

**Episcopal Church of the Incarnation  
March 22, 2022 – Regular Vestry Meeting**

**Location: Short Hall**

**Minutes**

**Attendees:** Allan Bolchazy, Bo Simons, Connie Sinclair, Kathleen Baumgardner, Linelle Lane, Lois Phillips, Mark Sawdon, Michael Del Vecchio, Patrick Lancaster, Sara Joslyn, Stephen Little, Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

**Absent:** None

**Guests:** None

**Call to Order:** Stephen S. called the meeting to order at 6:35 pm.

**Opening Prayers:** Chaplain Lois offered a prayer for guidance.

**Check-in:** Connie, Michael, Lois, Stephen Little, David, Bo, Sara, Patrick, and Kathleen K. each gave a brief personal check-in.

**Consent agenda:**

- **Approval of February minutes:** Minutes of the February 26, 2022 vestry meeting and retreat were approved as written. (*Approved unanimously.*)

**Reviewing and discussing the 2021-22 vestry goals from last summer's Mutual Ministry Review**

- **What have we made progress on?**
  - Completed the introduction of vestry members via weekly profiles
  - Providing congregation with vestry meeting recaps
  - Using News & Notes more effectively
  - Made calls to parishioners after the pledge campaign / pre-Christmas, which were warmly received
  - Children's ministries – progress in creating community
  - New Invite/Welcome/Connect team in progress
- **Where are we still called to make progress?**
  - Improve communications
  - Parish directory needs to be updated
  - Response to incoming phone calls could be improved to help parishioners reach a person

- Need to “reboot” on some things post-COVID
- **Possible future things?**
  - Introduce a parishioner of the week (like was done with vestry members)
  - Post photos and profiles of vestry in Farlander Hall
  - Make better use of bulletin boards inside and outside of Farlander Hall
  - Increase advertising of Incarnation in the newspaper and other spots?
  - Congregational care ministry

**Treasurer’s Report:** David presented the February Summary Financial Report as an information item and responded to questions from vestry members.

**Decision Items:**

- **Finance committee proposal to engage Arrow Point Tax Services to apply for Employee Retention tax credit**

David explained that a federal Employee Retention Tax Credit (ERTC) may be available to Incarnation, though the application process is somewhat difficult. John Nykamp learned that a local accountant, Duncan Kelm, has helped other churches to receive an ERTC. Mr. Kelm advised that Incarnation is likely to be eligible for an ERTC since we retained staff during the pandemic despite experiencing a suspension or significant reduction of activities. The vestry voted to apply for an ERTC using the services of Duncan Kelm with Arrow Point Tax Services with fees to be paid upon successful close. *(Moved: Connie. Seconded: Sara. Vote unanimous.)*

- **Request from Sharon Cronan for library funding**

Sharon Cronan has been doing a lot of work to update the Church library. She is requesting \$1,000 to help add new volumes more quickly and to bring the library out of debt from initial organizing expenses that were not covered through sales of books that are no longer desired for the library. Vestry members also suggested creating a wish list for book donations and developing a library collection policy to set a foundation for what we want to have in the library. The vestry voted to approve spending up to \$1,000 from the Estates Fund for the library work. *(Moved: Patrick. Seconded: Bo. Vote unanimous.)*

- **Funding request for Windows @ Incarnation art project**

The Arts @ Incarnation group (formerly the Numina Committee), headed by Daphne Vernon, is requesting \$5,000 from the Numina Fund as seed money for a temporary public art installation to be mounted in the planters outside the church facing the Jerusalem Courtyard. Mario Uribe, a local artist, is leading the effort. The expectation is for the art to remain in place for a

minimum of one year, and it could remain longer if desired. Parishioners will be encouraged to donate toward personalizing one of the 136 discs, on which they could write a personal message. David Jasper advised that the church is also receiving a \$6,000 individual donation for the project. The vestry voted to approve use of \$5,000 from the Numina Funds to help implement the Windows @ Incarnation. The timing is intended to be part of the 7 weeks following Easter, for an unveiling on Sunday, June 5 (Pentecost). (*Moved: Stephen Little. Seconded: Linelle. Vote unanimous.*)

### **Discussion Items:**

- **Brief update on St. Andrew's**

Stephen S advised that he will be providing information about the status of St. Andrew's Mission to the clergy of the Russian River Deanery at their meeting this week. He will also be speaking with Bishop Megan about the Mission. Stephen S. and Daphne have discussed possible ideas for the food pantry and how it might be continued in some form if Incarnation is no longer supporting the St. Andrew's building. Daphne has reported that the current food pantry volunteers have responded in a positive way to possible changes.

- **Buildings & Grounds**

- Allan reported that the solar installation did not pass inspection and some corrections will be made in the next few weeks. After the installation is approved, the application for connection can be submitted to PG&E.
- Allan advised that the outdoor bathroom remodel is expected to be completed soon.

- **Current status and future possibilities for Incarnation's bookstore**

Linda Sevier is ready to step away from being the sole manager of the bookstore. The vestry discussed a variety of ideas for how the valued aspects of the bookstore can be extended into the future and what changes might be made. Some felt that there may be more value as a gift shop than a bookstore. There is also a "social" component for the bookstore, which provides a low-pressure place for new and existing parishioners to meet each other. Perhaps the book component of the store should be more limited in scale and curated to sell the volumes that Incarnation would like parishioners to have. The library may also be a good alternative to provide some types of books for parishioners to borrow rather than purchase. Older jewelry and gift inventory should be moved out in some way, perhaps through Heavenly Treasures or a discount sale. The store does not need to make a significant profit, but also should not run at a deficit. Stephen S will be meeting with Linda and will get her ideas.

- **Ideas for our sesquicentennial next year and forming a steering committee**

The Incarnation church building was built in 1873, so 2023 will be our 150<sup>th</sup> anniversary. Kathleen R suggest a 3-prong approach to celebrate the occasion. The first prong would be a secular approach, working with the local historical society and providing tours, speaking engagements, and informational newsletters. The second prong would be an interfaith effort, inviting leaders of other faiths to come and help us to bless our space. The community and press could be invited to this activity. The third prong would be an “internal” celebration for Incarnation parishioners.

Other ideas included: 1) invite Gaye LeBaron to do a news article, 2) have a team of costumed volunteers take on roles of figures in the church’s history to do talks during tours, 3) display photos of the church over the years, and 4) do a new community project during the year that is in line with our church’s mission to help us engage with the community and to draw others in to help us celebrate.

A key first step will be to form a Sesquicentennial Committee. Kathleen R., Lois, Patrick, Bo, Stephen Little, and Frank Baumgardner have volunteered and others are welcome to join.

It was also suggested that we need to start with a congregational care committee so that we are taking care of our own before having this celebration, and we need to ensure that we provide ways for homebound parishioners to take part in the celebration.

**Closing Prayer:** Chaplain Lois offered a prayer for protection.

**Meeting adjourned: 8:44 pm**

**Next monthly meeting of the vestry to be held on April 26, 2022.**

Respectfully submitted,  
Kathleen Kane, Clerk