

**Episcopal Church of the Incarnation
January 25, 2022 – Regular Vestry Meeting**

Location: Church Office and Zoom Online

Minutes

Attendees: Allan Bolchazy, Bo Simons, Connie Sinclair, Diane Schoenrock, Inese Heinzl, Judy Velasquez, Kathleen Baumgardner, Michael Del Vecchio, Patrick Lancaster, Sara Joslyn, Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Signe Sugiyama

Guests: Jim Furness

Gathering; opening prayer; check-in

- **Call to Order:** Stephen S called the meeting to order at 6:34 pm.
- **Opening Prayers:** Chaplain Sara offered an opening reading.
- **Check-in:** Kathleen B, Allan, Diane, Michael, Inese, Jim, and Steven L each gave a brief personal check-in.
- **Comments from visiting parishioners:** Jim said hello and volunteered to give clarity to buildings and ground issues during the discussion tonight, if needed.
- **Consent agenda:**
 - **Approval of December minutes:** Minutes of the December 14, 2021 vestry meeting were approved as amended.

Annual Parish Meeting

- **Review agenda:** Stephen S thanked the nominating committee and noted that we have a slate of four vestry members. More convention delegate candidates are needed and we will take nominations from the floor during the meeting. Stephen S, David, and Inese will make detailed reports during the meeting. Inese previewed her comments and video for the vestry.
- **Resolution to authorize zoom format:** The annual meeting will be held via Zoom this year due to the COVID pandemic. This conflicts with Section 4.1 of Article IV of the church bylaws regarding place and conduct of parish meetings. That section states “Parish Meetings shall be held on the Parish’s property provided that it is practical to do so...Absentee voting and voting by proxy shall not be permitted, and no Qualified Voter may participate by electronic transmission or by electronic video screen communication.” To address this issue, the vestry adopted a Resolution to expressly allow for an

electronic, online meeting and attendance by qualified voters just for this year. The Resolution was passed unanimously. Vestry members will need to sign the Resolution, which will be in the church office.

Reflections, thanks, and goodbyes for outgoing vestry members

Stephen S and all vestry members expressed their appreciation and thanks for outgoing vestry members Inese, Judy, and Diane. Stephen S also thanked Signe, noting that she had to be absent for tonight's meeting and asking that vestry members contact her individually to express their appreciation and thanks directly to her.

The vestry members said a special thank you to Stephen S and presented him with a housewarming gift to enjoy with his family.

Treasurer's Report

- **End of year financials:** David gave a detailed presentation of the end-of-year financial report and responded to questions.
- **First look/DDDD¹ for Fiduciary, Whistleblower, Conflict of Interest, Gifts/Donations, and Confidentiality Policies:** David gave a brief introduction to these draft policies, which the Finance Committee adapted from Diocesan templates. All vestry members are asked to review them carefully in advance of a more detailed discussion at an upcoming vestry meeting.

Updates

- **Music Program:** Stephen S had further conversations with the music staff following Carol's recent departure and they have mutually decided that Mary will be director of the new Parish Choir, and Robert will select hymns and continue in the position of organist. This arrangement is in place for the next six months while the church goes through a discernment process regarding the future of the music program. Stephen plans to appoint a discernment committee to begin the process and possibly also to form a search committee for music program staff.
- **Property Development Task Force:** Stephen S and Kathleen K gave an overview of the PDTF, its work over the past couple of years, and plans for reaching out to, educating, and gathering opinions from the congregation in the coming months.
- **Buildings & Grounds:** Allan and Diane noted that progress is being made on repairs to the bathrooms in the quad area, and that the solar installation

¹ "Discuss, discern, and don't decide!"

work has started. Jim reported that the solar installation company has now received needed materials and work is expected to continue tomorrow. Stephen S also noted that we will need to discuss required repairs at St. Andrews at upcoming meetings. Allan sent the property inspection report to the building owners for their information.

- **Welcoming Committee:** On February 6, 2022, there will be a meeting to work on the planned welcoming program, called *Invite, Welcome, Connect*. Judy has been meeting with Kathleen B and Mark Sawdon to plan this work. All who are interested will be invited to join the effort.
- **Vestry retreat:** Plans for an off-site, overnight retreat had to be cancelled due to COVID. The vestry will have its annual retreat on Saturday, February 26, 2022 from 8:30 am – 3 pm at the Church. If possible, the vestry may have an off-site, overnight retreat at the mid-year point.

New Business

- **Church sesquicentennial:** Incarnation was founded as an Episcopal parish in 1873, so our 150th anniversary is next year. We will want to celebrate! The vestry will discuss plans at upcoming meetings. Frank Baumgardner, Bo Simons, and Stephen Little are working on preparing a church history as part of the festivities.

Closing Prayer: Chaplain Kathleen B offered a closing prayer.

Meeting adjourned: 8:53 pm

Next monthly meeting of the vestry to be held on February 26, 2022, as part of our organizing retreat.

Respectfully submitted,

Kathleen Kane, Clerk