaffolding that would need to be installed inside the church in order to enact repairs on the ceiling window. It was also necessary to change the date for the next Vestry meeting from September 29 to Tuesday, October 3\*. (*\*The "September" Vestry meeting has since been rescheduled for Monday, October 2 at 7:00 PM.*)

**Opening Prayer and Spiritual Practice**

Neil led the Vestry in the recitation of Evening Prayer II from the Book of Common Prayer. Everyone around the table took turns reading from a compilation of Bible verses on the topic of helping the poor.

**Charitable Giving Discussion**

The Vestry discussed the important topic of charitable giving, particularly what the most sensible methods of giving might be given St. Martin's deeply-rooted culture of generosity towards various community recipients. As a segue into this discussion, Vestry members shared their personal thoughts on the biblical insights concerning generosity towards the poor highlighted during Spiritual Practice. A vigorous, yet respectful exchange of viewpoints followed. A key takeaway from this discussion had to do with the importance of adopting a system of charitable giving that promotes unity and not division.

**Vote to Approve Draft Agenda for 29 August**

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

**Vote to Approve July Meeting Minutes**

A motion to approve the Vestry meeting minutes for 25 July 2023 was introduced (Beth), seconded (Kimo), and passed unanimously with one abstention.

### **Treasurer's Report**

The Vestry was briefed that year-to-date pledges are currently above budget, but that pledge income was significantly down in the months of June and July. At the same time, plate offerings are considerably higher than budgeted, most likely due to the fact that many new parishioners are not yet pledged givers. As of now, it is still too soon to say whether St. Martin's will end the year with a balanced budget.

#### **ACTION ITEM: Vote to Approve YTD Financial Report**

A motion to accept the treasurer's year-to-date financial report and budget summaries was introduced (Susan), seconded (Tom), and passed unanimously.

### **Adoption of a "Total Return Approach" for the Linda Hoff Frost Endowment**

The Vestry reviewed the treasurer's correspondence with Mark Tebbutt and the Linda Hoff Frost Memorial Trust, established in 1991. Jessie Ann requested that Mr. Tebbutt, as primary successor trustee for the Memorial Trust, approve the adoption of a "total return approach" for the disbursement of trust funds. This policy already applies to all endowments and other investments held by the Church of St. Martin except where the terms of the bequest or trust specify a different manner of distribution. The total return approach draws a set percentage of a fund or corpus, including interest, dividends and appreciation (the Vestry has authorized 4%). Overall, this approach allows for the continued growth in the principal to keep up with inflation.

Having received Mr. Tebbutt's consent via email that St. Martin's could adopt this total return approach, the Vestry was thus at liberty to hold a vote on whether to grant final approval for the change.

#### **ACTION ITEM: Adopt a "Total Return Approach" for the Linda Hoff Frost Memorial Trust**

A motion was introduced (Neil) to adopt the aforementioned "total return approach" for the disbursement of funds held in the Linda Hoff Frost Memorial Trust. This change would override the stipulation that only the trust's income be dispersed. The proposed motion was seconded (Susan) and passed unanimously.

The Rev. Deborah Hawkins, present for the discussion and vote, will attest to the decision by signing the approved minutes; documentation will be retained in church archives.

### **Discussion About Ceiling Window Repairs**

Janet led the Vestry through a review of the Buildings & Grounds report. Two companies (Willet-Hauser and Nzilani Glass) have each offered bids to restore or otherwise work on the ceiling window panels. Of the two options, Nzilani's approach of restoring just 1 of the 40 panels to begin with seemed like the most practical and economical option. This would allow them to give us the most accurate estimate for doing the entire window and would also allow them to decide how best to restore the remaining panels. Nzilani has also offered to educate the congregation on what actions would be involved in the restoration process.

Nzilani Glass also opined that the scaffolding required to work on the window from underneath it could also be used to retrofit the cross above the altar. A company called Unique Scaffold will come this Tuesday (September 5) to assess the space around the altar and hopefully give us a bid.

**ACTION ITEM: Vote to Approve Repair Bids**

A motion was introduced (Neil) to approve two bids: Nzilani Glass' offer to treat 1 of the 40 stained glass panels as a test panel at the bidded cost of \$27,852 (this includes the cost to remove, treat, reinstall, and formulate a final estimated budget for treatment of the remaining panels); and Unique Scaffold's offer to install and rent out for 60 days scaffolding with two work platforms at the bidded cost of \$5,120. The grand total of these two bids amounts to \$32,972. The funds for these projects would come from a combination of the Carol Boyer Estate bequest and our capital replacement reserve. The proposed motion was seconded (Susan) and passed unanimously.

**Update on Families Together Project (FTP)**

The Vestry reviewed a letter drafted by the FTP Leadership Team stating that as the two beneficiary families of the Families Together Project have become self-reliant, the goals of the project have been met and it is therefore time for the FTP to formally disband. The Vestry was informed that a total amount of \$9,383.64 is still being held in the FTP fund and was given a set of recommendations as to how those funds should be used. To summarize, it was recommended that the remaining funds be divided equally between the two families and held in separate sub-accounts at St. Martin's. Each family would be able to request disbursement of money from their sub-account when they have essential medical, dental, immigration, or other subsistence needs that they cannot cover from their own income. At the end of 2024, any remaining money in a sub-account would be given to that family.

**ACTION ITEM: FTP Dissolution and Commendation**

A motion was introduced (Neil) to formally dissolve and commend Families Together Project Leadership Team, as well as to herein document the Vestry's sincere appreciation for the exemplary service that the FTP has provided the Mateo and Yuja-Si families over the last few years. This motion also includes: (a) the Vestry's recognition that the problems associated with immigration and immigration resettlement in the United States are in dire need of reform; and (b) the Vestry's eagerness to encourage other groups or parishioners at St. Martin's to consider whether they might be able to help continue the wonderful work done by the Families Together Project - the vestry would be only too happy to work with them in setting up one or more successor projects. The proposed motion was seconded (Anthony) and passed unanimously.

**DCM Board Vacancies**

The Vestry was given an update regarding the two vacancies on the DCM board, namely that Stan Forbes and Chris Serdahl would be willing to fill these vacancies.

**ACTION ITEM: Vote to Recommend Names to DCM**

A motion to forward the names of Stan Forbes and Chris Serdahl over to DCM was introduced (Colette), seconded (Diane), and passed unanimously.

**Parish Hall Acoustics Discussion**

The Vestry reviewed the work that has been undertaken in order to improve the Parish Hall's acoustics. A key topic of discussion was the logistics involved with ensuring that any liability concerns would be addressed, especially given the fact that unpaid parish volunteers would be serving as workers on the project.

**ACTION ITEM: Vote to Approve Funds for Parish Hall Improvements**

A motion was introduced (Beth) to approve up to \$5,000 for Parish Hall improvements to be funded with \$2,000 from line 409 (New Ministry) and additional gifts from parishioners for this purpose. Solicitation of funds would also be implemented. The proposed motion was seconded (Ben) and passed unanimously.

**Approval of Consent Agenda**

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

**Closing Prayer**

Deacon Margaret led the Vestry in a closing prayer.

MEETING ADJOURNED at 9:21 PM.

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The Rev. Deborah Hawkins

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Date