

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
December 17, 2025,
7:01 PM - 8:42 PM, Room 6/7

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

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

Absent: Ven. Margaret Grayden, Stan Forbes, Tom Young

1. Approval of draft agenda for December 17, 2025

- a. Maria moved and Jim seconded a motion to approve the December 17, 2025, agenda as presented in the packet. The motion passed unanimously, with no abstentions.

2. Opening Prayer

- a. Pamela began by sharing an advent meditation from Kate Bowler and a blessing from Bowler's book.

3. Approval of Vestry Meeting Minutes from November 19, 2025

- a. Elise moved and Jim seconded a motion to approve the Vestry meeting minutes for November 19, 2025, as submitted in the Vestry packet with the change to the date in the heading, a clarification on the motion and amendment regarding the ICE policy, the removal of the word Sunday in reference to the Vestry retreat, and clarification on the election of Stan Forbes to the Board of Trustees. The motion passed unanimously, with one abstention.

2. Approval of Online Vestry Vote Minutes from December 8, 2025

- a. Elise moved and Jim seconded a motion to approve the Vestry meeting minutes from an online Vestry vote that began via email on December 8, 2025, as submitted in the Vestry packet. The motion passed unanimously, with no abstentions.

4. TREASURER'S REPORT

- a. The Vestry discussed improving the process for the distribution of funds from the grants and special offerings, such as a draft letter to recipients and that addresses and contact information for where to send the funds be provided to office staff.
- b. Jessie reviewed the draft budget and updates to numbers, including estimations for apportionment, lower capital expenditures, and changes to expected revenue.

- c. **ACTION ITEM:** Beth moved and Tony seconded a motion to accept the 2026 budget as presented in the December Vestry packet. This motion passed unanimously with no abstentions.

5. ACTION ITEM: Approval of Architect Selection Process

- a. Maria, Jim, and Beth shared information about the architect selection process document for the Vestry. They shared that this step would be an information gathering step only and includes getting professional help to envision available options.
- b. Jim moved and Beth seconded a motion to accept the Architect Selection Process. This motion passed unanimously, with no abstentions.
- c. The Vestry discussed possibilities for team composition.

6. ACTION ITEM: Approval of Rector's housing allowance

- a. Jim moved and Stephen seconded a motion to approve the Rector's housing allowance as submitted in the December Vestry Packet. This motion passed unanimously with one abstention.

7. Junior Warden's Report

- a. Beth discussed the December Buildings and Grounds report. The B&G committee continues to work on correcting the issues found by the building inspector.
- b. Beth shared that the fire suppression system had an inspection and is not expected to need major updates until 2031. B&G therefore asked that this expected budget item for 2026 be removed from the draft budget.
- c. The cost of everything related to buildings and grounds has gone up.

8. Senior Warden's Report

a. INFORMATIONAL: Curacy program update

- i. Maria shared an update on the curacy program. The diocese has posted the position.
- ii. St. Luke's (St. Martin's partner for this program) recently had a craft fair and even got highlighted in the EDNC article, followed by an article about the Bishop's visit to St. Martin's. Pamela would like to have a meeting with Canon Julie Wakelee to answer questions, such as how are candidates selected and how the human resources side of the hiring process is done.

b. INFORMATIONAL: Nominating Committee Update

- i. The committee has compiled a list of candidates, which Beth has contacted. The vestry reviewed potential vestry as well as finance team members.
- c. Other: Maria discussed the possibility of building a third wall to the columbarium. In 2004, the niches cost \$11,500. In 2016, the same number of niches was \$19,200. A proposal for new niches was obtained and it is \$29,700. This does not include the wall itself, just the niches. There are funds available to cover this expense. This is informational only at this

time because more specific numbers need to be obtained. This motion will likely be brought to the Vestry next meeting.

- d. Maria reminded the Vestry to sign up to help with the Sunday counting.

9. Rector's Report

- a. Pamela shared that this fall has been very busy and now in Advent there have been lots of events and wonderful Sundays.
- b. Pamela was able to talk with Colby May, who does energy audits for the diocese. May will come through Northern California at the end of January and hopes to stop by St. Martin's.
- c. Pamela praised the recent Lessons and Carols and the Vestry shared in the sentiment. It was wonderful to see Rt. Rev. Barry Beisner, Bishop Provisional "Bridge Bishop" of The Missionary Diocese of Navajoland. The Vestry was thankful that Neil Willits provides additional audio recording and processing.
- d. All the employee reviews are completed.
- e. On Wednesday, January 14th at 6:30pm there will be a ministry leadership meeting to discuss the calendar.
- f. There is a potluck between the Christmas Eve evening services and Pamela will be taking some time off after Christmas.
- g. The enquirer's class had a great turn out. The sacred ground circle is going on and EfM is about to begin. Pamela hopes a curate will be able to help with this.
- h. Pamela continues with the Shaping the Parish program. She hopes to have a committee for formation and a committee for hospitality in the new year.

10. Accept the Consent Agenda

- a. Beth moved and Elise seconded a motion to accept the consent agenda consisting of the November financial documents, December Buildings and Grounds Report, October SJ&O minutes, and the November draft SJ&O meeting minutes. The motion passed unanimously, with no abstentions.

11. Compline and Closing Prayer

- a. Pamela led the Vestry in compline (9 in person 1 online) and a blessing by Kate Bowler.

MEETING ADJOURNED at **8:42 PM**.

Next Vestry meeting: January 21, 2026, at 7pm

Annual Meeting: January 25, 2026