

Episcopal Church of the Incarnation
October 24, 2023 – Regular Vestry Meeting

Location: Short Hall

Minutes

Attendees: Allan Bolchazy, Bill Glenn, Dan Sands, Inese Heinzl, Joseph Ferrucci, Karin Dutra, Kathleen Baumgardner, Laura McLellan, Linelle Lane, Sara Joslyn; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Mark Neumann, Patrick Lancaster.

Visiting parishioners: None.

Call to Order: Stephen called the meeting to order at 6:32 pm.

Opening Prayers: Chaplain Laura offered an opening prayer.

Check-in: Kathleen K, Karin, Sara, and Bill gave brief personal check-ins.

Consent agenda:

- Approval of September 26, 2023 vestry meeting minutes.

With no objections, the consent calendar was approved.

Appointment of Dan Sands to the vestry: The vestry voted to appoint Dan Sands to fill the remaining term of the seat vacated by Mark Sawdon's resignation. (*Moved: Inese. Seconded: Kathleen B. Vote: Unanimous.*)

Treasurer's Quarterly Report

- Joe and David presented the Financial Report for the quarter ending September 30, 2023.
- David noted that, when we began renting the rectory, we avoided incurring federal "unrelated business income" tax by paying off the commercial bank loan and instead issuing ourselves an internal loan from the Don and Maureen Green Fund. This was predicated on our understanding that sufficient income to repay the loan would be received from the settlement of the Greens' estate. We have since learned that we were misinformed in an initial estimate document from the estate administrators and that our share of the Greens' estate will not be sufficient to cover that loan. Rather than making loan repayments from the rectory monthly rental receipts, which would otherwise be used for monthly operating budget expenses, the Finance Committee recommends forgiving the loan and holding the rectory as an asset with no outstanding liability against it. This has no theoretical long-term net impact on our operating budget, as we are currently paying 7% interest back into the Green Fund; when we stop doing this, the effect will be balanced by the fact that the 7% draw from the Green Fund we take annually will be diminished because of the reduction in the principal.

However, this effect will be delayed because our 7% draw from the Green Fund is calculated on a rolling basis based on the past 12 quarters. Thus, the short-term impact will be that we will continue taking a 7% draw close to the size of this year's draw, but will save on the operating budget by no longer paying the internal loan. The vestry voted approval for John Nykamp to make this change at 2023 year-end. *(Approved unanimously.)*

- David noted that September is one of the two months in 2023 in which employees receive three paychecks, rather than two. This results because employees are paid bi-weekly, or 26 times per year. For this reason, the payroll figures for any month cannot be multiplied by 12 to arrive at the accurate annual salary for any employee.

Recommendation to pay for printing of the 150th anniversary materials:

Inese and David provided estimates of funds needed to print the 150th anniversary materials. The vestry approved expenditure of up to \$5,000 from the Estates Fund to print the 150th anniversary book, timeline hand-out, and larger panels for display in Farlander Hall. *(Moved: Sara. Seconded: Bill. Vote: Unanimous.)*

Follow-up on proposal to give grant from Outreach Fund to The Living

Room: Linelle reviewed The Living Room's recent inquiry regarding Incarnation outreach grants and the invitation for vestry members to visit their facilities. David noted that there is currently \$16,453 in the Outreach Fund. The vestry discussed the past practice of granting one-third of Incarnation 100 revenue to The Living Room on an automatic, annual basis, and how to best review their new grant request now that Incarnation 100 is not being held. Stephen suggested that the vestry consider what kind of relationship we would like to have with The Living Room. No funding decision was made. Linelle will coordinate a visit to The Living Room so that interested vestry members can learn more.

Vestry recruitment for 2024: Four new vestry members will be elected at the annual parish meeting on January 14, 2024. Typically, the current vestry members whose terms are ending form a nominating committee to develop a list of potential candidates and approach them to determine their interest in serving. Allan, Sara, Kathleen B, and Patrick have terms expiring and will work on this committee. Vestry members can send ideas for potential candidates to Allan.

Updates on pledge campaign: Inese reported that, as of today, there is \$121,627 pledged by 39 pledgers. The average pledge to date has dropped a little from last year to about \$3,100. Joe and David will be making presentations at the Pledge Campaign Town Hall on Sunday, October 29. Stephen and Inese will also preview plans for 150th anniversary celebration. Bill requested volunteers of vestry members to send hand-written thank you notes to each pledger.

Updates on 150th anniversary celebration: Kathleen B reported on the reception to be held after the November 30 service with Bishop Megan. Invitations have been printed; temporary outdoor lighting and plants will be installed; cocktail tables, flowers, and decorations, will be set up in Farlander Hall; wine (much of which will be donated) will be served; and appetizers made by parishioners will be served by hired staff. A professional photographer is donating their services to take photos of the reception. The designer of the timeline hand-out is also donating his services. Jade May has designed the anniversary logo. Approximately 250 guests are expected. A commemorative gift is in the works. The vestry previously authorized the Anniversary Committee to spend up to \$5,000 for the event, and Kathleen B noted that they may need to request additional funding.

Ideas and plans for a Spring 2024 party and to reach out to the press and other entities to publicize our 150th anniversary have not solidified. The Committee will discuss these items at its next meeting on October 25.

Parish priorities and sense of call as we move into 2024: Stephen discussed the current work of Imagine Incarnation. At the November 18 congregational workshop, results from October 1 workshop and more information about potential uses of the campus will be presented. Discussion will likely focus on a few specific uses: preschool / daycare, housing, and possibly another. These topics need more in-depth conversation as part of the discernment process. Stephen and the consultants are reaching out to a few experienced agencies to gather information about these types of uses, what would be involved in hosting them on site, and how they may or may not be appropriate / applicable to our campus. Stephen noted that housing as a potential use of our land is an interesting question and one for which there is no predetermined outcome. Stephen discussed several potential pros and cons. In the structure of our church, the vestry is responsible for making the final decision about approving a master plan for the campus after listening deeply to the congregation. Vestry members added some thoughts and noted the need for discussion about the desire for continued commercial uses (Heavenly Treasures and Frame Shop) as the current buildings are aging and will need to be razed at some point.

Summing up tonight's meeting for parish announcements

- 150th anniversary plans
- Pledge campaign
- Dan Sands appointment to vestry

Closing Prayer: Chaplain Laura offered closing prayers.

Meeting adjourned: 8:47 pm

Next monthly meeting of the vestry to be held on November 14, 2023.

Respectfully submitted by,
Kathleen Kane, Clerk