

Episcopal Church of the Incarnation
October 14 & 15, 2021

Vestry Decision via Email

On October 14, 2021, Rector Stephen Shaver sent an email to all vestry members seeking their input regarding funding needed to make audio/video upgrades for indoor services in the church space. Stephen noted that he would ordinarily submit such a proposal for their consideration at a regularly scheduled vestry meeting for a first discussion and then a decision at their meeting the following month. However, with colder weather looming, he sought an expedited decision to get the proposed work underway as soon as possible.

The vestry bylaws, Article VI, Section 6.10. Action Without a Meeting, states “An action, other than one adopting, amending or modifying the Articles or these Bylaws, but required or permitted to be taken by the Vestry may be taken without a meeting, if each Vestry member shall consent in writing to that action. The written consent or consents shall be filed with the minutes of the proceedings of the Vestry. The action by written consent shall have the same force and effect as a unanimous vote of the members.”

In his email to the vestry, Stephen explained that John Nykamp has been researching what we need to do to create a robust indoor setup for livestreaming. While our homegrown outdoor setup has worked temporarily, creating a high-quality setup to serve us into the future in the church space will take professional assistance: mounting camera and microphones in unobtrusive locations, running cables various place, fine-tuning the balance among audio source, etc. John received a quote for the work, which includes about \$7,200 + tax for equipment and \$4,300 in installation costs. This would include:

- Installing a digital mixer into our existing sound system, replacing our outdated analog mixer. The digital mixer serves as the hub for all our various audio sources (wireless mics, lectern, pre-recorded music, Zoom speakers, etc.).
- Mounting our existing pan/tilt/zoom camera, a second camera (for the altar area), and two microphones in appropriate locations in the church.
- Mounting a large-screen TV in Farlander Hall for use for overflow seating as well as presentations for parish events (town halls, forums, etc.). The screen itself is not included in the quote and currently costs \$1,050 at Costco.
- All cabling, audio tuning, etc.

If approved, up to \$12,000 from the Congregational Development grant funds would be used to pay these costs. The CD grant was \$50,000. The vestry previously approved use of grant funds in the amounts of \$10,000 for digital ministries and up to \$20,000 for the one-year children’s ministries project, leaving at least \$20,000 in available funds.

On October 14 and 15, each vestry member sent an email affirming their approval of the proposal. This document and the emails from Allan Bolchazy, Bo Simons, Connie Sinclair, Diane Schoenrock, Inese Heinzl, Judy Velasquez, Kathleen Robarts, Michael Del Vecchio, Patrick Lancaster, Sara Joslyn, Signe Sugiyama, Steven Layton, and Stephen Shaver, are filed with the 2021 vestry minutes.

Respectfully submitted,
Kathleen Kane, Clerk