

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
September 17, 2025,
7:04 PM - 8:45 PM, Room 6/7

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

Guests: Gabe Avila (Clerk)

Absent: Ven. Margaret Grayden, George Kuodza, Jessie Ann Owens (Treasurer), Stephen Reynolds, Tom Young

1. Approval of draft agenda for September 17, 2025

- a. Elise moved and Beth seconded a motion to approve the September 17, 2025, agenda with the amendment that the opening prayer will be 5 minutes instead of 25 minutes. The motion passed unanimously, with no abstentions.

2. Opening Prayer

- a. Pamela began by sharing a prayer from Illustrated Ministries.

3. Approval of Vestry Meeting Minutes from August 20, 2025

- a. Jim moved and Elise seconded a motion to approve the Vestry meeting minutes for August 20, 2025, as submitted in the vestry packet. The motion passed unanimously, with one abstention.

4. UPDATE: Ice Policy (Elise)

- a. Elise shared the new [diocesan resource web page](#) which contains information about how to respond to ICE. She also provided a pdf version of several informative emails from Janet Lane, who serves on the diocesan task force working on this issue. The diocese put together a cheat sheet for vestries, [which you can view here](#). The vestry discussed the concept that any room that is lockable is likely a private space but the vestry will look over the provided documents before making policy.

5. REPORT: Director of Operations

a. INFORMATIONAL: Inspection Update

- i. Prior to the meeting, Gabe sent the vestry a written update about the inspection. Overall, it went well. The inspector commended the parish's upkeep and maintenance of the facility, for which we can thank Buildings and Grounds. Most of the items he found were minor, with a few modest exceptions including some damage to one of the building's eaves, consistent with termites or similar wood-boring insects, a small section of dry rot and another of mold, and a few electrical panel fixes.

b. ACTION ITEM: Safe Church Policy

- i. Gabe reminded the vestry of the work that has been ongoing to create a policy that aligns the diocesan Safe Church policies with that of the national church. The vestry was provided a draft policy which also incorporates California mandated reporter acknowledgement standards recommended by the parish's HR consultant.
- ii. Elise moved and Jim seconded a motion to adopt the policies for children and vulnerable adults as presented in the vestry packet. This motion passed unanimously with no abstentions.

c. INFORMATIONAL: Choir Section Leader Update

- i. Gabe shared that the choir section leader hiring process is ongoing. The position has had 20 applicants, of which one was hired and two were likely about to be hired. The rest have been released from the process. One position is still open, with no candidates. The hiring process has worked well.

6. Junior Warden's Report

- a. Beth reported the installation of the bilingual signage. The labyrinth is likely to be painted to make the surface last longer. Investigation is ongoing. B&G continues to monitor the temperature in the cavity above the stained-glass window. Because of the high temperature, it's likely to need venting or heat pumps. B&G apologizes for going over budget this year, but, as Beth noted, all costs have risen.

7. Senior Warden's Report

a. Curacy Program Update

- i. Maria shared that Trinity Sutter cannot enter into the curacy program. Mara also contacted Julie Wakelee for more information and Maria reached out to one parish at Wheatland, which has not returned the call. Pamela shared that there is an all-day board of trustees meeting on Saturday and that she will discuss it with them.
- ii. Maria discussed the pilgrimage to Tule Lake.

b. SJO Draft Minutes (Fundraising and Frost Funds)

- i. The vestry pulled the SJ&O minutes from the consent agenda and discussed them as part of the Senior Warden's report.
- ii. Elise moved and Susan seconded that a committee composed of S&JO members, vestry members, and at least one parish member propose a distribution plan of the Linda Frost funds. This motion passed unanimously, with no abstentions.
- iii. Maria and Stan volunteered to serve on the committee.
- iv. Elise moved and Beth seconded a motion that the committee select a committee for the Christmas offering. This motion passed with no abstentions.
- v. Elise moved and Beth seconded a motion that the SJ&O committee conduct the Thanksgiving Project fundraising beginning in late

October and concluding before Thanksgiving. This motion passed unanimously with no abstentions.

8. Rector's Report

- a. Stewardship Program Update
 - i. Pamela shared an update on the stewardship campaign. Tony drafted a stewardship letter. Gabe created pledge cards. There are speakers or events lined up for most dates.
 - ii. Maria asked for help on Sept. 28 to cook and set up at the full breakfast between services.
 - iii. Gabe shared some data that was used as part of the stewardship letter, which shows a steep drop in average Sunday attendance and membership in 2020 (likely as a result of the pandemic), followed by a slow but steady return to near previous numbers today.

9. Accept the Consent Agenda

- a. Jim moved and Susan seconded a motion to accept the consent agenda consisting of the August financial documents, and September Buildings and Grounds Report. The motion passed unanimously, with no abstentions.

10. Closing Prayer

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

MEETING ADJOURNED at **8:45 PM**.

Next Vestry meeting: October 15, 2025, at 7pm