

**Episcopal Church of the Incarnation  
October 6, 2020 – Regular Vestry Meeting**

*(Note: This meeting was rescheduled from September due to Glass Fire)*

**Location: Rectory and Zoom Online**

**Minutes**

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

**Absent:** Ken Moholt-Siebert, Nancy Wegge.

*(Note: Melinda Harris submitted her resignation from the Vestry on September 3, 2020; she is therefore not listed as “absent”.)*

**Guests:** Jamie Knutsen

**FORMATION**

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

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

**Collective check-in:** Kathleen, Stephen, Signe, Bo, and Inese each gave a brief personal check-in.

**Approval of 2020-21 MMR goals:** The vestry discussed, refined, and approved the 2020-21 MMR goals that came out of their retreat discussion in August.

*(Moved: Judy. Seconded: Inese. Motion approved unanimously.)*

**DECISION**

**Approval of Minutes:** Minutes of the August 15, 2020 meeting were presented by Stephen and approved as written. *(Moved: Mark. Seconded: Michael. Motion approved unanimously.)*

**Jamie Knutsen Letter of Agreement:** Stephen presented and explained the Letter of Agreement with Jamie Knutsen, which was previously discussed at the vestry’s August 15, 2020 meeting. Jamie’s ministry at Incarnation includes preaching, pastoral care, occasionally leading a class and acting as celebrant in Stephen’s absence, and providing individual spiritual direction. The Bishop’s office has advised that a formal LOA for this part-time work is permissible to allow Jamie to be in active status with the church pension fund at time of his retirement. The LOA is expected to be fiscally neutral, with no impact on the church budget. *(Moved: Bo, Seconded: Signe. Motion approved unanimously.)*

**The Rev. Dr. Ellen Wondra's request to be licensed in the Diocese:** Stephen explained that the Rev. Dr. Ellen Wondra has requested to be licensed to serve in our diocese. Ellen is a priest and theologian who formerly taught at Seabury Western seminary in Chicago and retired to Rohnert Park several months ago. She's an accomplished scholar. In order to officiate or preach in this diocese, she needs to be licensed by Bishop Megan. For that to happen, she needs to have an affiliation with a congregation, which requires a letter from the rector and vestry. *(Moved: Judy. Seconded: Inese. Motion approved unanimously.)*

## **INFORMATION**

**Update from Development Committee on pledge campaign:** Michael and Judy gave a brief summary of status of this year's pledge campaign. The emphasis will be on explaining that the church will focus on keeping expenses within financial means, so pledges will largely dictate formulation of 2021 budget. A Town Hall will be held after the service on October 25, to review the packet, answer questions, and have more discussion. Mark, Inese, Michael, Bo, and Bob volunteered to make a personal testimonial at services during the campaign.

**Update on roof / solar project:** Fernando gave an update on the Farlander Hall re-roofing and solar project. As further explained in his written report, Rodarmel Roofing has not been able to re-commit for the roofing portion of the project. For the solar work, there is currently one official bid and two potential additional bids. There are several decisions that will be needed regarding various aspects of the project after the Buildings and Grounds Committee receives bids and makes recommendations to the vestry.

**Update on rectory neighborhood incident:** Stephen reviewed an incident that occurred on his street about a month ago, which involved erratic behavior by a neighbor and subsequent law enforcement action.

**Treasurer's Report:** David presented the August 2020 Summary Financial Report and responded to questions from vestry members. The current year will end on a positive financial footing due to receipt of a \$77,100 grant from the federal Payroll Protection Program. Because these funds will not be available again in 2021, Incarnation is facing a difficult budget in the coming year. This information will be included in the pledge campaign informational packet.

**Toward building a budget for 2021:** Stephen outlined the process that will be used to prepare the 2021 budget. This will start with discussions amongst Stephen, the wardens, and the Treasurer to prepare initial drafts. The vestry will then discuss a draft budget in November, with a goal of approving a final budget in December.

## **DISCUSSION**

**Establishment of Deacon's Discretionary Fund:** Stephen advised that Incarnation received a donation for the Deacon's Discretionary Fund, which does not currently exist, as the previous fund was folded into the Rector's Discretionary Fund. Stephen and Deacon Pamela would like to re-establish a Deacon's fund with its own checking account. The vestry will consider this decision at next month's meeting.

**Vestry membership – recruitment / nominations for 2021:** It will soon be time for vestry nominations for 2021, which will be voted upon at the 2021 annual meeting. The vestry will need to decide how to fill the remaining terms of the current, and possible future, vacancies. These can be filled right away by vestry appointments, or at the annual meeting through a vote of the parishioners. The vestry can consider this decision at next month's meeting.

## **CLOSING**

Chaplain Connie offered closing readings and prayers.

**Meeting adjourned: 8:56 pm**

**Next monthly meeting of the vestry is October 27, 2020 at 6:30 pm.**

Respectfully submitted,  
Kathleen Kane, Clerk