

**Episcopal Church of the Incarnation
November 24, 2020 – Regular Vestry Meeting**

Location: Rectory and Zoom Online

Minutes

Attendees: Bo Simons, Bob Priestley, Connie Sinclair, Diane Schoenrock, Fernando Dizon, Inese Heinzl, Judy Velasquez, Mark Neumann, Michael Del Vecchio, Nancy Wegge, Stephen Shaver; Steven Layton, David Jasper, Treasurer, Kathleen Kane, Clerk.

Absent: Signe Sugiyama

Guests: None

FORMATION

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

Opening Prayers: Chaplain Bo offered an opening prayer.

Appointment of vestry members to vacant positions: Mark presented Diane Schoenrock and Steven Layton as candidates for appointment to fill the seats vacated by vestry members who have resigned, Ken Moholt-Siebert and Melinda Harris. The vestry voted to appoint Diane to serve for the remaining 14 months of Ken's term, and to appoint Steven to serve for the remaining 26 months of Melinda's term. (*Moved: Mark. Seconded: Inese. Motion approved unanimously.*)

Collective Check-in: Mark, Stephen, Kathleen, Diane, Bob, and Judy, gave brief personal check-ins.

Gratitude and celebrations:

- Fernando expressed gratitude for all the church members who work “in the background”, doing the many tasks needed to keep the church worship and programs operating.
- Connie expressed gratitude for Incarnation's Treasurer and Bookkeeper, David Jasper and John Nykamp.
- Bob thanked Stephen for his work that resulted in his friend joining our congregation.
- Nancy thanked Michael, David, Inese, and Judy for their work on this year's pledge campaign, and especially for the lovely thank you gift that was made and distributed to 2021 pledgers. Thank you to Joanie, too, for helping with labels!
- Michael thanked all who helped on this year's pledge campaign.

- Stephen thanked all who helped with the outdoor ofrenda and prayer flag for All Saints' Day / Día de los Muertos.
- Diane thanked everyone who helps to set up at the church for the 1st Sunday outdoor services, led by Diana Ardley for the Altar Guild.
- Inese noted that we've come a long way since we began doing online services at the start of shelter-in-place.

Review of our vestry priorities: The vestry reviewed the vestry's Mutual Ministry Review Goals for 2020-21, and discussed ideas for, and status of, some of the goals.

DECISION

Approval of October Minutes: Minutes of the October 27, 2020 vestry meeting were presented and approved by the vestry as corrected. (*Moved: Bob. Seconded: Connie. Motion approved unanimously.*)

Finance Committee recommendations:

*** Approve 2019 diocesan audit and discuss recommended actions**

David noted that the audit was very good again this year, and expressed thanks for John Nykamp's work as our bookkeeper. David also noted that there are some new Diocesan requirements to create written policies and procedures, and these will need to be worked on in the future. The vestry voted to accept the audit. (*Moved: Judy. Seconded: Mark. Motion approved unanimously, with one abstention.*)

*** \$5,000 transfer from Mission Fund to Mission Food Program**

David noted that we customarily move money from the Mission Fund to pay for Mission operating expenses, including the Mission Food Program. The Fund currently holds \$70,000 prior to this proposed transfer. No motion is required, as this is a recommendation from the Finance Committee. *The vestry voted unanimously to approve the transfer.*

*** Create policy to designate 10% of bequests to Endowment Fund**

David proposed creation of a policy to designate a portion of all future bequests for deposit into the Endowment Fund to enable that fund to grow over time. David proposed a figure of 10%, which would represent a "tithe" to the Fund. This figure could be changed in the future, if desired by the vestry. The vestry voted to move 10% of all undesignated bequests into to the Endowment Fund, beginning retroactively with the receipt of Rebecca Gbasha's recent bequest. (*Moved: Mark. Seconded: Bob. Motion approved unanimously.*)

Proposal to authorize additional \$5,000 of congregational development grant fund for digital ministries: Stephen proposed authorizing use of up to an additional \$4,000 from the \$50,000 congregational development grant that was received from an anonymous donor earlier this year, to pay for items related to digital ministries. Stephen is proposing less than initially shown on tonight's meeting agenda, because the church recently received a \$1,000 grant from the Diocese. The \$5,000 that the vestry previously authorized for similar purposes has been used to purchase sound system equipment, a small video camera, a higher quality live-streaming camera, and a new laptop. The newly authorized funds could be used for anything to support digital needs, including online services and communications. Typically, the funds are used for one-time or start-up costs. The vestry voted to authorize use of an additional \$4,000 from the congregation development grant for digital purposes. (*Moved: Mark. Seconded: Inese. Motion approved unanimously.*)

Proposal to authorize Nancy and Connie to receive names for vestry nominations for Annual Meeting: Stephen proposed to authorize Nancy and Connie to comprise a nominations committee to identify eligible and interested parishioners to stand for election to the vestry and as diocesan convention delegates. The vestry voted to authorize Nancy and Connie to generate a slate of names to run for vestry and diocesan convention delegates at the 2021 annual meeting. (*Moved: Judy. Seconded: Michael. Motion approved unanimously.*)

Vestry members should send an email to Nancy and Connie with any suggestions for candidates. Fernando noted that he is working on an electronic voting system for the annual meeting. This will necessitate some advance coordination with candidates standing for vestry and convention delegates.

The annual meeting is scheduled for Sunday 1/24/21 after (9:30 zoom service). A revision to the parish bylaws will likely be required, as they currently appear to prohibit voting in any way other than in-person attendance. Steven L offered to research whether an amendment would be needed to the articles of incorporation and whether revisions to either the bylaws or articles would require a 2-meeting voting process. He will also draft proposed revision language for consideration at the December vestry meeting.

DISCUSSION

Update on pledge campaign: Michael and Judy reported that we have received 135 pledges totaling \$367,288. A team is calling about 22 people who pledged in 2020 who haven't yet turned in a pledge for 2021.

Closed session - Discussion of draft 2021 budget: Stephen, Mark, Fernando, and David presented a draft budget that they prepared for vestry discussion. While they identified some potential areas for non-personnel expense reductions, it appears that some personnel cost reductions may be required to balance the budget

to a point where we only need to draw 7% from Green Fund. Many on-going pledgers are increasing their pledges, but several pledges, totaling \$25K, have been lost for a variety of reasons during the past year. We're also \$2K short in facility rental income due to COVID.

The draft budget is confidential at this point; however, staff knows that cuts may be needed to positions.

Fernando noted that communications will be important no matter what is done, and needs to be clear regarding whether changes are just short-term for the duration of COVID, or intended for longer-term/permanent restructuring.

Stephen, Fernando, David, and Mark will return with revised draft for the vestry's consideration at the December meeting. Vestry members can contact them with any ideas or comments.

INFORMATION

Treasurer's Report: David presented the October Summary Financial Report as an information item.

CLOSING

Chaplain Connie offered closing prayers.

Meeting adjourned: 8:58 pm

Next Monthly meeting of the Vestry to be held on December 15, 2020 at 6:30 p.m. (Note: This is the 3rd Tuesday due to Christmas.)

Respectfully submitted,
Kathleen Kane, Clerk