

**Episcopal Church of St. Martin, Davis**  
**Vestry Meeting Minutes**  
**December 16, 2024**  
**7:04 PM - 9:06PM, Parish Library**

**Present:** Diane Bamforth, Beth Capell (Jr. Warden), Rev. Pamela Dolan (Rector), Eric Jordan, Jim Jordan, Elise Keddie, Tony Miller, Susan Stone, Tom Young, Neil Willits (Sr. Warden)

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

**Absent:** Ben Eustis-Guthrie

**1. Vote to Approve Agenda for December 16, 2024**

- a. Neil introduced and Jim seconded a motion to approve the December 16, 2024, Vestry meeting agenda, with no amendments. This motion passed unanimously, with no abstentions.

**2. Opening Prayer & Spiritual Practice**

- a. The Rev. Pamela opened with a reading from “Prayer Seeds” by Joyce Rupp and invited the Vestry to share what they wanted to set aside and what they wanted to focus more on between the meeting and Christmas.

**3. Vote to Approve Minutes for November 18, 2024**

- a. Jim introduced and Susan seconded a motion to approve the November 18, 2024, meeting minutes amended to show Elise as seconding the motion regarding the stained-glass window and that the motion regarding the 2025 draw should show a footnote in the minutes that it was for 2024. This motion passed unanimously, with two abstentions.

**4. Treasurer’s Report**

**a. DISCUSSION: November Financials**

- i. Jessie reviewed the new chart of accounts. In terms of revenue, she stated we are about 30k under actual revenue pledged based on Realm but 101% above budget. Jessie stated we are unlikely to need to draw 73k from reserves due to not spending the full budget for fundraising, capital reserve, and accounting. We are unlikely to need transfers from the Columbarium Fund. There is one more payroll for the year, plus apportionment and Frost disbursements. Expenses are expected to be about 586k for the year. With transfers, revenue is projected to be about 584k without drawing from any additional reserves.

**b. ACTION ITEM: Vote to approve 2025 Budget**

- i. Neil introduced and Susan seconded a motion to approve the 2025 budget as amended to include \$10k from the Columbarium fund. This motion passed unanimously, with no abstentions.

**c. ACTION ITEM: Proposed 2024 draw from investments**

- i. Neil motioned and Elise seconded that last month's motion to approve the 2025 draw from investments be clarified to show that it should be a draw for 2024. This motion passed unanimously, with no abstentions.

## **5. ORGANIZATIONAL ITEMS**

- a. Volunteer appreciation and recognition
  - i. Pamela noted that this item should be on every agenda.
  - ii. This month Jessie Ann was recognized for her work as the volunteer treasurer, in particular for clarifying and simplifying things regarding financials and removing Chazin.
  - iii. Pamela moved and Susan seconded that Jessie Ann Owens be recognized with distinction as volunteer treasurer. This motion passed unanimously, with no abstentions.
  - iv. The Vestry also discussed recognizing the Altar Guild, the Stained-glass Window Taskforce and members of buildings and grounds and staff who helped with the window, those who helped with the worship in the parish hall, and those who renovated the parish hall. Members emphasized recognizing those involved in the window restoration at the January 19th meeting.
  - v. Neil moved and Susan seconded to approve acclamation for those who worked on the acoustic panels and those who worked on the stained glass window restoration but hold back the announcement regarding recognition of those involved in the stained glass window restoration until the January 19th meeting and announce the recognition of those who worked on the parish hall renovation at anytime.
  - vi. Pamela recommended that these acclamations be raised up to the congregation.
- b. Vestry News and Review and/or announcements
  - i. Neil will write a VN&R for early January/Late December about the budget and commendations
  - ii. Elise will write one for January about the Rooted Good and an announcement about the acoustic panel recognition.
  - iii. Tony will write a February VN&R
  - iv. Please copy to Pamela and Gabe. Gabe will edit.

## **6. UPDATE: Rooted Good program**

- a. Elise reminded the vestry that this curriculum is being explored by the Capital Needs Discernment committee and involves creating a social enterprise. However, much of the program focuses on asset-based management and evaluation. Using the asset-based management focus, the committee explored the actual needs of the parish and community, instead of building a social enterprise. Some of these needs being discussed include low-cost housing and serving as a climate resilience

center. The committee is working on meeting with all users of space and exploring their needs as well.

**7. UPDATE: Safe Parking program and conversation**

- a. Pamela gave an overview of the Safe Parking program as presented by the Social Justice and Outreach committee and a meeting with Heart of Davis, the organization proposing the parking program. Numerous concerns and ongoing space usage discussions by the Capital Needs Discernment Committee resulted in the Vestry's deferral of this project.
- b. Gabe took notes during the Heart of Davis meeting and will share them with the Vestry.

**8. Junior Warden's Report**

**a. UPDATE: Stained-glass window**

- i. Beth shared that the scaffolding is down and the fire suppression system is expected to be refilled on Wednesday. Ariana from Nzilani will come to give a presentation on January 19th. Restoration is almost done. One lingering piece is the venting of the roof. There is now a plan to maintain and inspect the window regularly. Diane suggested that considering the window is so unique, we may make the presentation a public event by inviting the bishop's office, city council and other dignitaries to the discussion and by contacting EPN/diocesan news.

**9. Senior Warden's Report**

- a. Neil reminded the vestry about vestry nominations. Pamela noted that due to the change in the number of required board members, it is not about just any 12 people and more about finding a diverse slate with many talents and interests. There are 4 three-year terms and 1 one-year term.

**10. Rector's Report**

- a. Pamela shared she went on an end of the year retreat and expressed that she felt extremely lightened and joyful afterwards. She briefly discussed the status of Advent and January events and services.

**11. Consent Agenda**

- a. Tony introduced and Jim 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 **9:06 PM**.

**Next meeting: January 20, 2024 at 7PM**

**Upcoming dates of note:**

Vestry January meeting: Monday, January 20, 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

Stained-Glass Presentation by Nzilani Sunday, January 19, 2025

Annual Meeting: Sunday, January 26, 2025

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