

**Episcopal Church of the Incarnation
December 14, 2021 – Regular Vestry Meeting**

Location: Farlander Hall

Minutes

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

Absent: Judy Velasquez, Kathleen Baumgardner, Signe Sugiyama.

Guests: Karen Schneider.

OPENING

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

Opening Prayers: Chaplain Sara offered an opening prayer.

Collective check-in: Steven L, Inese, Bo, and Sara each gave a brief personal check-in.

Consent agenda: The vestry approved the following two items on the consent calendar by unanimous vote:

Approval of November regular and special meeting minutes: Minutes of the November 16, 2021 monthly vestry meeting and the November 21, 2021 special vestry meeting were approved as written.

Housing Allowance Resolution: The Housing Allowance Resolution was approved as presented. It stipulates that \$80,000 of Stephen Shaver’s paid compensation for 2022, and for future years until changed, will be designated as a “housing allowance”. This designation will enable Stephen to exclude up to that amount from his taxable income; however, he will only be allowed to deduct actual costs incurred for IRS-specified housing costs, such as mortgage payments, utilities, and home maintenance.

Parish Christmas calendar

- **Dec. 24, Christmas Eve:**
 - 4:00 pm Holy Eucharist with Pageant
 - 7:00 pm Choral Prelude; 7:30 pm Holy Eucharist
- **Dec. 25, Christmas Day:** 10:00 am Holy Eucharist

- **Dec. 26:** 8:00 am and 10:00 am Holy Eucharist; farewell party for Carol Menke.
- **Annual Parish Meeting: January 30, 2022.** The vestry decided that a hybrid of in-person and Zoom methods should be used to conduct the annual meeting in order to include as many parishioners as possible. The church bylaws will be checked to see if a hybrid option is now allowed, or if the vestry will need to approve an amendment to the bylaws prior to the meeting.
- **Zoom streaming issue:** The vestry noted a need for improved sound for Zoom streaming of services. Installation of the new system should fix this issue. Stephen will speak with John Nykamp to determine if we can improve the sound quality while we are waiting for the new system to be installed.

Recap

- **Advent Festival** – It was well attended and fun.

New Business:

- **Carol Menke resignation and farewell plans; music plans going forward** – Carol's last Sunday at Incarnation will be December 26, 2021. A "thank you reception" for her is planned during coffee hour after the 10 am service. Stephen S met with the remaining music staff, Mary Kennaugh and Robert Young, both of whom will be continuing in the Spring. Their position descriptions will need to be updated to reflect their job duties during this transition time. Robert will be the Interim Music Director, and Mary will be the Interim Assistant Music Director. A single parish choir will be formed with a combination of singers from both current choirs plus others, if interested. Rehearsals will begin in January, with Robert as Director. We will determine if we want to make any changes for the future based on our experience during the transition time. We will solicit input from congregation members about how they view the current music and what they may suggest to change going forward.

2022 Parish Budget: Presentation, Review & Adoption: Stephen and David presented a revised draft budget. The new draft incorporates suggestions made by the vestry during the discussion at their November 16, 2021 meeting, as well as some additional changes, including the following:

- The \$29,355 diocesan apportionment relief received this year has been carried over to be shown as 2022 income. Since we are in the black for 2021 already, that income is not needed for the 2021 books. Doing this provides the needed "carry-over" to balance the 2022 budget, and seemed appropriate since it is a discrete one-time sum from the diocese.
- A 7% internal loan from the Green Fund to pay off the Exchange Bank loan that financed the rectory purchase has been added to the budget, pursuant to the vestry's decision at its August 24, 2021 meeting. The church is listed in

Don and Maureen Green's estate and a bequest is anticipated within the next year. While the specific amount is unknown, we are confident that it will be enough to cover the amount of these loan payments, and perhaps sufficient to pay off the internal loan entirely, removing that cost from our budget in the future. Therefore, an "Anticipated Bequest" line has been added in the budget's income section, which offsets the internal rectory loan payments.

- A portion of the projected income from Heavenly Treasures has been designated to offset the amount by which the church reduced the previously anticipated rent on the rectory for the Dawood family.
- Changes were made to reflect the fact that we are not certain whether the Santa Rosa Children's Choral Academy will continue to rent any portion of the church campus beginning in the Fall 2022.
- Changes were made to reflect music staff changes with the 11:15 Choir Director position vacant. A \$19,000 allowance for future music staff expenses was included in lieu of this position in order to provide flexibility with any potential staff search later in the year.

The vestry voted to approve the budget with revisions. (*Moved: Patrick. Second: Connie. Vote: Unanimous.*)

Updates:

- **Rectory** – Stephen S shared photos of the rectory with furnishings that have been donated for the new renter family given by Welcoming Home.
- **Donation programs** - Inese reviewed the Amazon Smile and Oliver's Community Card donation programs that can be used for Incarnation. She will continue to insert notices about these ideas in News & Notes. Heavenly Treasures will be open for at least one Sunday after services during the Christmas season so that members of the congregation can donate through shopping there.
- **Vestry nominations and motion to authorize Connie and nominations committee to present a slate of nominees to the Annual Meeting** – The Incarnation bylaws stipulate that, on or before the last vestry meeting of the calendar year, the vestry shall convene as a nomination committee to consider names of candidates and to set procedures for nomination and election of vestry members during the annual parish meeting. Connie shared that the designated nominating subcommittee had created a list of names and they are contacting people to determine their interest. The people who expressed an interest are Linelle Lane, Stephen Little, Mark Sawdon, and Lois Phillips. People who are still considering the idea are Karen Schneider and Matthew Bonacorso. The vestry voted to authorize Connie and the committee to present a final slate to the Annual Meeting. (*Moved – Inese. Seconded: Bo. Vote: Unanimous.*)

- **Buildings & Grounds:**

- **Solar panels** – Allan reported that the permit has been received from the City of Santa Rosa. Work should begin next week, weather permitting.
- **Campus bathrooms** – Diane advised that contract is signed and the deposit check has been prepared to get the work started.
- **St. Andrew’s building inspection** - Allan reported that he met with a home inspector at St. Andrew’s and spent three hours inspecting. The inspector’s written report should be ready tomorrow, and is expected to document significant issues, including the following:
 - Structural and termite issues are found in sections of the building;
 - Condition of the sacristy is bad
 - Electrical system throughout needs to be replaced;
 - Roof is old, leaks, missing shingles, and is poorly flashed;
 - Roof leaks have caused damage to plaster & lath ceilings and walls;
 - Gutters and downspouts are damaged and undersized;
 - Stucco exterior shows signs of water penetration;
 - Building is not bolted to the foundation; and
 - Property in back of church drains towards the building;

Allan’s initial guesstimate is that needed repairs could run from \$200,000 - \$400,000. The lease leaves questions about who is required to pay for which repairs.

The vestry briefly discussed whether we should try to fix and continue renting the building, or perhaps look for alternative locations in that area.

Allan will send the full written inspection report to vestry members for their information. This inspection cost \$500 and does not include a full pest inspection. Allan will hold off on paying for a pest report until a decision is made about the on-going feasibility of using the building.

- **Heavenly Treasures**- Allan reported that Jim Furness will look at the front porch to determine what repairs are needed.
 - **Mansard Roof** – Allan reported that the mansard roof has been patched and he is looking for a bid for replacement.
- **Audiovisual tech progress** – The installation of the new system has been delayed by “supply chain” issues.

Closing Prayer: Chaplain Connie offered a closing prayer.

Meeting adjourned: 8:50 pm

Next monthly meeting of the vestry to be held on January 18, 2022 at 6:30 pm in Farlander Hall.

Respectfully submitted,
Kathleen Kane, Clerk