

Episcopal Church of St. Martin, Davis
DRAFT Vestry Meeting Minutes
May 20, 2024
7:02PM-9:19 PM, Parish Library

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

Guests: Gabe Avila (Assistant Clerk), Ven. Margaret Grayden, Jessie Ann Owens (Treasurer)

Absent: Jim Jordan

1. Vote to Approve Agenda for May 20, 2024

- a. A motion to approve today's amended agenda was introduced (Neil) was seconded (Beth) and passed unanimously.

2. Opening Prayer & Spiritual Practice

- a. Rev. Pamela led the Vestry in a bible study on the second chapter of Acts and the four marks of a healthy church.

3. Votes to Approve Minutes for April 15, 2024

- a. A motion to approve the meeting minutes for April 15, 2024, with the correction that the reference to Creative Staffing was deleted, was introduced (Elise), seconded (Susan), and passed unanimously with one abstention.

4. Cross Reinforcement Bid Email Vote

- a. On April 24, 2024, Sr. Warden Neil Willits sent a motion to the Vestry (seconded by Elise) to accept the bid from Elliot Reed Construction for \$4500 to reinforce the cross above the altar. This motion passed unanimously via email vote. The reinforcement has now been completed.

5. Ministry Fair Planning

- a. A discussion was held on the logistics of the ministry fair, which is being held on June 2, 2024, after the single 10am service.
- b. A secondary discussion arose about sharing information about ministries throughout the year and recognizing volunteers in an intentional way.

6. Stewardship Planning

- a. A discussion was held on recruitment for the stewardship committee. Vestry also briefly discussed prior successful stewardship endeavors and potential plans for the upcoming campaign.

7. Assets and Operational Expense and Reimbursement Policy

- a. Operational Expense and Reimbursement Policy

- i. The Budget and Finance Committee requested that the Vestry review and vote on a proposed new policy regarding operational expense and reimbursement approval. The policy was reviewed and discussed by the Vestry.
- ii. Vote to Approve Policy
 1. A motion to approve the Operational Expense and Reimbursement Policy with amendments included below was introduced (Tom), seconded (Beth), and passed unanimously with no abstentions.
- iii. The approved policy reads:

"With the exception of standard operational bills such as diocesan apportionment, property insurance, long term equipment leases, or regular utilities payments, the following is required for all operational spending and reimbursement:

1) For expenses \$300 or under, no written approval from the associated commission chair is required prior to the expense. Reimbursement requires signed approval from the associated commission chair.

2) For expenses above \$300 and below or equal to \$3000, written approval from either the Rector or Senior Warden is required prior to the expense. Reimbursement requires signed approval from the same.

3) For expenses above \$3000 and below or equal to \$6,000, written approval from the executive committee is required prior to the expense. Reimbursement requires signed approval from a member of the executive committee on behalf of the whole executive committee.

4) For expenses above \$6,000, a vote of approval from the vestry is required prior to the expense. Reimbursement requires signed approval from a member of the executive committee on behalf of the Vestry, with attached minutes or draft minutes showing the motion to approve.

For levels one through three, if a) the approver for the level required is not available to approve due to illness, injury, or unavoidable circumstances, or b) if the person requesting a reimbursement is the approver for a level, then the approval from either a different approver on the same level or approver(s) on the level above should be sought.

In cases of emergency, such as one in which not taking immediate action will result in significant loss, the Rector or Senior Warden may approve an expense.

This policy shall take effect on July 1, 2024."

b. Recording Assets

- i. Due to a required Yolo County Assessor form, a motion was sent to

the Vestry by the Budget and Finance Committee regarding a new policy to record assets.

ii. The policy reads as follows:

"Parish financial accounting systems shall track all computer, LAN, and server purchases regardless of cost and track all other capital improvements and asset acquisitions costing \$3000 or over as assets."

iii. Vote to Approve Policy

1. A motion to approve the Recording Assets Policy was introduced (Neil), seconded (Beth), and passed unanimously with no abstentions.

8. Stained-glass Window Task Force Report

- a. A review of the ceiling window restoration was shared by Beth, particularly the delay caused by the seismic retrofit and expected report from Nzilani Glass. Due to the retrofit, any restoration would likely need to be done in place, which would require scaffolding of the entire nave.

9. Sr. Warden's Report

- a. The Vestry discussed the next steps on a proposal from a parishioner on low-cost housing. Beth shared information on a state law that encourages low-cost housing on church property. Discussion will continue at another meeting.
- b. Neil gave an update on a building project at Dixon Family Services, which is being sponsored by SJO.

8. Consent Agenda

- a) A motion to accept the consent agenda items, consisting of the Buildings and Grounds Report, Social Justice and Outreach Minutes, and financials, was introduced (Beth), seconded (Neil), and passed unanimously.

9. Closing Prayer

- a) Deacon Margaret led the Vestry in a closing prayer.

MEETING ADJOURNED at **9:19 PM**.