

**Episcopal Church of the Incarnation
December 13, 2022 – Regular Vestry Meeting**

Location: Short Hall

Minutes

Attendees: Allan Bolchazy, Bo Simons, Connie Sinclair, Kathleen Baumgardner, Linelle Lane, Lois Phillips, Mark Sawdon, Michael Del Vecchio, Patrick Lancaster, Sara Joslyn, Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Stephen Little, Steven Layton.

Guests: None.

Call to Order: Stephen S called the meeting to order at 6:34 pm.

Opening Prayers: Chaplain Lois offered an opening prayer.

Check-in: Sara, Michael, Allan, Kathleen B, and Patrick each gave a brief personal check-in. Stephen S offered a prayer.

Consent agenda:

- **Approval of November minutes:** Minutes of the November 15, 2022 vestry meeting were approved as written.
 - Allan noted an update to the information in the Buildings & Grounds section of the November minutes. It is now evident that some of the repairs for the rectory were needed to correct building deficiencies rather than tenant damage and will not be fully covered by their security deposit.
- **Annual clergy housing resolution:** The clergy housing allowance resolution is a standard resolution passed each year, designating a certain portion of the clergy's salary as "housing/utilities allowance". The vestry approved a new resolution establishing a housing allowance of \$60,000 for 2023. This does not affect the amount of salary paid. It is a designation for tax purposes. Clergy can only exclude from taxable income what they actually spend on housing costs, and this amount must be equal to or less than whatever the parish has formally designated in advance as a housing allowance.

(Consent agenda approved unanimously.)

Treasurer's Report:

- **Monthly financials:** David presented the November Summary Financial Report as an information item and responded to questions from vestry members.
- **Update on pledge campaign:** David reported that pledges are at \$440,000.

Financial recommendations for 2023:

- **Finance Committee Recommendations:** David explained and responded to questions about three Finance Committee recommendations:
 1. Withdraw 5% from the Green Fund for 2022.
 2. Forgive the \$50,000 internal loan from the Building Fund.
 3. Close the Mission Fund by transferring \$50,000 to the Building Fund, with the balance transferred to a Children's Music Fund.

The vestry voted to approve all recommendations. *(Approved unanimously.)*

- **Draft budget for 2023:** Stephen S presented the draft 2023 budget prepared in conjunction with Steven L, Patrick, David, and John using input from prior vestry discussions. The vestry discussed several changes and potential options. Two revisions were made, as suggested. The vestry vote to approve the budget as revised. *(Moved: Sara. Seconded: Linelle. Approved unanimously.)*
- **Finance Committee Membership:** David asked for approval of Joseph Ferrucci as a new member for the Finance Committee. *(Moved: Michael. Seconded: Allan. Approved unanimously.)*
- **Recommended year-end bonus for lay staff:** Stephen S presented proposed 2022 year-end bonuses for the lay staff. Following discussion and a couple of revisions, the vestry voted to approve bonuses. *(Moved: Patrick. Seconded: Connie. Approved unanimously.)*

Reflecting on 2023 calendar and important projects/emphases:

- **Imagine Incarnation and next steps for our property development process:** Stephen S reported that the Property Development Task Force (PDTF) met last week and is working on plans for next steps. We have now received Sarah Lightfoot's report on the Imagine Incarnation Congregational Conversations. It will be sent to the congregation this week. Phase 2 of the PDTF work will begin a master planning process. This does not lead to creation of architectural plans, but rather helps to take a more holistic view of what can be done on the campus. Approximately \$30,000 remains available from the Phase 1 funds previously approved by the vestry, though some of this is still being used to pay Jim Heid to advise us about next steps. The preliminary estimate provided by Jim for the cost of a consultant team to bring us through the Phase 2 master planning process is \$100,000 - \$150,000. Additional funds may be needed for related costs. The PDTF will return to the vestry in January with a specific request for funding.
- **Stephen's sabbatical:** Stephen will be taking a 3-month sabbatical this summer. Specific dates and plans are not yet finalized.
- **Incarnation's 150th anniversary** Kathleen B reported that she has arranged for \$2,000 in seed money.

Updates on vestry and Convention delegate nominations:

- **Vestry Members:** Connie advised that 4 to 6 people have been identified and agreed to be nominees to run for vestry: Mark Neumann, Inese Heinzl, Laura McLellan, Joe Ferrucci, and possibly Karen Schneider and Amy Nykamp.
- **Convention Delegates:** Connie noted that there is just one nominee for convention delegate at this point: Sara Joslyn.

Summing up tonight's meeting for wardens' announcements:

- Approved the budget for 2023.
- Vestry and convention nominations are being identified and more are welcome.
- Imagine Incarnation report has been sent out.

Closing Prayer: Chaplain Lois offered a closing prayer.

Meeting adjourned: 8:42 pm.

Next monthly meeting of the vestry: January 24, 2023, at 6:30 pm.

Annual Parish meeting: January 29, 2023, at noon.

Respectfully submitted,
Kathleen Kane, Clerk