

**Episcopal Church of the Incarnation
May 26, 2020 – Regular Vestry Meeting**

Location: Rectory and Zoom Online

Minutes

Attendees: Bo Simons, Bob Priestley, Connie Sinclair, Fernando Dizon, Inese Heinzl, Judy Velasquez, Ken Moholt-Siebert, Mark Neumann, Melinda Harris, Michael Del Vecchio, Nancy Wegge, Signe Sugiyama, Stephen Shaver; David Jasper, Treasurer, Kathleen Kane, Clerk.

Absent: None

Guests: Christopher Dolan (Prop. Dev. Task Force)

FORMATION

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

Opening Prayer: Chaplain Connie offered an opening prayer.

Collective Check-in: Ken, Bob, Stephen, and Signe gave brief personal check-ins.

Imagined Campus Maps: Kathleen, David, and Mark gave overviews of their imaginative maps for potential redevelopment of the church property, in hopes of getting vestry members' thought juices flowing about how the property might be used to advance God's mission in downtown Santa Rosa and environs. Several vestry members gave feedback regarding the concepts, as well as some existing components of the church campus that they value. The Property Development Task Force will continue research of potential development alternatives.

2019-2020 MMR Goals: The vestry reviewed the 3 priority areas and related goals. It was noted that some of the goals have been achieved, others are in progress, and the COVID pandemic is impeding our ability to move forward in some areas.

INFORMATION

Approval of Minutes: Minutes of the April 28, 2020 and May 12, 2020 vestry meetings were presented by Kathleen and approved by Vestry as written. (Moved: Judy, Seconded: Nancy. Motion approved unanimously.)

Standing Committee Reports:

Building and Grounds Committee: Ken reported that work is progressing on irrigation, and he is getting specific proposals for repair work on Farlander roof repairs and installation of solar panels.

Development Committee: Judy and Michael have discussed plans for this year, and will meet with Stephen soon to discuss what is practical given the COVID situation.

Outreach Committee: Signe is working on transitioning work from Judy, who was prior committee chair.

Update on Invite-Welcome-Connect Team: Fernando provided an update on this newly forming team, and provided a written summary of work to date. The team is recommending organization of a task force to implement a revamp of the church's printed brochure and to create an online brochure. The team believes that the Invite-Welcome-Connect concept needs to become a part of the "DNA" of the church to ensure that it is successful. Stephen noted that he is working with a consultant on an update of the church website.

Rector's Update: Stephen gave an update regarding 1) the on-going staffing of the music program, and 2) the beginning work of the Task Force on Re-Gathering, which will culminate in a written plan about how to restart on-site church worship and other activities in a safe way vis-à-vis COVID.

DISCUSSION and DECISION

Congregational Development Grant: Stephen requested approval to use funds from the congregational development grant to purchase livestreaming equipment, as it appears that online worship will likely remain at least a part of our weekly services for the foreseeable future. The vestry approved use of up to \$3,000 from the grant for this purpose. (Moved: Judy, Seconded: Michael. Motion approved unanimously.)

Treasurer's Report: David presented the April Summary Financial Report as an information item and responded to questions from Vestry members.

David presented a recommendation from the Finance Committee on payroll issues. The requirements of the Payroll Protection Program (PPP) forgivable loan from the federal government make it advantageous to continue paying all staff at their current rates through 6/18/20, which includes extending Claire Frydenlund and Carol Menke in their current positions until that time. If any positions or rates are reduced prior to 6/18/20, a portion of the PPP funds would become repayable. The vestry approved the recommendation. (Moved: Ken, Seconded: Bob. Motion approved unanimously.)

David explained that there is a potential opportunity through State of CA's "work sharing" program, to reduce employees' time between 10-60%, and unemployment payments would cover that portion of their lost earnings with funds from the federal Pandemic Unemployment Assistance (PUA) Program. David is doing further research to determine if Incarnation is eligible for this program.

CLOSING

Chaplain Melinda offered a closing prayer.

Meeting adjourned: 8:47 pm

Next Monthly meeting of the Vestry to be held on June 23, 2020 at 6:30 pm.

A special meeting of the Vestry may be held on June 9, 2020 at 6:30 pm.

Respectfully submitted,
Kathleen Kane, Clerk