

**Episcopal Church of St. Martin, Davis**  
**Vestry Meeting Minutes**  
**June 18, 2025,**  
**7:04 PM - 9:02 PM, Room 6/7**

**Present:** Maria Acuna-Feldman (Sr. Warden), the Very Rev. Pamela Dolan (Rector), Beth Capell (Jr. Warden), Stan Forbes, Jim Jordan, Elise Keddie, George Kuodza, Tony Miller, Susan Stone

**Guests:** Gabe Avila (Clerk), Jessie Ann Owens

**Absent:** Eric Jordan, Ven. Margaret Grayden, Tom Young

**1. Approval of draft agenda for June 18, 2025**

- a. Jim moved and Stan seconded a motion to approve the June 18, 2025, agenda with the addition of an action item regarding Youth Service Projects. The motion passed unanimously, with no abstentions.

**2. Opening Prayer and Spiritual Practice**

- a. Pamela began with a short prayer and a bible study on Romans chapter 12.

**3. Approval of Vestry Meeting Minutes from May 21, 2025**

- a. Elise moved and Jim seconded a motion to approve the Vestry meeting minutes for May 21, 2025, as submitted in the vestry packet. This motion passed unanimously, with no abstentions.

**4. Treasurer's Report**

- a. **ACTION ITEM:** Jessie Ann provided the Vestry a revised Budget Process Policy document, which shows recommended dates for budget related processes. Beth moved and Stan seconded a motion to approve changing the name of the Budget Process Policy to the Budget Process Guidelines and accept the changes to the content.
- b. **INFORMATIONAL:** Jessie Ann shared a chart that shows all missional giving from 2023 through 2024.
- c. **ACTION ITEM:** Jessie Ann shared information about a previous Vestry vote to change the name of a Youth Service Project line into Youth Service Special Projects. This change was never implemented in the financial records. Beth moved and Stan seconded considering this line an Unrestricted Vestry Designated Reserve and to give it the name Youth Ministry Reserve (line 322).

**5. Organizational Items**

- a. Pamela reminded everyone about the Vestry News & Review. Elise will do a N&R for June. Tom will do the July N&R. Reminder: the month designated notes that is the Vestry meeting the writer is reporting on.
- b. Pamela reminded everyone about the Vestry counting signups.

- c. Maria proposed the Vestry giving the announcements during worship services. Maria will follow up with an email to get signups going.
- d. **ACTION ITEM:** Tony moved and Jim seconded a motion to accept the membership of the Investment Committee for 2025. Membership shall consist of Maria Acuna-Feldman (senior warden), Jessie Ann Owens (treasurer), and Joan Cavanaugh for a three-year term and Molly Hillis and Stan Forbes for a final year. This motion passed unanimously, with no abstentions.
- e. Pamela gave an update on the status of other committees, including the Homann Fund Committee and Stewardship Committee.

**6. DISCUSSION: Capital Needs Discernment Committee**

- a. Pamela led a debrief of the presentation given by Stephen Hassett. The Vestry discussed potential next steps and reviewed potential items in need of capital funds. The Capital Needs Discernment Committee will get together one more time to discuss the next steps in more detail. The Vestry discussed adding Worship to the priorities.

**7. Junior Warden's Report**

- a. Beth reported that the Buildings and Grounds Committee has upcoming items to bring to the Vestry but nothing at this time.
- b. Beth also shared that B&G is tracking the temperature in the cavity above the window.

**8. Senior Warden's Report**

- a. **ACTION ITEM:** Susan moved and Beth seconded the adoption of the new Employee Handbook, as provided by Human Resources Consultant Karen O'Hara. This motion passed unanimously with one abstention.
- b. **INFORMATIONAL:** A personnel item was shared with the Vestry.

**9. Accept the Consent Agenda**

- a. Beth motioned and Elise seconded a motion to accept the consent agenda consisting of the Social Justice & Outreach draft minutes, May financial documents, and Buildings and Grounds report. This motion passed unanimously, with no abstentions.

**10. Closing Prayer**

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

MEETING ADJOURNED at **9:02 PM**.

**Next Vestry meeting: July 16, 2025, at 7pm**