

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
June 9, 2024
4:02 PM-5:49 PM, Parish Library

Present: Beth Capell (Jr. Warden), Rev. Pamela Dolan (Rector), Ben Eustis-Guthrie, Eric Jordan, Jim Jordan, Elise Keddie, Tony Miller, Susan Stone, Neil Willits (Sr. Warden)

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

Absent: Anthony Amato (Clerk), Diane Bamforth, Tom Young

1. Vote to Approve Agenda for June 9, 2024

- a. Pamela introduced and Beth seconded a motion to approve today's amended agenda. This motion passed unanimously with no abstentions.

2. Opening Prayer & Spiritual Practice

- a. Rev. Pamela shared a prayer from Kate Bowler on a blessing for when you don't feel #blessed.

3. Votes to Approve Minutes for May 20, 2024

- a. Elise introduced and Susan seconded a motion to approve the meeting minutes for May 20, 2024, as distributed in the packet. This motion passed unanimously with one abstention.

4. Update on Dixon Family Services (DFS) project

- a. Tim Williams provided an update on the SJ&O sponsored fence-building project at DFS, including an ongoing fundraiser and work on finding volunteers to build the fence. A thanks was given to Tim for his work on the project. There is no target date for the build yet, though late June or early July is likely.
- b. Neil introduced and Elise seconded a motion to approve drawing expenses for the fence building project from the Frost reserve up to \$1200. This motion passed unanimously with no abstentions.
- c. Beth introduced and Neil seconded a motion that the money raised by SJ&O up to \$1200 can be spent for Dixon Family Services without further approval from the Vestry. This motion passed unanimously with no abstentions.

5. Stained-glass Window Task Force Report

- a. Beth led a review of the report submitted by Nzilani on the window restoration. She noted the bid is \$91,814. The time to do the work on site is planned to be 11 working days. An additional 3 days of work would cost about \$13,000-\$14,000. The cost of the scaffolding=\$23,156. Total cost of restoration and scaffolding=\$92,000 + \$23,000 at 11 days' work=\$115,000

or about \$130,000 if there are 3 additional days of restoration. A discussion on capital discernment was also held.

- b. Beth introduced and Elise seconded a motion for preliminary approval of the proposal from Nzilani Glass Conservation to restore and repair the stained-glass window in the nave, noting:
 - i. The Vestry approval is for \$115,000 and up to \$130,000.
 - ii. This approval is pending review, discussion, and report back from:
 1. The Stained-glass Taskforce
 2. The Treasurer and Budget and Finance
 3. The Capital Discernment Committee

The motion passed unanimously with no abstentions.

6. Update on Parish Hall acoustic retrofit

- a. Pamela provided an update on the parish hall acoustic retrofit. The supplies were all purchased and the work was ready to be started, but put on pause to find out if permits were needed. An engineer approved of the plans. Buildings and Grounds is confident that a project like this would need permits. The permitting question is ongoing.

7. Buildings and Grounds Report and request

- a. The Buildings and Grounds report was reviewed, in particular the proposal to replace the trash enclosure at its current location.
- b. Beth introduced and Susan seconded a motion to approve the proposal to replace the trash enclosure in its existing location with a functional trash enclosure, with cost up to \$2500. This motion passed unanimously with no abstentions.

8. Workplace Violence Prevention Plan DRAFT

- a. Neil and Gabe provided an update on the upcoming diocesan and state required Workplace Violence Prevention Plan (WVPP). This plan must be completed and implemented by July 1, 2024.
- b. Neil introduced and Elise seconded a motion to refer the WVPP to executive committee to put together a preliminary WVPP prior to July 1st with the understanding that it may bounce back to Vestry should changes be made to plan. This motion passed unanimously with no abstentions.

9. Sr. Warden's Report

- a. Neil gave an update on stewardship, which tentatively begins on September 22, 2024. Neil discussed needing a budget. The immediate task is to get a team together. The Vestry also discussed the formation of a Vision/Mission Committee.

10. Rector's Report

- a. Pamela briefly mentioned policies, thanked everyone involved in the Ministry Fair, discussed some important dates, and gave an update on her upcoming away time.

11. Consent Agenda

- a. Beth introduced and Susan seconded a motion to accept the consent agenda items, consisting of the Social Justice and Outreach Minutes. This motion passed unanimously.

12. Closing Prayer

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

MEETING ADJOURNED at **5:49 PM**.

Next meeting: July 22, 2024 at 7pm