

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
July 16, 2025,
7:02 PM - 9:08 PM, Room 6/7

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

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

Absent: Stan Forbes, Tom Young

1. Approval of draft agenda for July 16, 2025

- a. Elise moved and Jim seconded a motion to approve the July 16, 2025, agenda with two changes: 1) For Item #6 discussion will begin with stewardship, then move to the mission-driven budget and 2) the June 16 date for the meeting minutes on the agenda should be June 15. The motion passed unanimously, with no abstentions.

2. Opening Prayer and Spiritual Practice

- a. Pamela began by sharing the Statement of Commitment and Action and inviting reflection on it.

3. Approval of Vestry Meeting Minutes from June 15, 2025

- a. Elise moved and Tony seconded a motion to approve the Vestry meeting minutes for June 15, 2025, with a correction to the date and, under item Ei), "tenants" should read "tenets." The motion passed unanimously, with no abstentions.

4. Approval of Vestry Meeting Minutes from June 18, 2025

- a. Jim moved and Tony seconded a motion to approve the Vestry meeting minutes for June 18, 2025, as submitted in the vestry packet. This motion passed unanimously, with no abstentions.

5. Treasurer's Quarter 2 Report

- a. Jessie Ann provided the Vestry with a review of the quarter 2 (year to date) Statement of Activity. She noted that revenue is ahead for the year (pledges, plate, facilities). Several observations:
 - 1) The version of the Statement of Activities circulated to the Vestry shows a vacation wages expense of just over \$13K on line 710.23; because only a portion of this amount is a true 2025 expense and because we pay apportionment on actual expenses, we will instead track liability outside of Quickbooks Online and pay apportionment when the expense occurs.
 - 2) The cost of professional services is more than budgeted but was well spent on human resources assistance.
 - 3) The large savings in Music Performances is because the new section

leader program will start in September.

4) Taking these numbers into consideration, the current surplus is roughly \$16K. However, this calculation does not include Line 840.2 Designated for Future Capital Needs; it is budgeted at \$33K but since the transfer will take place late in the year, the line shows 0 for both actual and budget. This transfer is aspirational and will depend on whether the budget is balanced at year end.

- b. Jessie Ann also showed the most recent Treasurer's Monthly Report, which gives a snapshot month by month and reviewed the Statement of Financial Position, reminding all of the available unrestricted and vestry-designated assets.

6. Vision and Mission for 2026

- a. DISCUSSION: Fall Stewardship Campaign
 - i. Pamela shared a proposed timeline for the 2025 stewardship campaign. She noted that the stewardship campaign timeline should remain in line with the new Budget Guidelines, as approved by the Vestry. The Vestry selected the theme, "A Place to Be: Welcomed, Known, and Loved." Pamela proposed that stewardship speakers share about their ministry, like a ministry fair that goes several weeks, then have a speaker after the 10am service that ties into the current ministries. Karrigan Bork will be one of the speakers and will present on local environmental issues. Others may include Tracy Fauver on issues faced by the unhoused and those caring for them and perhaps Portia Hopkins on her work with the Belfry. Additional events include a church membership drive with a photo directory.
- b. DISCUSSION: Mission-Driven Budget
 - i. Maria reminded the Vestry about the priorities identified at the February vestry retreat: 1) provide opportunities for everyone at St. Martin's to deepen their spiritual journeys, 2) Renew our commitment to carbon reduction and climate resilience, 3) Work to make St. Martin's a place of real belonging, safety, and connection.
 - ii. The Vestry discussed the potential benefits of calling a second clergy person to assist the rector, in particular with formation and events.
 - iii. The Vestry agreed to keep any capital campaign separate from the 2025 stewardship campaign.
 - iv. The Vestry discussed other ways to meet the goals that do not cost money, including organizing gatherings and social events.

7. INFORMATIONAL: New Safe Church Policies

- a. Gabe shared that in response to recent diocesan updates to Safe Church training and screening requirements, he worked with Pamela and Maria to ensure our parish remains in compliance with The Episcopal Church's

national model policies, which set minimum standards. To bridge the gap between diocesan and national expectations, Gabe adapted the national model policies for our local context and created a visual diagram to clearly outline these updated requirements. He reviewed these with the Vestry.

8. ACTION ITEM: Approval of Workplace Violence Prevention Plan

- a. Gabe shared that the Congregational/Workplace Violence Prevention Plan document is ready for Vestry review. He also shared all the individuals that participated in the editing and feedback process on the document. This involvement is a diocesan requirement.
- b. Jim moved and Tony seconded a motion to approve the Congregational Violence Prevention Plan. The motion passed unanimously, with no abstentions.

9. Junior Warden's Report

- a. **ACTION ITEM:** Beth shared that the Buildings and Grounds worked with the City of Davis to bypass the requirement of one permit per tree each time work is done. The City has agreed to do one permit for the year. Beth shared that the Buildings and Grounds committee needs to do annual maintenance for 14 trees. Beth moved and Elise seconded a motion to approve up to \$7,000 from this year's B&G budget for this year's tree trimming. The motion passed, with no abstentions.
- b. Beth shared that there is a workday on July 27.

10. Senior Warden's Report

- a. Maria shared that all parishioners will receive a memo to clarify Pamela's new schedule.
- b. Maria will restart Vestry announcements during worship. Gabe will set up a Signup Genius schedule for Vestry members to sign up for the 8am and/or 10am announcements, counting, and News & Review.
- c. Eric Jordan has resigned from the Vestry. When a vestry member resigns mid-term, the Vestry is empowered to bring someone on to finish the year. Maria asked the Vestry to consider/nominate any individuals who may be interested and bring them to the next meeting.

11. Rector's Report

- a. **ACTION ITEM:** Night Ministry Fundraiser
 - i. Pamela reminded the Vestry of Anthony Amato's CPE in the San Francisco Night Ministry in which the individual goes to where the individual is and ministers there. One of the requirements is that they raise money. Pamela moved and Susan seconded the motion that the Vestry approve that Anthony fundraise at St. Martin's on behalf of the San Francisco Night Ministry through the end of August 2025. This motion passed unanimously with no abstentions.
- b. **ACTION ITEM: Theological Education Funds**
 - i. Pamela discussed the budgeted theological fund, which has

historically been used as a gift to seminarians while they are studying. Beth moved and Elise seconded a motion that we disburse the theological education funds to Anthony Amato. This motion passed unanimously with no abstentions.

- c. Pamela shared that she and Maria have been exploring a two-year online Benedictine course as a way to revitalize the parish, beginning October 10.
- d. Maria shared the study that Gabe sent on church attendance, post-pandemic.

12. Accept the Consent Agenda

- a. Elise motioned and Jim seconded a motion to accept the consent agenda consisting of the Social Justice & Outreach draft minutes, financial documents, and Operations Director report. The motion passed unanimously, with no abstentions.

13. Closing Prayer

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

MEETING ADJOURNED at **9:08 PM**.

Next Vestry meeting: August 20, 2025, at 7pm