

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
April 28, 2025,
7:05 PM - 9:04 PM, Room 6/7

Present: Maria Acuna-Feldman (Sr. Warden), Beth Capell (Jr. Warden), the Very Rev. Pamela Dolan (Rector), Elise Keddie, Tony Miller, Tom Young

Guests: Gabe Avila (Clerk), Jessie Ann Owens

Absent: Stan Forbes, Ven. Margaret Grayden, Eric Jordan, Jim Jordan, George Kuodza, Susan Stone

1. Approval of draft agenda for April 28, 2025

- a. Jim moved and Elise seconded a motion to approve the April 28, 2025 agenda as submitted in the Vestry packet. The motion passed unanimously with no abstentions.

2. Opening Prayer and Spiritual Practice

- a. Pamela began with a prayer and introduced a series of discussions on church growth based on “Developing Healthy Churches,” by Robert Warren.

3. Approval of Vestry Meeting Minutes for March 18, 2025

- a. Elise moved and Jim seconded a motion to approve the Vestry meeting minutes for March 18, 2025 with corrected numbering. This motion passed unanimously with no abstentions.

4. Treasurer’s Report

- a. **Q1 Report:** Revenue is strong. The sharp downturn in the market is not yet visible in the Q1 reports. There are some savings showing on the Statement of Activities that is artificially inflated due to a budgeted program not yet starting up. Pledges look good but some people have already paid in full and the summer tends to be lean. St. Martin’s engaged an HR consultant. This was unbudgeted. The Finance Team is making modest changes in the ordering and numbering of accounts in the equity section of the Statement of Financial Position in response to both the audit and the new parochial report format. Jessie also discussed the upcoming diocesan self-audit and asks that if anyone knows a non-vestry member who may be a good fit for this, please let her know.
- b. **INFORMATIONAL ITEM:** Jessie explained that the Finance Team will be adjusting the budget to reflect the later start to the new music program. The Vestry also discussed a change to when the expense shows in the QuickBooks budget on the “Designated for Future Capital Needs” line.

5. Organizational Items

- a. Pamela led a check in on committee assignments. She showed the committee lists from the Vestry retreat as well as the notes from the MMR.

The Vestry discussed the composition, formation, and goals of this year's Stewardship Committee. At the May meeting, the Vestry will discuss whether or not to have an Every Member Canvas.

- b. Maria reminded everyone about the Vestry News & Review. Tony will do the N&R for April. Elise will do a N&R about the Parochial Report for May. Tom will do the June N&R.
 - c. The Vestry noted special volunteer appreciation and recognition for the Altar Guild, Flower Guild, and Choir for their exemplary work during Holy Week.
 - d. Maria reminded everyone to sign up for counting on Sundays.
- 6. UPDATE: Capital Needs Discernment Committee**
- a. Elise provided an update on the Capital Needs Discernment Committee/Rooted Good program. The committee spent time on a set of questions to ask ministry leaders. The committee members will then reach out to the ministry leaders with these questions. The next meeting on May 12th will review the responses. The committee also identified the goal of making the campus more welcoming and focusing on that as a goal. An upcoming meeting will discuss climate resilience.
- 7. INFORMATIONAL ITEM: Workplace Violence Prevention Plan**
- a. Gabe gave an update on the Workplace Violence Prevention Plan. Gabe assisted the Diocese in developing the model plan, consistent with state law. This plan has been converted to an online form, which allows users to answer questions related to the parts that need to be personalized. There will be three short webinars in late May on why and how to complete this form. The diocese asked that the three taskforce members working on this project have their Vestries attend a test run of this webinar. Gabe will share more on this as soon as he knows more.
- 8. Junior Warden's Report**
- a. Beth had nothing to report.
- 9. Senior Warden's Report**
- a. Maria reported that SJ&O is very grateful for the Easter offering. SJ&O is also working on restarting Project Restart.
- 10. Rector's Report**
- a. Pamela was thankful for such a wonderful Holy Week. Since the Vestry discussed vision and organization for a large portion of the meeting, she had nothing further to report.
- 11. Accept the Consent Agenda**
- a. Jim motioned and Elise seconded a motion to accept the consent agenda consisting of the Social Justice & Outreach draft minutes, Buildings and Grounds report, Director of Operations Q1 Report, Parochial Report for

2024, and the Rector's Report for January and February. This motion passed unanimously with no abstentions.

12. Closing Prayer

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

MEETING ADJOURNED at **9:04 PM**.

Next Vestry meeting: May 21, 2025, at 7pm