

Episcopal Church of the Incarnation
May 28, 2024 – Regular Vestry Meeting
Location: Short Hall
Minutes

Attendees: Robert Aguero, Matt Bonacorso, Karin Dutra, Joseph Ferrucci, Bill Glenn, Inese Heinzl, Rebecca Kendall, Linelle Lane, Laura McLellan, Mark Neumann, John Torres; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: None

Visiting parishioners: Allan Bolchazy, Diane Schoenrock, Judy Velasquez, and Pamela Layton.

Call to Order: Stephen called the meeting to order at 6:30 pm.

Opening Prayers: David Jasper offered a reflection on the way in which Christians' view life and the world through the lens of the Trinity. Music Chaplain Rebecca led the group in singing the Doxology.

Check-in: Mark, Linelle, Rebecca, and Joe gave brief personal check-ins.

Comments from visiting parishioners: None

Consent agenda:

- Approval of April 23, 2024 vestry meeting minutes.

With no objections, the consent calendar was approved.

Vestry summer schedule:

- A vestry retreat will be held on August 24, 2024 at Bill's home. Gather at 8:45 am to begin at 9 am and run to 3 pm.
- There will not be a vestry meeting on July 23 or August 27, 2024.
- Reminder of expectations for Safe Church and Anti-Racism Training.

Imagine Incarnation Generational Plan: Stephen reviewed the history of the Generational Plan process, noting that the Generational Plan Task Force began work over 4 years ago. Task Force Members Allan Bolchazy, David Jasper, Diane Schoenrock, Judy Velasquez, Kathleen Kane, and Pamela Layton were present to participate in tonight's discussion.

The GPTF reviewed and commented on Siegel & Strain’s draft Plan at their meeting on May 7, and the draft Plan was then forwarded to the vestry for their review. Stephen gave a recap of GPTF and vestry member comments he received to date. Vestry and GPTF members made additional comments, which Stephen will collate and forward to S&S for inclusion in the next draft of the Plan. S&S will return this next draft in time for discussion and a potential Vestry vote on adoption at our June meeting.

Stephen reported that the GPTF feels it has achieved its intended work goal and could now be disbanded. The next steps for implementation of the Plan will involve different types of work, including exploring first steps of a capital campaign as well as selecting architects to do design and pricing work for a catalyst project. Current GPTF members as well as different people could all be invited to volunteer. The vestry voted to dissolve the GPTF with thanks for their work. (*Moved: Rebecca. Seconded: Inese. Approved unanimously.*) The vestry will plan to host a “thank you” dinner for past and present Task Force members.

Development Report: Joe reviewed the outline of key dates and action steps for the 2024 Pledge Drive, and an outline of a Legacy Giving Program. He will make some changes and refinements to the plans based on vestry discussion. The vestry had no objection to the Development Committee’s making the decision about whether to plan a Legacy luncheon with Bishop Megan this year or whether to wait for a future opportunity. Joe will send a revised Pledge Drive timeline.

Church Bylaws - Review and approval: Stephen reviewed the proposed revisions to Incarnation’s Bylaws. The vestry approved the revisions as presented. (*Moved: Bill. Seconded: Linelle. Approved 11 – 0.*)

Further research is needed prior to considering a potential additional revision regarding absentee voting. Rebecca volunteered to take a lead in this research.

Treasurer’s Report:

- **Monthly financials:** David provided the written April 2024 Summary Financial Report as an information item.

Financial Sustainability Task Force update: Stephen reported that the Task Force, comprised of himself, Bill, Inese, Joe, Mark, Laura, and David, has met several times. They brainstormed a long list of revenue generation and expense reduction ideas, and they are now in the process of vetting them.

The current annual operating budget deficit is about \$90,000, including use of operating reserves and one-time funds. A longer-term issue that needs to be considered to accurately calculate costs for a sustainable budget is health insurance for the Rector if they are not covered by their spouse’s insurance, as is currently the

case. This would raise the current deficit level to \$125,000. Longer term goals also need to be considered, including: reducing the Green Fund draw from 7% to 5%, putting money towards the Buildings and Grounds Fund, and increasing outreach spending.

Hard choices will need to be made to reach the goals, especially in light of the fact that staff salaries are the biggest piece of the budget. The Task Force will make recommendations for vestry consideration. The success of the upcoming Pledge campaign will be a key ingredient. Stephen noted that financial sustainability is one of the best gifts that could be given to the congregation in the future.

Summing up tonight's meeting for parish announcements

- Bylaws updated.
- Celebrating the work of and dissolving the GPTF. Feedback on draft Generational Plan given to consultant and revised Plan will be considered for approval at June vestry meeting.
- Working on several fronts towards financial sustainability.

Closing Prayer: Chaplain Laura offered a closing prayer.

Meeting adjourned: 8:40 pm

Next monthly meeting of the vestry to be held on June 25, 2024 at 6:30 pm.

Respectfully submitted,

Kathleen Kane, Clerk