

**Episcopal Church of the Incarnation  
July 28, 2020 – Regular Vestry Meeting**

**Location: Rectory and Zoom Online**

**Minutes**

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

**Absent:** Ken Moholt-Siebert

**Guests:** Christopher Dolan and Olivia Cordis (Prop Dev TF)

**FORMATION**

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

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

**Collective Check-in:** Mark, Inese, Melinda, and Stephen gave brief personal check-ins.

**INFORMATION**

**Approval of Minutes:** Minutes of the June 23, 2020 Vestry Meeting were presented by Kathleen and approved by Vestry as revised. Moved by Bob. Seconded by Inese. *Approved unanimously.*

**Reminder about midyear vestry retreat:** The vestry will have a retreat via Zoom on Saturday, August 15., 2020, from 9am-2pm. Caroline McCall will be with us to help facilitate. There will be varied times for discussion, reflection, and group work. There will be no Tuesday meeting in August.

**DECISION**

**Property Development Task Force:** Stephen introduced Olivia Cordis and the Task Force requested vestry appointment of her as a new member. *Approved by unanimous vote.* Kathleen added a brief update on Task Force work.

**Farlander roof/solar project:** Stephen gave a recap on previous discussions regarding needed roof repairs and possible installation of solar on the Farlander building. Written quotes from Rodarmel and ARS for roof replacement, and from JAG and Summit for solar installation, were included in vestry meeting packet. A financing analysis prepared by David described use of monies from the Building and Grounds Fund, Estates Funds, a fundraising campaign, possible savings from a federal solar tax credit through a partnership with a company called Collective Sun,

and a bank loan to complete the proposed work. It was noted that Diocesan approval will be required to allow a bank loan to be secured against the Rectory property.

All vestry members agreed that it will be better to replace the entire roof at this point, rather than relying on shorter-term patchwork repairs, and that the work should be done as soon as possible. The replacement would include raising the pitch of the roof for better drainage; there will be no changes in gutters.

The vestry further agreed that installation of solar panels would enable the church to reduce its carbon footprint and save on energy costs, with those savings becoming available to pay off the financing required to perform the work. With loan interest rates currently at historic low levels, and solar tax credits planned for reduction after 12/31/20, the vestry agreed that it would be best to complete the solar project in this calendar year.

Vestry members discussed the timing and format for communicating about the project with congregation. The fundraising campaign would be distinct from, but coordinated with, the upcoming annual stewardship campaign. The communications would include a congregation-wide mailing and a letter from Stephen. A vestry “zoom” town hall was suggested as a good way to kick off the communications.

*Motions:*

1. Proceed with \$90,000 bid from Rodarmel for Farlander roof replacement (to include possible changes or additional work needed up to \$110,000), using funds from the Building & Grounds Fund until it can be replaced by fundraising or a loan. *Moved by Judy. Seconded by Signe. Passed unanimously.*
2. Authorize Buildings and Grounds Committee, with rector & wardens' concurrence, to select a solar vendor and proceed with solar installation with a budget of \$130,000 (to include tree work or other necessary work). *Moved by Michael. Seconded by Judy. Passed by majority vote.*
3. With the intent of funding a roof replacement and solar installation project, the vestry:
  - a. Approves applying for a \$200,000 10-year loan from Exchange Bank and requesting the required approval from the Diocesan standing committee;
  - b. Approves spending \$25,000 from Estate Fund toward this roof/solar project; and
  - c. Approves fundraising campaign from congregation to raise as much as possible toward the roof/solar project, with a goal of \$100,000.

*Moved by Mark. Seconded by Inese. Passed unanimously.*

## **DISCUSSION**

**Discussion of in-person outdoor worship gatherings:** The first in-person, outdoor service will take place on August 2, 2020, at 9:30 am. This will be a pilot effort. The service will also be on Zoom and Facebook. The intent is to do an outdoor service once per month on the 1<sup>st</sup> Sunday. In the future, the intent will be to include the Eucharist at the outdoor service, but that will not happen this time.

**Discussion on organ maintenance:** Robert Young submitted a letter regarding organ maintenance needs. The previous “Organ Fund” has been depleted and Robert asks that the vestry be mindful of need to continue needed maintenance, perhaps restoring the fund. Mark pointed out that, while we should maintain the organ, a designated fund is not required for that to happen. Robert will be asked to gather some additional information on necessary work and possibly to attend the vestry’s September meeting for further discussion.

**Treasurer’s Report:** David presented the June Summary Financial Report as an information item.

### **Standing Committee Reports:**

**Development Committee:** Judy report that the dates for the annual stewardship campaign are set for October 4 through November 1, 2020. They are planning a multi-media effort. More information to come at August vestry retreat.

**Outreach Committee:** Signe reported that a \$3,000 grant was disbursed to The Living Room for unrestricted operating expenses. The Committee does not yet have any new applications for the next quarter.

**Church Website:** Stephen reported that the redesigned website is still under development and is hopeful that it will be finished by end of August.

## **CLOSING PRAYERS**

Chaplain Bob offered a closing reading and a prayer.

**Meeting adjourned: 8:37 pm**

**Next meetings:**

**Vestry Retreat: August 15, 2020, 9 am – 2 pm.**

**Regular Monthly meeting: September 22, 2020, 6:30 pm.**

Respectfully submitted,  
Kathleen Kane, Clerk