

Episcopal Church of the Incarnation
December 17, 2024 – Regular Vestry Meeting

Location: Short Hall

Minutes

Attendees: Robert Aguero, Matt Bonacorso, Karin Dutra, Bill Glenn, Inese Heinzl, Linelle Lane, Laura McLellan, John Torres; Stephen Shaver, Rector; Kathleen Kane, Clerk.

Absent: Joseph Ferrucci, Mark Neumann, Rebecca Kendall; David Jasper, Treasurer.

Visiting parishioners: John Nykamp, representing the Treasurer.

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

Opening Prayers: Chaplain Matt offered an opening reading and prayer.

Check-in: Inese, Bill, Matt, John, and Stephen gave brief personal check-ins.

Comments from visiting parishioners: None.

Consent agenda:

- Approval of November 12, 2024 vestry retreat and meeting minutes.

With no objections, the consent calendar was approved.

Other business:

- **Buildings and Grounds replacement of kitchen stove** – The old, malfunctioning stove has been replaced with a good quality used stove. We were awarded a \$5,000 Sustainable Development Goals grant from the Diocese towards the purchase cost.
- **Rector housing allowance** - Pursuant to the IRS rules, the vestry passed a resolution setting the rector's housing allowance at \$75,000 beginning January 1, 2025. (*Moved: Inese. Seconded: Karin. Vote unanimous.*)
- **Retreat dates Feb 21-22, 2025** – The vestry's annual retreat will be at St. Dorothy's rest for one overnight and two days.
- **Finance Committee Charter revision** – The vestry approved a Finance Committee recommendation for a revision to the Purpose clause of their charter to more accurately and clearly reflect what is accomplished by the committee. There are no material deviations from the original charter. The new Purpose clause reads:

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The Finance Committee is a standing committee of the Vestry charged with maintaining the fiscal health of the Church. The Committee reviews the financial performance of the Church, develops and recommends sound policies and procedures, oversees investment portfolios, monitors the Church's practices in receiving income and paying expenses, and makes other recommendations to the Vestry as appropriate. (*Vote unanimous.*)

Setting meeting date for January 2025 – The vestry's usual fourth Tuesday meeting date for January falls on the 28th, which is after the Annual Parish Meeting and would therefore be comprised of the newly elected vestry. To give the current vestry an opportunity to wrap up its business, the January meeting will be held the prior week on 1/21/25. The new vestry's first meeting will be at the retreat in February.

Bill Glenn ordination recommendation – The vestry adopted a resolution by the required two-thirds majority endorsing Bill's ordination to the diaconate January 18, 2025. (*Moved: Inese. Seconded: Laura. Vote unanimous.*)

Matt Bonacorso discernment process – Matt has come to the end of the Regional Discernment Group process. That group encouraged him to continue his discernment process, likely towards priesthood rather than the diaconate. Matt spoke of his desire to serve at the table in the Episcopal church and to continue discerning his call. The next steps will be for Matt to seek the endorsement of the vestry for nomination to postulancy, after which he would meet with Bishop Megan and potentially be invited to a Discernment Weekend with the Commission on Ministry and Standing Committee. Tonight's discussion is DDDD¹; the vestry will be asked to vote at their January meeting.

Vestry candidate recruitment and nomination process – Stephen reviewed the church bylaws regarding the vestry nomination process. In preparation for the vestry election during the January 2025 Annual Parish Meeting, he presented four possible motions for the vestry's consideration:

- That we accept Bill Glenn's resignation from vestry as of January 17, 2025, in preparation for his ordination to the diaconate.
- That Bill's remaining one-year term be filled by Karin Dutra, who would otherwise have been ending a two-year term in January 2025.
- That the four remaining vacant seats be filled as usual by election at the Annual Parish Meeting, with any parish member who fulfills the criteria listed in the bylaws eligible to self-nominate by filling out the online form listed in News & Notes.

¹ DDDD - Discuss, Discern, and Don't Decide

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- That outgoing vestry members Bill, Inese, and Linelle be asked to form a recruitment committee to identify parishioners who may be approached about possibly running for vestry.

The vestry approved the four actions in one combined vote. (*Moved: Bill. Seconded: Robert. Vote unanimous.*)

Treasurer's Report

- **Monthly financials:** John Nykamp presented the November Summary Financial Report as an information item and responded to questions from vestry members. He noted that our invested funds have done well so far this year. He also advised that the bookstore intentionally has little inventory remaining and therefore no longer needs an elaborate inventory tracking system.

2025 Pledge Drive final report – Karin reported pledge drive results. We received a total of \$514,390 in pledges from 154 parishioners. This is \$24,000 over our baseline goal and an increase of about 10% over last year. Nineteen of the pledgers are new, pledging a combined \$43,500. Seventy-two of last year's 144 pledgers increased their pledges, 18 decreased their pledges, and all others maintained their pledge amounts.

2025 Operating Budget – Stephen presented an updated draft budget, based on pledge offerings of \$505,000. While the actual total of pledges received is \$514,390, not all is being budgeted as a prudent measure in case there is some attrition from the full pledged amount. The amount of expected interest to be received on Estates Funds can also be increased due to new bequests. These factors allow a lower than anticipated transfer from Operating Reserve to offset the projected deficit, which will be approximately \$8,000 - significantly lower than prior years. The vestry approved the budget as presented with one change recommended by John regarding interest income from Estates fund. (*Moved: Bill. Seconded: Karin. Vote unanimous.*)

Architect Team update – Stephen reported he has convened the Architect Liaison Team, which was created by the vestry at our October meeting. The team is comprised of Amanda Elias, Jan Hicks, Kathleen Kane, Steve Layton, Mark Neumann, Diane Schoenrock, and Stephen, and is charged to work on next steps following the vestry's recent adoption of the Generational Plan. The team has met together a few times and has met with the proposed architect firm (TLDC), as well as with TLCD's proposed landscape firm (Quadriga). Jim Heid (Urban Green) will stay on in his advisor role and will function as "owner's rep", subcontracting with another person for needed expertise. TLDC will submit a formal proposal for a scope of work and we will see if it still feels like a good fit. In January, the team will interview contractor firms and will bring back recommendations for vestry action on contracts, likely in February. Vestry members can talk with the members of the Architect Team to ask any questions or provide comments.

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Summing up tonight's meeting for parish announcements

- Adopted 2025 budget
- Pledge drive results
- Vestry candidate recruitment process

Closing Prayer: Chaplain Matt offered a closing prayer.

Meeting adjourned: 8:05 pm.

Next monthly meeting of the vestry to be held on January 21, 2023 (the third rather than fourth Tuesday).

Respectfully submitted,

Kathleen Kane, Clerk