

**Episcopal Church of the Incarnation  
May 25, 2021 – Regular Vestry Meeting**

**Location: Rectory and Zoom Online**

**Minutes**

**Attendees:** Allan Bolchazy, Bo Simons, Connie Sinclair, 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:** None.

*(Note: Bo Simons left the meeting at some point due to a power failure at his home.)*

**Guests:** None

**OPENING**

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

**Opening Prayers:** Chaplain Connie offered an opening reading and prayer.

**Collective check-in:** Signe, Connie, Michael, and Sara, each gave a brief personal check-in and Stephen S offered prayers.

**Tonight's agenda:** Inese reviewed the revised format and the content of the meeting agenda.

**Consent agenda:**

**Approval of April minutes:** The vestry voted to approve the minutes of the April 27, 2021 vestry meeting as written. *(Approved unanimously.)*

**VESTRY DEVELOPMENT**

**Modes of leadership:** Stephen S presented a leadership model for non-profit boards<sup>1</sup>. The vestry's work encompasses three main modes of leadership: fiduciary, strategic, and generative, described below.

- *Fiduciary:* Accountability for resources: finances, property, people; involves disciplined thinking and appropriate management of risk.
- *Strategic:* Bigger-picture thinking about major mission opportunities and priorities; the direction the congregation is heading and exploring ways to get there.

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<sup>1</sup> Richard P. Chait, William P. Ryan, and Barbara E. Taylor, *Governance as Leadership: Reframing the Work of Nonprofit Boards*.

- *Generative:* The creative work that underlies both fiduciary and strategic leadership: dreaming, wondering, exploring possible visions and asking about what questions haven't yet been asked.

All three modes of leadership are necessary and are employed at different times, as appropriate. The vestry discussed how its recent work on specific projects has fallen into one or more of the leadership modes.

## **ONGOING BUSINESS**

**Update on regathering:** Stephen S asked for feedback on the experience vestry members had with the hybrid service on Pentecost Sunday. Comments included: 1) nobody seemed to want to leave when service was over; 2) people want to be together; 3) several Open Table guests who do not have access to Zoom missed out on services over the past year and were thankful that services are now in-person; 4) the Zoom experience itself is less satisfactory for a hybrid service. We will continue with the 8am and 10am service schedule for the summer, and will wait to see if we need three services due to increased attendance, either in the autumn or at a later future date. Outstanding questions, to be answered through developing information and experience over time, were: 1) will people want to continue using Zoom, or rely only on Facebook livestreams going forward; 2) when will we be able to take off masks at outdoor services; 3) when can we start on-site coffee hour; 4) when should we move 10am service indoors; and 5) when will we be able to sing indoors?

### **Solar campaign reports:**

- **Update on solar financing agreement re: CollectiveSun** – David reported that our planned financial arrangement with CollectiveSun to take advantage of Federal tax credits for our project is no longer possible. The Solaria panels that we have chosen for the project are not currently on CollectiveSun's approved list. Because the quality and 25-year warranty for the selected panels is quite robust, we feel good about continuing with the chosen panels. We have adjusted the budget to reflect the loss of \$14,000 that would have come from CollectiveSun's sharing of tax credits. Summit, our solar contractor, has assured us that well beyond Solaria's robust 25-year warranty, we will be most satisfied with the panel's performance in years 30, 35, and 40.
- **Project progress** – The timing for the project will revolve to some extent around when the youth art and sciences camp, EDOM, will be on-site, beginning on 6/21/21. Allan reported that work on the roof is scheduled to start the first week of June. He gave a big "thank you" to Jim Furness for stepping up to get the required permit on a very quick turnaround. The arborist tree trimming work is planned to follow the re-roof. If it cannot be completed before 6/18/21, it will be done after EDOM leaves and before the solar panels are installed. The solar work contracted with Summit has not yet been scheduled. We are asking them to begin in August, and

they are currently working to complete final designs and obtain required permits.

- **Proposal to authorize additional if-needed funds for project expenses** – David explained that the vestry approved \$130,000 for the solar and tree trimming portions of the project. The original tree estimate did not include the ginkgo tree which will require the use of a lift; this is logistically difficult given the church campus layout and gates. The quote for the ginkgo tree work is \$2,900, bringing solar and tree work total to \$130,640 (\$640 over budget). However, the Building & Grounds Committee submitted a recommendation that the vestry authorize up to an additional \$5,000 to cover additional work on any aspect of the project that may arise. The vestry voted to approve the B&G recommendation. *(Approved unanimously.)*
- **Fundraising progress** – David presented revised financing information, which adjusts for loss of savings from CollectiveSun and the addition of up to \$5,000 if needed, and updates funds now raised and funds to be borrowed. Judy reported that the fundraising campaign has raised \$177,000 from 101 donors to date, and she expects that we will receive additional donations in future.

**Revised Investment Policy for vestry review:** David pointed to the revised Investment Policy & Procedures, drafted by the Finance Committee. He thanked Steven Layton and Steven Little for taking a lead on drafting the revisions. Vestry members should read the proposed policy and call David with any questions before the June vestry meeting, at which the policy will be discussed for possible approval.

#### **Committee reports:**

**B&G Committee:** Diane reported that final printing for the repaired monument sign in front of the church is being done this week, and Jan Hicks will be putting it together very soon.

**Sunday Open Table:** Allan reported that hot breakfasts and bag lunches are now being provided again. There were 48 seats inside this past Sunday, and another 32 seats outside. Strict COVID-safe protocols are in place.

**Update on Shaver rectory / house purchase possibilities:** Stephen S explained that the Shavers may want to purchase a house of their own, as they want to invest themselves here and they may outgrow the rectory in future years. There are also some financial benefits to owning a home. No decision is needed at this point, but the vestry would need to renegotiate Stephen's compensation package and discuss what to do with rectory if the Shavers move to their own home. Keeping the rectory property and renting it to a third party might be a possibility, but there would likely be a substantial tax penalty unless we first pay off the mortgage. Stephen asks vestry members to speak with him one-on-one if you have questions or concerns.

## NEW BUSINESS

**Regathering strategies for parish ministries:** Inese talked about the opportunity to re-awaken some ministries' activity after a long pause due to COVID. A request form is available to ministry leaders who want to have their groups meet in person on campus, which will be reported in News & Notes on 5/27. We are hoping to have a Ministry Fair this Fall.

**Donation program for outreach ministries:** Inese brought up the potential of raising funds for our outreach ministries through the eScrip and Amazon Smile programs. This can be further discussed at a future meeting.

**Proposal for new baptismal font:** Since the church's baptismal font was broken last year, we have had a temporary substitute. Stephen S met with some Worship Committee members and they feel that we should purchase a beautiful new font. They have been speaking with a wood carver in Sebastopol, Ralph Carlson, who specializes in this type of work. He has mocked up plans for a wooden font stand with a large glass bowl, using wood from a valley oak tree that was burned in the Fountain Grove area during the 2017 Tubbs fire. The new font would be substantial in size and weight and may need to be plumbed for easy draining. It would be a permanent installation, requiring removal of a couple of pews at the back of the church. Stephen noted that some rear pews have already been removed to make room for post-COVID logistics at church services. The estimate for the new font is \$5,000 - \$6,000, and possible donors are being identified. Stephen will have a formal proposal for vestry discussion and vote at the June meeting.

**Dir. of Spiritual Formation sabbatical:** Daphne submitted a written request to take a 3-month sabbatical from 9/1/21 through 11/30/21, so that she can take time to refresh and focus on ideas for future work at Incarnation. Volunteers are lined up to cover many of her duties, but this would have an impact on the church. This is a Rector decision, but Stephen is seeking vestry counsel. Stephen will send Daphne's position description to vestry members and the proposal will be discussed further at June meeting.

**Resuming in-person vestry meetings:** Inese will send out a poll to vestry members to determine if and when it is appropriate to begin meeting in person.

## CLOSING

Chaplain Sara offered a closing prayer.

**Meeting adjourned: 9:00 pm**

**Upcoming meetings: Monthly vestry meeting: June 22, 2021 at 6:30 pm.  
Mid-year vestry retreat: July 24, 2021 at 9 am.**

Respectfully submitted,  
Kathleen Kane, Clerk