

Episcopal Church of the Incarnation
March 28, 2023 – Regular Vestry Meeting
Location: Short Hall
Minutes

Attendees: Allan Bolchazy, Bill Glenn, Inese Heinzl, Joseph Ferrucci, Kathleen Baumgardner, Laura McLellan, Linelle Lane, Mark Neumann, Mark Sawdon, Patrick Lancaster; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Sara Joslyn.

Call to Order: Stephen called the meeting to order at 6:33 pm.

Opening Prayers: Chaplain Patrick offered an opening reading and prayer.

Check-in: Mark N, Stephen, Inese, Bill, and David gave brief personal check-ins.

Consent agenda:

- Approval of February 24-25 vestry retreat and meeting minutes.
- Resolution authorizing 2023 bank signatories.

Vestry vacancy: Stephen announced that Lois Phillips is stepping down from the vestry. All present expressed thanks to Lois for her service last year. The vestry discussed ways in which the remaining term can be filled, and voted to invite Karin Dutra, as the next highest vote-getter at the annual meeting, to join the vestry to fill Lois' remaining term. (*Moved: Mark N. Seconded: Mark S. Approved unanimously.*) Stephen will speak with Karin to convey this decision and seek her decision.

Candidacy endorsement application from Paul Mallatt: Stephen explained that the vestry endorsed Paul last year as a postulant for the diaconate. Paul is now applying to be a candidate for ordination. The vestry voted to affirm Paul's candidacy. (*Moved: Patrick. Seconded: Kathleen B. Approved unanimously, with Allan abstaining.*)

Network upgrade proposal from John Nykamp and Steve Layton: Mark N noted that the quality of the church's current wired/wireless network system is having a negative impact on staff getting their work done, is not providing satisfactory streaming of services in Farlander Hall and on Facebook and does not support many people accessing the system at one time (such as at the Imagine Incarnation meetings). The vestry voted to approve PC & Network Consulting's

quote to upgrade the system for a not-to-exceed sum of \$12,000, to be taken from the Building Fund, with work to be completed as soon as possible. (*Moved: Mark N. Seconded: Mark S. Approved unanimously.*)

Treasurer's Report

- **Monthly financials:** David presented the February Summary Financial Report as an information item and responded to questions from vestry members.

Update on various parish leadership areas:

- **Pastoral Care Coordinator position** – Stephen explained that the Pastoral Care Coordinator position was approved on a part-time, one-year basis using Congregational Development Grant funds. Following recruitment and interviews, Katie Evenbeck was selected for the position. After some logistical delays, Katie was hired and subsequently determined that she could not continue in the position. The selection committee feels that another of the original candidates is also a good fit for the position and so offered the position to Doreen van Leeuwen, who has accepted the position.
- **Sabbatical coverage options** - Stephen advised that his sabbatical will begin on May 29, 2023 and he will return by August 29, 2023. Funds are available to pay for a priest to provide sabbatical coverage, and Rod McAuley is available to fill this role. Stephen and the wardens will meet with Rod to discuss further. The intent is for him to work two mornings per week, at Sunday services, attend vestry meetings (though the wardens would chair the meetings), and “on call” for up to an additional 4 hours per week. The vestry voted to authorize Stephen and the wardens to offer Rod the position to provide sabbatical coverage from 5/29/23 to 8/29/23 for up to \$15,000 to be paid from the Sabbatical Fund. (*Moved: Patrick. Seconded: Bill. Approved unanimously.*)
- **Buildings and Grounds leadership** – Stephen noted that the Buildings and Grounds Committee still needs a chair. He discussed this need with Steve Layton, and he is willing to fill this role. The Committee Charter stipulates that the chair will be a vestry member and so would need to be revised to enable Steve to serve as chair. Stephen also noted that Alison and Eric might be authorized to take some actions without requiring B&G Committee involvement. The vestry voted to 1) modify the Leadership section of the committee charter to state, “The Building and Grounds Committee Chair will be a parishioner appointed by the vestry.” and 2) appoint Steve Layton as chair for 2023. (*Moved: Linelle. Seconded: Allan. Approved unanimously.*)

Update from the Property Development Task Force – Allan reported that the PDTF met recently with three planning firms to hear them present their qualifications and to have them respond to questions. The PDTF selected Siegel and Strain as the firm to provide planning services to begin in Fall 2023 and wrap up in Spring 2024. S&S will reach out to and engage the congregation to solicit input as part of their services. The goal is for S&S to provide an end-product that will be a generational plan for how the Incarnation campus will be developed and used over the years. Their work will build upon Imagine Incarnation as a starting point. The vestry will have the responsibility to make decisions that are required for any work to be implemented. The contract's scope of work will be negotiated based on a flat fee of \$100,000. Other out-of-pocket costs, such as for a required survey and Jim Heid's fees as advisor, are in addition to this amount with the combined total capped at the \$200,000 amount previously approved by the vestry.

Discussion of ideas / where we stand for 150th anniversary celebration – Kathleen B provided an overview of possible celebration events and dates. Patrick is also interested in having the Santa Rosa City Council adopt a resolution in recognition of the anniversary. Kathleen B needs a team of volunteers to help with arrangements and has some people in mind. David reported that the church has received a \$2,000 donation for the anniversary. The vestry will consider authorizing other funds for this purpose at a future meeting.

Report from Development chair - Inese reported that she is working up a plan for this unique year, which will include the 150th anniversary and PDTF planning work. She requests that this topic be placed on the April vestry meeting agenda.

Update on Invite-Welcome-Connect and request for vestry participation – Inese reported that the Invite-Welcome-Connect committee would like to focus this year on how Incarnation welcomes people. The current bookstore will become the Welcome Center + Gift Shop. Inese also previewed a new welcome booklet that will be used in the Welcome Center and other spots. There will be a guest sign-in book in the Narthex, and gift bags with gift store vouchers and other items for new people. Inese is also updating the directory of Incarnation ministries. Each ministry will have a designated email address. Campus signage and a map are also in the works. Literature and prayer cards are being developed for use in the pews. Information about how to welcome newcomers will be included in News & Notes. Inese requested vestry approval for a budget for these efforts. The committee is seeking volunteers to staff the Welcome Center on a periodic basis. The committee members are Amy Nykamp, Daphne Vernon, Inese, Judy Velasquez, Kathleen B, and Mark S.

Summing up tonight's meeting for parish announcements

- Asking for volunteers for 150th anniversary celebration.
- Advancing Paul's candidacy for holy orders.
- Hiring generational campus planning firm.
- Welcome-Invite-Connect activities.

Closing Prayer: Chaplain Patrick offered a closing prayer.

Meeting adjourned: 8:57 pm

Next monthly meeting of the vestry to be held on April 25, 2023.

Respectfully submitted,

Kathleen Kane, Clerk