

**Episcopal Church of the Incarnation
November 16, 2021 – Regular Vestry Meeting**

Location: Farlander Hall

Minutes

Attendees: Allan Bolchazy, Connie Sinclair, Diane Schoenrock, Inese Heinzl, Kathleen Baumgardner, Michael Del Vecchio, Patrick Lancaster, Sara Joslyn, Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Bo Simons, Judy Velasquez, Signe Sugiyama

Guests: Frank Baumgardner, Mark Sawdon

OPENING

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

Opening Prayers: Chaplain Kathleen B offered an opening prayer.

Check-in: Michael, Diane, Patrick, Sara, Allan, David, Stephen S, and Inese each gave a brief personal check-in.

Comments from visiting parishioners: Mark Sawdon expressed a sense of gratitude for the vestry members' work in keeping Incarnation a place of worship and a place that provides services to people who are homeless. Frank Baumgardner echoed Mark's comments and thanked the vestry members for their service.

Consent agenda:

Approval of October minutes: Minutes of the October 26, 2021 vestry meeting were approved as written. *(Approved unanimously.)*

Parish Fall calendar look-ahead:

- **Nov. 25** – Thanksgiving Day Eucharist, 10:00 am
- **Nov. 28** – Advent Festival, 11:30 am – 1:30 pm
- **Dec. 24** – Christmas Eve
 - 4:00 pm - Family oriented service with children's pageant
 - 7:00 pm - Choral prelude with both choirs participating (recorded music)
 - 7:30 pm - Eucharist

Recent events recap:

- **Bishop Megan's Visitation** – Vestry members expressed admiration and gratitude for Bishop Megan's words and actions during her visit. Stephen thanked vestry members and Catherine Priestley for their work in hosting her visit. Inese will write an article about the visit for News & Notes, and will include photos taken by Mark Sawdon.
- **Pledge Campaign** – David reported that 132 pledges totaling \$386,783 have been received to date. We are still waiting for responses from 17 of the previous year pledgers who were called by vestry members. David is estimating that we might expect to receive up to \$412,000 if those people all pledge again this year. Michael thanked everyone who helped with the pledge campaign materials and made phone calls. Vestry members thanked Michael for his leadership on the campaign.

2022 Parish Budget draft: The vestry reviewed and discussed a draft budget for 2022. Stephen S provided historical background, noting that the 2018 budget included a \$160,000 deficit and we have been working towards a sustainable budget since that time. During the COVID-19 pandemic situation, we were able to cut our withdrawals from the Green Fund due to reduction in expenses during the shutdown, receipt of a federal Payroll Protection Program loan to pay staff, and pandemic-related "impact" pledges. We carried forward \$25,000 in operating budget surplus from 2020. This was the first balanced budget in years. During 2021, we realized ongoing cost savings as many of our in-person activities were still suspended, and we also received help from the Diocese due to a decision to return a percentage of apportionment to parishes. As a result of the expense savings and apportionment refund, we are approximately \$50,000 under budget for 2021. This will change in 2022 as we are able to reopen more fully and once again pay the full apportionment rate. Therefore, this reserve cash is one-time money and is not sustainable in terms of building future budgets based on the same levels of expenses and revenues.

Following the vestry's discussion of changes in the draft budget, Stephen S and the Wardens will work with John and David to prepare a refined budget for consideration at the vestry's December meeting.

Updates:

- **Rectory** – Allan reported that repair work has been completed. The property manager has been showing the property to interested renters. On the manager's advice, we are planning to charge \$3,350/month for rent. She submitted paperwork to the Santa Rosa Housing Authority to reach out to participants in the Section 8 program, as previously discussed. She has been advised to communicate directly with the Rector and Wardens.
- **Audiovisual tech progress** – Bananas At Large is beginning work to install wiring and equipment, which is expected to be completed in a couple of months.
- **Buildings & Grounds** -

- **Roofing work** – Allan reported that he has requested bids from David Rodarmel to replace shingles on Farlander and all mansard roofs in the quad.
- **Solar panels** – Summit penciled us in to start work during the week of 12/6/21, depending on receipt of permits from City of Santa Rosa.
- **Bathrooms** – Diane reported that she had just received the written contract for approximately \$9,200. Work should begin soon.
- **St. Andrew's building inspection** – Allan reported that he is communicating with a volunteer to do a building walk-through.
- **2022 Vestry nominations** – The Nominating Committee (Connie, Diane, and Patrick) is working on a list of potential people to approach regarding their possible interest in standing for election. The annual parish meeting date is tentatively set for January 30, 2022. Nominees should be lined up at least two weeks prior to that date. The existing vestry would have its last meeting on January 25, 2022. An organizing retreat for the new year's vestry will be held in February.
- **Bishop's 2021 Partnership Appeal: *Book of Dreams***
Inese applauded Allan and Open Table for their work in creating a video that is included in the Bishop's Book of Dreams, which can be viewed at this link: (https://www.flipsnack.com/norcalepiscopal/2021bookofdreams_v2/full-view.html)
St. Andrew's Food Program is also listed in the Books of Dreams. The hope is that these entries will help to raise funds for these programs.

Closing Prayer: Chaplain Connie offered a closing prayer.

Meeting adjourned at 8:56 pm

Next monthly meeting of the vestry: December 14, 2021 (Short Hall).

Respectfully submitted,
Kathleen Kane, Clerk