

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
November 18, 2024
7:05PM - 9:06PM, Parish Library

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

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

Absent: Eric Jordan, Tom Young

1. Vote to Approve Agenda for November 18, 2024

- a. Elise introduced and Ben seconded a motion to approve the November 18, 2024, Vestry meeting agenda, amended to table the values conversation follow-up, to change the Jr. Warden's window update to an action item, and to include several extra items as exhibits. This motion passed unanimously, with no abstentions.

2. Opening Prayer & Spiritual Practice

- a. The Rev. Pamela opened with a prayer by Joyce Rupp.

3. Vote to Approve Minutes for October 21, 2024

- a. Neil introduced and Elise seconded a motion to approve the October 21, 2024, meeting minutes amended to show Margaret Grayden as a guest rather than present. This motion passed unanimously, with no abstentions.

4. ACTION ITEM: Christmas and SJO Offerings

- a. The 2024 Linda H. Frost Grant Committee recommended to the Vestry that grants be awarded to the following non-profits: \$1500 to the Diocesan Commission on Intercultural Ministries toward a trip to Tule Lake internment camp, \$4250 to STEAC, \$3750 to DCMH, \$4250 to the Belfry, and \$3250 to Empower Yolo.
- b. The committee also recommended that The Belfry be the designated recipient organization for the Christmas Special Offering.
- c. Susan introduced and Diane seconded a motion to accept the recommendations from the committee regarding the Linda Frost grants. This motion passed unanimously, with no abstentions.
- d. Neil introduced and Elise seconded a motion to accept the recommendations from the committee regarding the Christmas offering recipient. This motion passed unanimously, with no abstentions.

5. DISCUSSION: Treasurer's Report

a. Budget Overview

- i. Gabe gave an overview of the draft budget, as reviewed by the

Budget and Finance Committee. The draft budget includes a 4.8% COLA increase for employees, an option with more hours for the administrative assistant, several budgeted expenses adjusted based on actual expenditures and updated bills, a contractor for visioning, and no fundraising expenses on the statement of activities. This budget predicts a roughly \$42k deficit if employee hours remain the same and \$49k deficit if employee hours are increased, as proposed. The deficit can be offset by prior year surpluses but there will be a 17% apportionment paid on this income. This is informational only due to stewardship information still coming in.

- ii. Neil noted that early estimates for income may be higher than currently budgeted for 2025.
- iii. Pamela reviewed the process for budget approval and implementation, and reminded all that budgets are estimates.

b. ACTION ITEM: Proposed 2025 draw from investments

- i. The Investment Committee (Molly Hillis, Maria Acuna-Feldman, Stan Forbes, Neil Willits, Jessie Ann Owens) seeks Vestry approval to draw 4% from the General Endowment and Soesbe Operating Reserve funds for operations and 4% from Frost for missional giving, based on Vestry policy (twelve-quarter rolling average of total value). For 2025 the draw would be: General Endowment \$10,415, Soesbe Operating Reserve \$9,165, Frost \$10,482.
- ii. Neil introduced and Susan seconded a motion to approve the investment draw for 2025. This motion passed unanimously, with no abstentions.¹

c. ACTION ITEM: Restricted gifts to support music

- i. Suzanne Jubenville submitted a proposal to engage paid section leaders. The Vestry was asked to consider an offer of donations from individuals who would like to fund this addition to our music program.
- ii. The Vestry discussed the pros and cons of this proposal, specifically how it might affect other ministries and programs of the parish.
- iii. Elise introduced and Susan seconded a motion to acknowledge with gratitude cash gifts restricted to support the 2025 music program. These gifts will cover all additional expenses for the music program, including the cost of apportionment for 2025, and will not affect the operating budget. This motion passed unanimously, with no abstentions.

d. Treasurer's Report:

- i. Jessie summarized her written Q3 financial report. She noted that

¹ Though this motion was for 2025, at a subsequent Vestry meeting in December a motion corrected this to 2024.

for the year, we are ahead on pledge revenue, even on plate revenue, and slightly ahead on facilities use fees. Staff costs are slightly over budget due to two necessary expenses being either omitted or too low in the 2024 budget. She noted several expense lines (lines 856, 858, 859) that are above the budgeted amounts; there are also several lines (931, 932, 920) for which the expenditures are well below the budgeted amounts. The total expenses versus income shows a deficit of \$24,224 as of October 31. However, the total revenue does not include transfers from restricted funds or the investment draw, nor any transfers from prior year surplus reserves. She expects these transfers will balance the deficit. Jessie also noted that 2024 pledge revenue should reach projected budget numbers.

6. Junior Warden's Report

a. UPDATE: Trash enclosure bid

- i. B&G received two bids for improvements to the trash enclosure. One was much more expensive than the other, so they are going with the less expensive option.

b. ACTION ITEM: Stained-glass window

- i. There will be some additional costs related to this project, specifically netting beneath the window to catch any falling glass. Though the original Nzilani proposal will include the cost of the installation of the netting, the cost of the netting materials is not. The netting materials cost is below what is required for voting by the Vestry. Additionally, Nzilani recommends venting of the roof cavity and sensors to track the temperature and atmospheric conditions in the cavity and under the window. This extends the closure of the sanctuary and worship is expected to recommence in the sanctuary on Dec. 22.
- ii. Neil introduced and Elise seconded a motion that the original Vestry motion regarding the stained-glass restoration, which included some additional funding for construction time extensions by Nzilani, be applied to the netting and temperature sensors. This additional funding would not cover any venting. This motion passed unanimously with no abstentions.

7. ACTION ITEM: Housing allowance for 2025

- a. Neil introduced and Elise seconded a motion to accept the housing allowance resolution for 2025, showing a housing allowance of \$48,000 for the year. This motion passed unanimously, with one abstention.

8. Senior Warden's Report

- a. Neil reminded all that Vestry nominations are upcoming.
- b. Neil shared some updates on stewardship numbers.

9. Consent Agenda

- a. Ben introduced and Diane seconded a motion to accept the consent agenda items, consisting of the Social Justice and Outreach Draft Minutes and the Buildings and Grounds Report. This motion passed unanimously, with no abstentions.

9. Closing Prayer

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

MEETING ADJOURNED at **9:06PM**.

Next meeting: December 16, 2024 at 7PM

Upcoming dates of note:

Las Posadas: Sunday, December 1, during the 10am service

Lessons and Carols: Sunday, December 8, at 4pm

Vestry December meeting: Monday, December 16, at 7pm

Greening of the Church: Sunday, December 22, after the 10am service

Blue Christmas Service: Sunday, December 22 at 4pm

Christmas Eve services at 3pm, 7pm, and 10pm

Annual Meeting: Sunday, January 26, 2025

VESTRY RETREAT: Friday, February 21 through Sunday, February 23, 2025