

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
January 8, 2024
7:07-9:11 PM, Zoom

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

Guests: Ven. Margaret Grayden, Jessie Ann Owens (Treasurer), and Rev. Ernie Lewis

Absent: David Martin, Chris Reynolds

Vote to Approve Agenda for 8 January 2024

A motion to approve today's agenda as amended to include time for Colette to update the Vestry on the parish hall acoustics was introduced (Neil), seconded (Colette), and passed unanimously.

Opening Prayer & Spiritual Practice

Rev. Pamela shared with the Vestry an excerpt of "Women's Christmas: The Map You Make Yourself," by Jan Richardson.

Vote to Approve Minutes for 4 December 2023

A motion to approve the Vestry meeting minutes for 4 December 2023 was introduced (Susan), seconded (Kimo), and passed unanimously.

Vote to Document Email Passage of the Following Motions

A motion to document herein the following email votes which took place between 7-9 December 2023 was introduced (Anthony), seconded (Beth), and passed unanimously:

- I. A motion to approve the spending of \$34,250 for a harness safety system which needs to be installed in the upper cavity of the sanctuary between the stained glass window and the inside of the roof/ceiling, the funds coming from a combination of the 2023 capital replacement and the 2024 capital replacement (*passed unanimously on 8 Dec 2023*);
- II. A motion to approve the recommendation of the Matthew 25 Grant Program Committee to designate the Episcopal Relief and Development (ERD) Maui Fund as St Martin's 2023 Christmas Plate recipient (*passed unanimously on 9 Dec 2023*);
- III. A motion to approve the recommendation of the Matthew 25 Grant Program Committee that the allocation of \$10,000 from the Linda K. Frost Endowment be withheld from the current grant cycle, enabling the funds to be used either in an emergency situation or later in 2024 for Matthew 25 grants (*passed unanimously on 9 Dec 2023*); and

- IV. A motion to approve the recommendation of the Matthew 25 Grant Program Committee that the amount of \$23,400 (Matthew 25 budget line) be used to fund the following organizations: Davis Phoenix Coalition (\$3,000), STEAC (\$4,800), Dixon Family Services (\$4,800), the Center at St. Matthew's (\$4,800), and DCMH (including Paul's Place) (\$6,000) (*passed unanimously on 9 Dec 2023*).

Treasurer's Report

The Vestry reviewed the preliminary financial statements for 2023. We were on target for pledges, significantly ahead on giving to plates; in addition, a generous bequest and the payment from the Federal ERTC resulted in substantially more revenue than anticipated. On the expense side, there were major savings on the apportionment due to the diocesan Creative Staffing Program, smaller savings on staff. The 2023 budget, which was projected to be \$57,000 in deficit, instead has a surplus of roughly \$176,000 (note that these are preliminary figures). The Vestry also reviewed and discussed a proposed budget for 2024 recommended by Budget and Finance. The budget creates two "buckets" for tracking revenues and expenditures for operations (staff, campus, office, program) and for missional or outreach giving. Without the likelihood of significant capital expenses, the 2024 budget was projected to have a deficit of roughly \$23,000; including an additional \$30,000 for capital expenses (in addition to the \$30,000 already in the budget) and \$20,000 for fund-raising expenses brings the deficit to roughly \$73,000. The deficit can be covered by a portion of the 2023 surplus, while still retaining the bequest for a future use. Missional giving is estimated to be roughly \$71,000, the operations expense budget roughly \$602,000.

Vote to Approve 2024 Parish Budget

A motion to approve the 2024 budget, as recommended by Budget and Finance, was introduced (Neil), seconded (Beth), and passed unanimously with one abstention.

Senior Warden's Report

Vote to Bring Proposed Bylaw Change to Annual Meeting 2024

The Vestry reviewed a proposed bylaw change regarding the number of members on the Vestry: "The Vestry shall consist of no fewer than nine and no more than twelve elected members [...]."

A motion to make this proposal an item in the upcoming annual meeting to take place on January 28 was introduced (Anthony), seconded (Susan), and passed unanimously.

Vote to Adopt Whistleblower Protection Policy

A motion to adopt the Whistleblower Protection Policy for the Church of St. Martin as amended to enhance clarity of the policy's reporting procedure was introduced (Tom), seconded (Colette), and passed unanimously.

Vote to Adopt SJO and Vestry Agreement

A motion to endorse Beth Capell, Bob Polkinghorn (SJO Chair), and Rev. Pamela Dolan's SJO and Vestry Agreement was introduced (Neil), seconded (Susan), and passed unanimously with one abstention.

Rector's Report

It was decided that we should have a meeting on January 22 at 7 pm to discuss finalizing the Vestry slate due to be presented at Annual Meeting 2024. The Vestry also discussed STEAC's desire to utilize more space (one additional room) on campus.

Building and Grounds Report

Colette provided the Vestry with an update on acoustic panels. Work is projected to begin in February. The Vestry also reviewed and discussed Buildings and Grounds' Report to the Vestry, particularly Upgrades and Repairs to the Sanctuary Stained-Glass Window.

Reflections of Outgoing Vestry Members

Outgoing members of the Vestry were given the opportunity to share any thoughts or feelings about their experiences on the Vestry. We are immensely grateful to Kimo Kimokeo, David Martin, Chris Reynolds, and Honna Steissberg for their dedication, time and friendship.

Vote to Approve Consent Agenda

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

Closing Prayer

Deacon Margaret recited a beautiful closing prayer and extended gratitude to our outgoing Vestry members.

MEETING ADJOURNED at 9:11 PM.


Anthony G. Amato (Vestry Clerk)

2/19/2024
Date