

**Episcopal Church of the Incarnation
October 27, 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, Michael Del Vecchio, Nancy Wegge, Stephen Shaver; David Jasper, Treasurer, Kathleen Kane, Clerk.

Absent: Signe Sugiyama

(Note: Ken Moholt-Siebert notified Stephen that he is resigning from the vestry due to time constraints related to construction activity on his property; he is therefore not listed as “absent”.)

Guests: None.

FORMATION

Call to Order: Stephen called the meeting to order at 6:37 p.m.

Opening Prayers: Chaplain Bo offered an opening prayer.

Collective check-in: Mark, Bob, Bo, Connie, Stephen, and Inese shared brief personal check-ins.

Gratitude and celebrations: Fernando, Mark, Inese, Stephen, Connie, Bob, Judy, Bo, and Michael shared thoughts of gratitude.

Review of our vestry priorities: The vestry reviewed and discussed their adopted 2020-21 MMR goals.

DECISION

Approval of September minutes: Minutes of the September monthly vestry meeting, which was rescheduled to October 6 due to the Glass Fire, were presented and approved as written. *(Moved: Connie. Seconded: Inese. Motion approved unanimously.)*

Creation of deacon discretionary fund: Stephen reviewed the request to re-establish a deacon’s discretionary fund for Incarnation, which will require a separate checking account and will be audited. Revenues into the fund will derive from donations, the first of which has already been received, and transfers authorized by the vestry. The vestry voted to approve creation of the new fund. *(Moved: Judy. Seconded: Mark. Motion approved unanimously.)*

Update from Property Development Task Force and appointment of new members: Kathleen gave a brief update on the work of the Task Force and requested the vestry's action to appoint five new members recommended by the Task Force. The vestry approved the appointments of Mark Neumann, Allan Bolchazy, Elizabeth Wright, Diane Schoenrock, and Pamela Layton. (*Moved: Michael. Seconded: Judy. Motion approved unanimously.*)

DISCUSSION

Vestry vacancies / appointing, electing: There are currently two vacant seats on the vestry due to the resignations of Melinda and Ken. One has a remaining term through 2021 and the other through 2022. These seats could be filled by election at the next annual meeting, or the vestry could fill the seats by appointment. Filling the vacant seats through election, in addition to the annual rotation of 4 seats, would require a slate of at least 6 nominees. In the past, it has been difficult to identify that many people who are interested and able to commit to becoming new vestry members in a given year. Also, because the vestry business must currently be conducted remotely due to COVID, the vestry decided it would be important to have experienced people fill these seats so that they quickly could become effective participants.

The vestry consensus was to fill the seats by appointment. The vestry voted to ask Diane Schoenrock and Steven Layton if they are interested in being appointed to one of these seats, because they have both served on the vestry previously and showed recent interest by running in the last election. If one or both decline the invitation, then Stephen and the wardens will identify other former vestry members who might be considered, and will circulate those names for consideration of the vestry via email prior to reaching out to them with an invitation. The two proposed appointees will be invited to attend the vestry's November meeting, and will be seated immediately following a vestry vote at the beginning of the meeting. (*Moved: Michael. Seconded: Judy. Motion approved unanimously.*)

The vestry also discussed the need to form a nominating committee to develop a slate of candidates to run for election at the next annual meeting. Nancy and Connie volunteered to take the lead in that work.

INFORMATION

Update on pledge campaign: Michael and Judy reported that all pledge packets have been distributed, and a Town Hall was held after the service on Sunday, October 25. David reported that a total of 34 pledges have been received as of today. Parishioners typically submit pledges towards the end of the campaign period. Additional follow-up will be done to bring in lagging pledges.

Update on budgeting process: Mark, Fernando, David, Stephen, and John Nykamp are working on initial budget proposals using both an optimistic and a pessimistic view of revenue that will be available as a result of this year's pledge campaign. A draft budget will be presented to the vestry at a future meeting.

Update on forming a communications team: Inese presented her conceptual framework for improved communications with the congregation. She stressed that frequency and consistency of information distributed is very important. She suggests that communications move through one coordinator to ensure appropriate review and approval. The vestry discussed various ways in which they might improve communications about their meetings with the congregation through vestry meeting high-lights. Connie volunteered to prepare vestry highlights. She will send her draft highlights of tonight's meeting to Inese, who will take it through to approval prior to dissemination.

Treasurer's Report: David presented the September Summary Financial Report and responded to questions from vestry members. David also sent audit info prior to the meeting tonight. This will be discussed at the November vestry meeting.

CLOSING PRAYERS

Chaplain Bob offered a closing prayer.

Meeting adjourned: 8:47 p.m.

Next Monthly meeting of the vestry to be held on November 24, 2020 at 6:30 p.m.

Respectfully submitted,
Kathleen Kane, Clerk