

**Episcopal Church of the Incarnation**  
**April 27, 2021 – Regular Vestry Meeting**  
**Location: Church Office and Zoom Online**  
**Minutes**

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

**Absent:** Connie Sinclair

**Guests:** None

**OPENING**

**Call to order:** Stephen S called the meeting to order at 6:34pm.

**Opening prayers:** Chaplain Kathleen R offered an opening prayer.

**Collective check-in:** Diane, Stephen S, Patrick, Kathleen K, Inese, Signe, Sara, and Judy, gave brief personal check-ins. Stephen S offered a prayer for all, and especially for Daniel Heinzl.

**Tonight’s agenda & “consent agenda” proposal:** Inese noted changes in the agenda format, and introduced a proposed process of using a “consent agenda”. The consent agenda would include items for approval that don’t require a lot, if any, discussion, such as meeting minutes and routine business items. The consent items can be approved with just one vote. Any vestry member may move an item from the consent agenda to the regular agenda to allow for questions and more discussion.

**Comments from visiting parishioners:** None.

**Approval of March minutes:** Minutes of the March 23, 2021 vestry meeting were approved as written. *(Approved unanimously.)*

**DISCUSSION**

**Quarterly Finance Report:** David reviewed the status of pledge receipts and year-to-date income and expenses, provided additional explanation on noted line items, and responded to questions.

**Outreach Grants funding:** Stephen S and David explained the \$1,400 in routine monthly outreach transfers to Sunday Open Table, Rector’s Discretionary Fund, and St. Andrew’s Mission Food Program, which will deplete the Outreach Grants Fund in approximately one month because Heavenly Treasures has not generated

income since it was closed due to the pandemic. These ministries have incurred lower expenses during COVID and it's expected that they will be financially stable if the transfers are discontinued for a short time. The vestry voted to approve a temporary suspension of transfers and will re-evaluate the situation in 60 days to determine if they can recommence at the current rates when Heavenly Treasures reopens. Other outreach grants may be considered using the remaining monies in the fund. (*Moved: Diane. Seconded: Allan. Motion approved unanimously.*)

**Update on Sunday Open Table:** Allan provided an update on Sunday Open Table operations during COVID-19. A majority of OT volunteers and guests have now been vaccinated, so indoor operations will resume on May 16. Pandemic safety protocols will be in place. Episcopal Community Services has provided grant funds to help with some costs.

**Update on roof/solar project timeline & signed contracts:** Allan and Diane met with the Buildings & Grounds Committee. Ken Moholt-Siebert provided the Committee with a lot of information about the project. A permit is still needed for the roof work. Jim Furness and Allan will handle project management during the construction work. Contracts for the re-roof and solar work are signed and construction will hopefully begin in June and August, respectively. David explained that the project budget also includes \$12,000 for needed tree work. The church received a quote from an experienced arborist for this work, which is actually less than funds available.

**Collective Sun agreements:** Collective Sun is a for-profit company that has developed an IRS-approved way to partner with nonprofit organizations, such as the church, to share in federal tax credits. This is a way in which we can help to finance our project. Collective Sun will own the solar panels for 6 years, during which time they will be responsible for maintenance. The financing is structured as a 20-year loan that will have a \$0 balance due at the end of six years. David received good reviews from other churches who partnered with Collective Sun in this way. The church will realize 100% of the energy savings from day 1.

**Decision on roof/solar financing:** The vestry voted to approve a Finance Committee recommendation to finance the roof and solar work with a loan of up to \$120,000 to ourselves from the B&G Fund, rather than using a loan from a private bank. Energy savings from the operating budget would be applied to loan payments. (*Moved: Judy. Second: Steven L. Motion approved unanimously.*)

**Update on roof/solar fundraising:** As of the meeting date, the church has received more than \$107,000 in donations in response to the fundraising campaign that began earlier in April. It is expected that this figure will increase in the remaining 4 weeks of the campaign. Judy noted that we want to say on this coming Sunday that 100% of vestry has donated, so please donate any amount possible this week. The Development Committee will be making personal phone calls to prospective donors. Judy thanked Kathleen R and Connie for their work on the campaign.

**Update on repair to church sign & outside lavatories:** Diane provided an update on the repairs to the monument sign in front of the church. The work is progressing well. The bathrooms are also undergoing improvements, with “green” features such as low-flow toilets, sensors on light switches, and automatic faucets. The target date for completion of work is end of June 2021.

**Decision on church sign rainbow symbol:** Allan reviewed the two images being proposed by the Rainbow Group for addition to the church sign, both of which relate to welcoming people from the LGBTQ community, and one of which (Progress Pride) also includes welcoming for people who are transgender and people of color. The vestry voted to approve the inclusion of the Progress Pride flag on the church sign. Because this flag is new to many people, News & Notes and our website should include an explanation of its meaning. (*Moved: Michael. Seconded: Patrick. Motion approved unanimously.*)

Diane raised the issue of security on the church campus, noting that things are happening on a regular basis, as reported by the security company. This is a reminder to vestry members that care needs to be taken in closing and locking doors and gates, and we need to keep these issues in mind as we move forward thinking about future use of campus.

**Regathering:** Stephen S recapped the success of in-person and zoom worship services during Holy Week and Easter. The plan is to begin weekly in-person services at 8 and 10 am beginning May 23. The 8 am service will be indoors with no music or singing, and will be limited to 40 people. The 10 am service will be in the courtyard with overflow seating in Farlander Hall, and will be limited to about 120 people. Additional changes may be made as federal, state, and county reopening rules allow. The 10 am service will also be available to access on Zoom and Facebook. This is expected to be the arrangement through the summer months. Starting up an in-person “coffee hour” will be considered when reopening guidelines allow for gatherings of more than 50 people.

## **CLOSING**

Chaplain Sara offered a closing prayer.

**Meeting adjourned: 8:53 pm**

**Next monthly meeting of the vestry to be held on May 25, 2021, 6:30 pm.**

**Vestry mid-year retreat will be held on July 24, 2021.**

Respectfully submitted,  
Kathleen Kane, Clerk