

**Episcopal Church of St. Martin, Davis**  
**DRAFT Vestry Meeting Minutes**  
**November 19, 2025,**  
**7:01 PM - 8:58 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, Stephen Reynolds, Susan Stone

**Guests:** Gabe Avila (Clerk), Ven. Margaret Grayden, Jessie Ann Owens (Treasurer)

**Absent:** Tom Young

**1. Approval of draft agenda for November 19, 2025**

- a. Maria moved and Jim seconded a motion to approve the November 19, 2025, agenda as presented in the packet with the SJ&O minutes removed from the consent agenda pending a request for a revised SJ&O minutes for October. The motion passed unanimously, with no abstentions.

**2. Opening Prayer**

- a. Pamela began by sharing a prayer for the parish from the Book of Common Prayer.

**3. Approval of Vestry Meeting Minutes from October 15, 2025**

- a. Elise moved and Jim seconded a motion to approve the Vestry meeting minutes for October 15, 2025, as submitted in the vestry packet with the acronym Ice be capitalized to ICE. The motion passed unanimously, with one abstention.

**4. TREASURER'S REPORT**

- a. **ACTION ITEM:** Jim moved and Stephen seconded a motion to accept the recommendation of the Budget and Finance committee to authorize the Rector to disburse funds from line 218 (\$7,901.25) to address food insecurity. This motion passed unanimously with no abstentions.
- b. **ACTION ITEM:** Beth moved and Tony seconded a motion to approve the recommendation of the Investment Committee to draw 4% from Soesbe Operating Reserves, General Endowment and Frost during fiscal year 2026.
- c. **ACTION ITEM:** Elise moved and Maria seconded a motion to approve the recommendation of the Investment Committee to shift the allocation in the Soesbe Operating Reserves to 50/50 between stocks and fixed income. This motion passed unanimously with no abstentions.
- d. **INFORMATIONAL:** A parishioner has given a gift to support the costs of a curate; a review of the gift policy and of recent vestry decisions supporting participation in the curacy program suggests that the gift does not need vestry approval. Jessie expressed the hope that this generous gift would inspire others.

- e. **INFORMATIONAL:** Jessie shared an overview of the draft 2026 Budget, including a brief stewardship update, and update on the curacy program.

## **5. ACTION ITEM: ICE Policy**

- a. Beth discussed the task force's draft ICE policy, specifically the term "non-public area." Beth motioned and Elise seconded a motion to accept the policy as presented by the task force and included in the Vestry packet.
- b. After opening discussion on the motion, Pamela introduced an amendment, seconded by Elise, to add the columbarium and the parking lot as designated non-public areas in addition to the buildings and playground. The amendment passed 5-4.
- c. The amended motion passed unanimously with no abstentions.
- d. The Vestry discussed the need for training on the policy, including for lay leadership, staff, and clergy.

## **6. Junior Warden's Report**

- a. Beth reported that there is continuing follow up on from the inspector's report, including bids to replace the potentially faulty Zinsco panels, minor dry rot repair, and a replacement faucet. The carpenter bees have been treated.
- b. The Vestry gave thanks for the commitment and hard work of the Buildings and Grounds committee.

## **7. Senior Warden's Report**

### **a. ACTION ITEM: Capital Needs Discernment Next Steps**

- i. A work group convened by Maria (Maria, Jim, Beth and Jessie) presented notes on their discussion of next steps in the capital needs process. The group reviewed materials provided by architect Mark Howland to help inform the process of hiring an architect/designer.
  - ii. Maria moved and Jim seconded a motion that the Vestry approve up to \$35,000 to hire an architectural consultant to prepare exploratory schematic design and concept renderings that incorporate the physical needs desired for improving the campus at St. Martin's, ideally by mid-2026. This motion was approved unanimously with no abstentions.
- b. Stewardship thank yous
    - i. Maria requested that the vestry help write thank you notes to the members who pledged and provided the vestry with the materials to do so.

## **8. Rector's Report**

### **a. Convention Report**

- i. Pamela shared an update on the diocesan convention. Stan Forbes was elected the deanery representative to the Board of Trustees for

the Wingfield Deanery. There were three resolutions, one about how to elect deanery representatives, another about immigration (Janet Lane was one of the proposers), and another about apportionment reform. The first two motions passed; the third was referred to the Board of Trustees. There were two additional petitions about the closure of a church. Lynn Zender was awarded the Bishop's Cross. Pamela was elected as deputy to General Convention in 2027.

- b. Bishop's Visit
  - i. The Bishop is visiting on December 7th. Several members of the parish are being confirmed, received, and baptized. The Bishop will meet with the vestry on zoom at another time so she can spend more time with the congregation.
- c. Communications
  - i. Pamela shared information about the upcoming bi-monthly magazine.
  - ii. Pamela reminded the Vestry about keeping announcements shorter. Additionally, some work is happening around making the celebrations and milestones happen up front instead.
  - iii. Pamela noted that there are some parish related thank yous being added in the prayers of the people. The vestry discussed pausing commendations and vestry news and review.
  - iv. Pamela discussed some of the changes to the website, including how to see all the old posts of different types.

## **9. Accept the Consent Agenda**

- a. Maria noted that the vestry is pulling the SJ&O draft minutes from the consent agenda. She shared information about the committee discussing which organization will receive funds from the Frost grants or Christmas offers. The focus of the committees are food insecurity or unhoused/shelters.
- b. Gabe verified that this year's gifts for flowers for the holidays will go toward the flower fund.
- c. Jim moved and Stan seconded a motion to accept the consent agenda consisting of the October financial documents, and November Buildings and Grounds Report. The motion passed unanimously, with no abstentions.

## **10. Other**

- a. The vestry noted that Geogre Kuodza resigned because of work and family commitments. At this point, the vestry will not appoint someone to fill George's position, but will wait until January to fill in the slate at our Annual Meeting.

- b. The nominations committee seeks suggestions for the vestry. The February 2026 meeting falls on Ash Wednesday. The Vestry retreat will be February 20-22 and the meeting will be held there.
- c. The annual meeting will be January 25, 2026.
- d. Easter is April 5.

**11. Compline and Closing Prayer**

- a. Pamela led the Vestry in the daily devotion at the Close of Day (11 people).

MEETING ADJOURNED at **8:58PM**.

**Next Vestry meeting: December 17, 2025, at 7pm**