

**Episcopal Church of St. Martin, Davis**  
**Vestry Meeting Minutes**  
**February 8, 2026**  
**11:39AM - 1:04PM, Room 6/7**

**Present:** Mae Barnes, The Very Rev. Pamela Dolan (Rector), Maria Acuna-Feldman (Sr. Warden), Kevin Hanks, Carole Hom, Jim Jordan, Elise Keddie, Tony Miller, Stephen Reynolds

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

**Absent:** Stan Forbes, Ven. Margaret Grayden

**1. Approval of draft agenda for February 8, 2026**

- a. Jim moved and Elise seconded a motion to approve the February 8, 2026, agenda as presented in the Vestry packet. The motion passed unanimously, with no abstentions.

**2. Opening Prayer**

- a. Pamela began by sharing an opening extemporaneous prayer.

**3. Leadership votes**

- a. Elise moved and Jim seconded the motion to elect Gabe Avila as Clerk of the Vestry. This motion passed unanimously, with no abstentions.
- b. Maria moved and Stephen seconded the motion to elect Jessie Ann Owens as Treasurer. This motion passed unanimously, with no abstentions.
- c. Carole moved and Maria seconded the motion to close the nominations to elect Elise Keddie as Junior Warden. This motion passed unanimously, with no abstentions.
- d. Carole moved and Stephen seconded the motion to elect Elise as Junior Warden. This motion passed unanimously, with no abstentions.

**4. Approval of Vestry Meeting Minutes from January 21, 2026**

- a. Elise moved and Jim seconded a motion to approve the Vestry meeting minutes for January 21, 2026, as submitted in the Vestry packet with the correction to the date in the heading. The motion passed, with three abstentions.

**5. TREASURER'S PRESENTATION**

- a. Jessie provided an overview of the budget process, using the approved budget for 2026 (excel) and its translation into the accounting software, Quickbooks Online (QBO). The budget is for operations; missional giving is not budgeted because whatever funds are donated or available are spent (in—>out). She then reviewed the Statement of Activities for year end 2025; transfers from restricted funds are part of the budgeted revenue (the relevant lines are marked with an asterisk). She provided an explanation of restricted vs unrestricted, and vestry designated vs donor directed. She reviewed the Statement of Financial Position as of

December 31, 2025, explaining the two parts (assets and liabilities/equity), which show the identical number (\$4.1M). The assets section has current assets (First Northern Bank), other current assets (Soesbe Financial) and Other Assets (funds held in the diocesan investment fund); Gabe has been updating the fixed assets section for tax reporting purposes. The equity section shows the various types of funds (designated vs donor directed restricted funds). "Investments at the Episcopal Church of St. Martin, Davis" provides information about each fund and the vestry investment policy. The Pledge and Activity Report gives a status report each month (and YTD).

## **6. Rector's Report**

### **a. INFORMATIONAL: Parochial Report Questions**

- i. Pamela explained that every parish must complete a parochial report, as required by the national church. This document must be signed off on by the Vestry. It is due March 1st, which is the last day of the Vestry retreat. The Vestry will receive a filled-in, electronic copy of this document. There is one section with narrative questions for the Vestry. The Board of Trustees at the Diocesan level is asking all parishes to fill these out. The answers are more helpful to the Board when more people fill them out and the parochial report is more robust when more individuals provide input. Pamela will send out the questions via email and Pamela requests Vestry members send in input by replying to that email.

### **b. ACTION ITEM: Committee Assignments**

- i. Pamela shared the Draft 2025 Committee Assignments sheet with the Vestry and asked the Vestry to think about the committees. Maria suggested we add the special plates committee and the columbarium committee to the list.

## **7. Retreat Information**

- a. Gabe provided the Vestry members with an overview of the upcoming Vestry retreat and invited the Vestry to set up carpools.

## **8. Accept the Consent Agenda**

- a. Elise moved and Maria seconded the motion to approve the consent agenda, consisting of the financial overview documents and retreat information. This motion passed unanimously with no abstentions.

MEETING ADJOURNED at **1:04 PM**.

**Vestry Retreat February 27 - March 1**

**Next Vestry meeting: March 18, 2026 at 7pm**