

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
December 4, 2023
7:02-8:41 PM, Parish Library

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

Guest(s): Ven. Margaret Grayden and Jessie Ann Owens (Treasurer)

Absent: Colette Chabbott, Chris Reynolds

Vote to Approve Agenda for 4 December

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

Opening Prayer & Spiritual Practice

Rev. Pamela led the Vestry in a "Shortened Evening Prayer," adapted from the Standing Liturgical Commission's *Enriching Our Worship 1*. The prayer included a collect asking God to cast away the works of darkness, and also a collect for peace - peace that only God can give.

Vote to Approve Minutes for 30 October

A motion to approve the Vestry meeting minutes for 30 October 2023 was introduced (Beth), seconded (David), and passed unanimously with one abstention.

Treasurer's Report

The Vestry reviewed this month's YTD budget vs actuals. Afterwards, Jessie Ann provided a summary of projected year-end revenue and expenses. We project that 2023 will end with a surplus of around \$69,000. The Vestry was advised that it would be prudent to put this money into next year's budget, as well as a fund for stained glass window repairs. The Vestry also looked at a sample 2024 budget worksheet, an example of how our budgeting practices will be presented in future.

Vote to Approve Investment Committee's Recommendation

Whereas the following proposal was presented to the Vestry by the Treasurer:

"To approve the recommendation of the Investment Committee to permit withdrawals from the General Endowment in December 2023, the Linda Hoff Frost Fund in January 2023 and the Soesbe Operating Reserves in December 2023 in accordance with Vestry policy (4% of total return based on twelve-quarter rolling average);"

A motion to approve the Treasurer's proposal was introduced (Neil), second (Beth), and passed unanimously.

Review of Whistleblower Protection and Conflict of Interest Policies

The Vestry took another opportunity to review the parish's Whistleblower Protection and Conflict of Interest policies so that we might discuss finishing touches. The policies are nearly ready to go. It was decided that Gabe Avilla or a member of the Vestry, which includes Pamela, would be the individuals one should receive a whistleblower complain, should one arise. We are hoping to enact a conflict of interest policy that extends to all parish employees and other parish committees, not just members of the Vestry.

Brief Discussion About Matthew 25 Committee

The Matthew 25 committee has a meeting tomorrow night (5 December) and we can expect a report thereafter. We will thus need to approve their nomination recommendation via email vote.

Vote to Approve Christmas Offering Recipient

A motion to have the members on the Matthew 25 recommendation committee also decide the recipient(s) for the Christmas offering was introduced (Tom), seconded (David), and passed unanimously, with one abstention.

Discussion About Next Vestry Meetings

The date for the Vestry's annual meeting is scheduled for 28 January 2024. The next executive committee meeting is tentatively set for 2 January 2024, with our "December" meeting set for 8 January 2024 at 7:00 PM in the parish library. 22 January at 7:00 pm is the tentative date for a Vestry meeting before the annual meeting. The Vestry retreat will take place the first weekend of March 2024.

Vote to Approve Annual Housing Allowance

Following a review of the Annual Housing Resolution, a motion to approve the Rector's housing allowance of \$48,000 for the year of 2024 was introduced (Kimo), seconded (Beth), and passed unanimously.

Review of Proposal for Photography/Videography at St. Martin's

A filmmaker that recorded footage for COP28 submitted a request to the Rector, which she asked the Vestry to review. As part of his request, Michael Zeligs, MST would like to gather film footage of one of our Sunday services for promotional material that he would like to create. The Vestry discussed pros, cons, and further information we would like to have before we come to a final decision.

Committee Liaison and Vestry involvement discussed. Some of our committees are in good shape, others need leadership or liaisons as soon as possible. For example, the Ranch work has temporarily stalled and by April we need to provide an update about how the ECS grant will be spent.

Review of Buildings and Grounds Report to the Vestry

Scaffolding will go up January 11, 2023 and is expected to remain in place for approximately two months. One test panel is scheduled to be removed from the stained glass window on January 17. The Vestry then discussed B&G's update on several bids we now have for rolling gates for the trash enclosure.

Resolution of Thanks to Buildings and Grounds

A motion to adopt a Resolution of Thanks to Buildings and Grounds was introduced (Neil), seconded (Ben), and passed unanimously:

“Whereas Buildings and Grounds continues to be a vital and deeply appreciated presence and support to the entire parish, the Vestry hereby resolves to extend its heartfelt thanks and unreserved gratitude for all of the dedication and hard work that committee members give freely to the wellbeing of our church and the safety of its parishioners. We simply cannot be a parish without you.”

Vote to Approve Consent Agenda

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

Closing Prayer

Rev. Pamela led the Vestry in a closing prayer.

MEETING ADJOURNED at 8:41 PM.

Anthony G Amato 12/05/23
Vestry Clerk Date