

**Episcopal Church of St. Martin, Davis**  
**Vestry Meeting Minutes**  
**February 19, 2024**  
**7:01-9:10 PM, Zoom**

**Present:** Anthony Amato (Clerk), Diane Bamforth, Beth Capell (Jr. Warden), Colette Chabbott, Rev. Pamela Dolan (Rector), Ben Eustis-Guthrie, Eric Jordan, Elise Keddie, Tony Miller, Susan Stone, and Neil Willits (Sr. Warden)

**Guests:** Gabe Avila, Ven. Margaret Grayden, and Jessie Ann Owens (Treasurer)

**Absent:** Jim Jordan, Tom Young

**Vote to Approve Agenda for 19 February 2024**

A motion to approve today's agenda was introduced (Colette), seconded (Beth), and passed unanimously, after noting that the Building and Grounds item is an action item

**Opening Prayer**

Rev. Pamela recited a wonderful poem ("*Blessing of the Dust*") by Jan Richardson.

**Vote to Approve Minutes for 8, 22 & 28 January 2024**

A motion to approve the meeting minutes for 8, 22 and 28 January 2024, as amended to include date corrections in the 28 Jan minutes, was introduced (Beth), seconded (Anthony), and passed unanimously, with abstentions on the approval for a given set of minutes from members who were absent from that meeting.

**Vote to Appoint Tony Miller to the Vestry**

A motion to appoint Tony Miller to a term on the Vestry lasting until the remainder of this year was introduced (Neil), seconded (Colette), and passed unanimously. Tony was invited to share a few words as he was welcomed into the Vestry.

**Bylaws Discussion**

Neil provided the Vestry with an overview of the recent amendment to the parish bylaws, allowing the Vestry to consist of at least 9, but no more than 12 members.

**Vote to Approve Amended Parish Bylaws**

A motion to adopt the amended bylaws was introduced (Susan), seconded (Elise), and passed unanimously. It was noted that the year of the approval is 2024, rather than what was listed in the copy that was circulated.

**Parochial Report Discussion**

Rev. Pamela and Gabe provided the Vestry with an in-depth overview of the 2023 Parochial Report. Following a detailed summary by Jessie Ann of the financial section (page 5), there was

a Vestry discussion about question items 37, 38, & 39 (narrative questions). Vestry members had the opportunity to review these narrative questions and share their thoughts, so that their input could be considered before the parish's responses to these questions were finalized.

### **Vote to Approve 2023 Parochial Report**

A motion was made (Beth) to approve the 2023 Parochial Report with the knowledge that certain answers and responses to questions asked in the report may be amended to reflect feedback collected at today's Vestry meeting, or to adjust numeric reportings found to be incomplete or in need of correction. This motion was seconded (Elise), and passed unanimously.

### **Treasurer's Report**

Jessie Ann discussed a new model for presenting financial statements. We estimate that \$71,000 will be available from a number of revenue sources for missional/outreach giving. The Vestry also discussed 2024 operations expenses. Finally, we looked at a financial report for December, 2023, using a new reporting template modeled after the Church of the Incarnation in Santa Rosa. Beth commented on how helpful this new model is. The final financial statements weren't available at the time of this meeting.

### **Sr. Warden's Report**

Neil discussed our Conflict of Interest Policy, based on a discussion with Lisa Halko. Lisa said that the conflict of interest guidelines for Parish Employees should be in the Personnel Manual, which will be updated this year. Lisa had suggested that it was up to the Vestry to check that there were no conflicts of interest in recommendations coming from members of Parish committees. Neil suggested that the *Vestry* policy be amended to state that Parish members be instructed to identify conflicts of interest whenever recommendations are solicited from them. This revision will be brought to a Vestry meeting later this year.

### **Rector's Report**

The Vestry took time to discuss our 2024 calendar. The 3rd Monday of each month seems to work for everyone in terms of when we hold our regular monthly meetings. We were also reminded of the various roles and responsibilities that Vestry members should expect to help out with: signing up for announcements at 8 & 10 AM services, composing Vestry News & Review articles, and counting plate donations, along with other funds that come in during the week. An update on the stained-glass window followed.

### **Buildings and Grounds Report**

Following a review of the monthly Buildings and Grounds Report, the Vestry discussed the tree that had to be removed from campus.

