

Episcopal Church of the Incarnation
October 26, 2021 – Regular Vestry Meeting
Location: Rector’s House and Zoom Online
Minutes

Attendees: Allan Bolchazy, Bo Simons, Connie Sinclair, Diane Schoenrock, Inese Heinzl, Judy Velasquez, Kathleen Baumgardner, Michael Del Vecchio, Patrick Lancaster, Signe Sugiyama (arrived 7:30 pm), Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Sara Joslyn.

Guests: None

Call to Order: Stephen S called the meeting to order at 6:37 pm.

Opening Prayers: Chaplain Kathleen B offered an opening reading.

Collective check-in: Patrick, Kathleen B, Bo, Diane, Michael, Allan, and Steven L each gave a brief personal check-in.

Consent agenda:

Approval of September minutes: Minutes of the September 28, 2021 vestry meeting were approved as written. (*Approved unanimously.*)

Parish fall calendar look-ahead: Stephen S briefly recapped the events of the past month, and reviewed the calendar of upcoming events:

- Oct. 31: All Hallows Festival, 11:30 am-1:30 pm
- Nov. 7: All Saints’ Sunday, end of pledge campaign
- Nov. 14: Bishop Megan’s visitation, baptisms / confirmations / receptions / reaffirmations.

The vestry consensus was to have both the 8 am and 10 am services and to let people know that Bishop Megan will attend only at 10 am.

- Nov. 14, 12:15 pm: Vestry meeting/lunch with Bishop Megan
- Nov. 25: Thanksgiving Day eucharist, 10:00 am
- Nov. 28: Advent Festival, 11:30 am-1:30 pm

Regathering update:

- **Reflecting on our first Sunday back indoors:** Arrangements were hasty due to the weather bringing us indoors sooner than planned; however, being back in the church was generally greeted as a welcome event.

- **Audiovisual technology update and thoughts on livestreaming practice:** Stephen S advised that the revised cost estimate for immediate work is reduced to \$8,800. Some people may have privacy concerns when we move to having the indoor services livestreamed on Facebook. We need to make people aware of what is being done so that they can make informed choices. There is particular concern for children and for people who may have restraining orders. There were no concerns expressed for continuing to stream the services on Zoom. Stephen S noted that continuing to livestream on Facebook would be mostly for evangelical purposes. He plans to ask a small group of people to work on drafting a forward-looking policy on this topic. The vestry also discussed running more outreach ads to attract new members, and establishing a strong Welcome Committee to interact with new attendees.

Rectory next steps:

- **Property management firm selected - Sue Carrell & Associates**
- **Rectory rental financial analysis and Section 8 Housing summary:**
Sue Carrell & Associates was selected to manage the rental of the property. The monthly fee is 7% of the rent rate, plus 40% of the first month's rent when a new tenant is leased up. She estimates that \$3,500 per month would be the market rent. She inspected the property and found approximately \$2,500 of work that she recommends completing prior to marketing the property. Some are safety issues that need to be completed, while others are discretionary. Allan thanked Glen Kennedy, Jan Hicks, and David for helping with repairs that were completed prior to property manager's inspection.

The vestry discussed the possibility of renting the Rectory to a "Section 8" program participant and asked several questions about how this would work, how it might impact the revenue received, and whether the mission-driven purpose of such a rental arrangement might justify any reduction in revenue.

A motion was made and seconded to: 1) approve spending up to \$2,500 to perform all work on the recommended repairs list using funds from the Building Repair Fund; 2) authorize Allan and Diane to negotiate out some repairs if they are not required; 3) give Sue Carrell & Assoc. direction to list the property concurrently with the two local housing authorities and on private market; and 4) authorize the Building & Grounds co-chairs, Rector, and wardens to make final tenant selection and enter into a rental agreement, with a preference for a Section 8 program participant, if possible. The motion was subsequently amended to add the expectation that the requested rent would be set at the estimated market rate (\$3,500 or more), with a minimum accepted rent of \$3,200/month. The vestry voted to approve the amended motion. (*Moved: Bo. Seconded: Kathleen B. Amendment proposed by Steven L.*)

Quarterly Treasurer's report: David presented the quarterly Treasurer's report. He pointed out pertinent notes and reported that the solar/roof repair and Rectory loans are now on the books.

Land acknowledgment project with diocesan intercultural commission:

Stephen S provided information about Redbud Resource Group, a Native-led nonprofit based in Santa Rosa that works to build bridges between Native and non-Native communities. Through a diocesan intercultural commission project, a group of 10 people will go through a 4-meeting process to meet with RRG to learn more, and subsequently our parish could adopt a land acknowledgement with vestry approval. Interested people have been identified and the conversation will take place through Spring 2022. Anyone who has questions or comments should direct them to Stephen S, Daphne Vernon, Bo Simons, or Pauly Mallatt.

Pledge campaign update: Michael reported that, to date, we have received 64 pledges totaling \$206,259. Of these, 4 are new pledgers, 1 is returning after a break in pledging, 28 increased their pledges, 6 decreased their pledges, and the rest maintained the same pledge level. Some former pledgers have died or moved away. Eighty-five current pledgers have not yet responded. Judy asked vestry members to help make follow-up calls to the people in this last category. Allan, Bo, Connie, Diane, Signe, and Kathleen B volunteered to make calls. Judy will disseminate lists to be called in about a week. Michael also advised that he is not planning to have a large closing event for the campaign, since it falls just one week after the big All Hallows event and one week before Bishop Megan's visit. Judy and Connie are going to write thank you notes to pledgers. Thanks go to Inese for making a wonderful card for this purpose.

Buildings and Grounds update: solar panels, bathrooms, St Andrew's building inspection: Diane reported that the bathroom work hasn't yet started but it's getting close. Contractors are busy now. Allan reported that the solar installation will hopefully begin in November, and he is also hopeful that the building inspections at St. Andrews will begin in December. David reported that needed work on the large tree in the Incarnation quad is being discussed with an arborist.

Vestry Nominating Committee: Inese asked for volunteers to form a nominating committee to identify potential candidates to stand for vestry. Connie, Diane, Patrick, and Steven L volunteered. We want candidates who represent a good cross section of demographics and backgrounds, and people who attend the different services. Ideally, the slate of nominees would be larger than the number of slots to fill, but we need at least four candidates. People other than the vestry's nominating committee can also nominate candidates, and people can nominate themselves. All candidates must be active in their worship at Incarnation and pledgers of record.

Closing Prayers: Chaplain Connie offered a closing prayer for all saints, known and unknown.

Meeting adjourned: 8:47 pm

Next vestry meeting / lunch with Bishop Megan: November 14 at 1 pm.

Next monthly meeting of the vestry: November 16, 2021

(Note that the meeting date is earlier than usual due to Thanksgiving holiday.)

Respectfully submitted,
Kathleen Kane, Clerk