

Church of the Incarnation

Vestry Meeting Minutes

May 22, 2018

FINAL

Attendees: Fernando Dizon, Jim Furness, Elizabeth Gibbs, Patrick Lancaster, Linelle Lane, Steve Layton, Mark Neumann, Diane Schoenrock, Nancy Wegge, Peggy Zimmerman; David Jasper,

Absent: Bob Priestley, Kathleen Kane, Karen Lockert

Meeting called to order at 6:30PM

Items for Action:

1. Approval of Minutes: Several amendments suggested
 - a. Approval deferred to next meeting when amendments can be reviewed and approved.
 - b. Suggestion: Itemize minutes with numbers and sub-letters so items can be more easily referenced.
2. Meeting agenda amended to include dates in June, the 19th for Admin Committee meeting, the 26th for Vestry meeting

Items for Discussion

3. Rectory update
 - a. Painting done, new smoke detectors installed, exposed electrical sockets covered, exposed wires in ceiling capped.
 - b. +/- \$2,000 Total for all HVAC repairs is anticipated.
 - c. Electrical work to begin next week. All work will be done to code.
 - d. Deck connection to house is problematic. Rather than fix the problem and reinstall a deck, Jim Furness recommends removing uncovered deck portion and replacing with concrete patio in its place.
 - e. Mark motions to install concrete patio as suggested by Jim Furness. Elizabeth seconds, unanimous approval.
4. Additional Building and Grounds
 - a. Leak in Farlander to be investigated by Steve Layton.

- b. Revising sprinkler Fire Department connection would save on fence costs. Mark Neumann to investigate and see if his company can help.
 - c. Monument sign on Mendocino needs repair soon.
- 5. Artwork:
 - a. David Jasper came across an art piece "Madonna and Child," a cast granite work.
 - i. Total cost with frame and mounting hardware is \$1,000.
 - ii. Stone dedication plaque will be ordered to go with it.
 - b. Proposed by Admin Committee that we buy the artwork with funds from the memorial fund. Approved by: Jim Furness, Elizabeth Gibbs, Patrick Lancaster, Linelle Lane, Steve Layton, Mark Neumann, Diane Schoenrock, Nancy Wegge, Peggy Zimmerman; Opposed by Fernando Dizon.
- 6. Break in at daycare center:
 - a. Vandal arrested on morning of 5/22, sleeping in daycare center.
 - b. Laptop stolen covered under daycare provider's insurance.
 - c. Break-in exploited weak door locks. Two locks at daycare already upgraded for \$221. Unanimous consent given to upgraded remaining locks on campus not protected by those locks for approximately the same cost (no vote required).
- 7. New Bells:
 - a. Mary Kennaugh would like support in organizing a donor campaign to purchase new choir bells for the church.
 - b. \$5,000-\$8,000 total cost, all from donations solicited by Mary and her assignees
 - c. Vestry endorses idea.
 - d. Discussion about whether the fundraising was to be supplemental to the above endorsement.
- 8. Endowment Fund:
 - a. \$250,000 required under Charles Schwab management.
 - b. Admin committee proposed the following:
 - i. Move broker of all funds to Charles Schwab (no change of ownership, merely transfer of management) no cost impacts.
 - ii. Fund Endowment with \$1,000 from Estate Fund.
 - iii. Unanimous approval.
 - c. Current authorized individuals on the account are John Nykamp and David Jasper. Up to four are allowed.
 - d. The Vestry proposed the following:
 - i. Add Stephen Shaver and Carl Wiuff as authorized individuals.
 - ii. Steve Layton will discuss with Carl Wiuff if he desires to be an authorized individual. If he does not, Steve Layton will be the fourth authorized individual.

- iii. Motioned by Elizabeth, seconded by Linelle, unanimous approval.
 - e. New users to be authorized by the vestry at an appropriate time.
- 9. ARC Thank You Dinner
 - a. Mark will organize a Doodle poll once he clears it with Steve
- 10. Thank you calls
 - a. Going great, rewarding, and recommended to do it every year.
- 11. Stephen Shaver welcome luncheon
 - a. Diane will talk with Catherine Priestley about ideas for the event.
- 12. Financial report was given by David Jasper. Diane moved to accept Financial Report, Patrick seconded, unanimous approval of report.
- 13. "Tables of Eight" Group Dinner
 - a. Plan to start in September, work out details in meantime.
- 14. Meeting adjourned at 8:40PM

Respectfully submitted,

Mark Neumann