

**Episcopal Church of the Incarnation
June 27, 2023 – Regular Vestry Meeting**

Location: Short Hall

Minutes

Attendees: Allan Bolchazy, Inese Heinzl, Joseph Ferrucci, Kathleen Baumgardner, Laura McLellan, Linelle Lane, Mark Neumann, Mark Sawdon, Patrick Lancaster; Rod McAulay, Sabbatical Priest; Kathleen Kane, Clerk.

Absent: Bill Glenn, Karin Dutra, Sara Joslyn; Stephen Shaver, Rector; David Jasper, Treasurer.

Visiting parishioners: Diana Ardley.

Call to Order: Linelle called the meeting to order at 6:31 pm.

Opening Prayers: Chaplain Patrick offered an opening prayer.

Check-in: Allan, Kathleen B, Mark N, Joe, and Linelle gave brief personal check-ins.

Comments from visiting parishioners: Diana Ardley is visiting tonight to hear more about plans for the 150th anniversary celebration.

Consent agenda:

- Approval of May 23, 2023 vestry meeting minutes.

With no objections, the consent calendar was approved.

Preauthorization for purchase of laptop and software for Jun Kim's use:

Jun submitted a request for the church to purchase an Apple MacBook Pro 16-inch with M2Pro Chip and 1 TB of storage, and Sibelius Ultimate Music Notation software perpetual license for his work as Director of Music for a total cost of \$3,600 including tax. The vestry discussed the pros and cons of purchasing a 1-year software subscription rather than perpetual license and Apple Care coverage.

While the Sibelius annual cost is \$217.40 and would have to be renewed each year, versus \$654.40 for perpetual use, the latter only includes update support for the first year, which could result in future inability to use the software due to lack of upgrades. Following an in-depth discussion, the vestry authorized purchase of the requested 16-inch MacBook Pro, a one-year Sibelius software subscription, and one-year of Apple Care coverage, for an amount including tax not to exceed \$3,400, which will be paid 25% from the Music Fund, 25% from the Children's Music Fund, and 50% from the Estates Fund, with the church retaining ownership of the laptop. (*Moved: Patrick. Seconded: Mark S. Approved unanimously*).

Treasurer's Monthly Report: Joe presented the May Summary Financial Report as an information item and responded to questions from vestry members.

Report from Buildings & Grounds Committee: Linelle shared B&G Chair Steve Layton's written report that the oak tree has been trimmed, efforts are being made to diagnose and repair an intermittent water leak at Heavenly Treasures, and the Committee is seeking bids for surveillance cameras.

Report from Development Committee: Inese reported that she and Joe attended a conference put on by the Diocese which described the Episcopal Church Fund (ECF) 360 program for fundraising. The Episcopal Network for Stewardship (TENS) also offers stewardship campaign ideas and materials. Inese expressed the opinion that Incarnation's current materials are at least as good as what is being offered and does not recommend purchase of materials from either source at this time. All agreed that the materials which Inese has already prepared for Incarnation are excellent and nothing more is needed. Inese also recommended that Incarnation begin moving towards year-round giving next year, rather than having only a limited-duration annual stewardship campaign. She also noted that this year's campaign will be aligning with the church's 150th anniversary.

Update on Invite-Welcome-Connect: Inese reported that she has been tracking the usage of the new pew cards and there has not been much activity. The three-card approach does not seem to be effective, both from a physical perspective of how they fit and how much they have been used. Inese shared a new, one-card format, which all agreed looked good. Inese also noted that there are more open slots to sign up for working in the Welcome Center.

150th anniversary celebration:

- **Revisit possibility of having a more public-oriented program and reception on Saturday, December 2** – At the May vestry meeting, it was decided that the Thursday, Nov 30 Eucharist service with Bishop Megan would be followed by a catered reception for an anticipated 200 people. This large event would be focused on the congregation, though people from other churches and some government dignitaries will also be invited. A second, more outwardly facing, large event for the congregation, dignitaries, and the broader community would be held in Spring 2024. Diane Schoenrock, a member of the planning committee, submitted an email through Patrick in which she asked the vestry to reconsider holding the second event on Saturday, December 2, as originally discussed. Her main concern was that moving to the Spring would lose the “immediacy” of the anniversary.

Vestry members expressed appreciation for Diane's comments and decided to continue with the plan to have the second event in the Spring, which would include a BBQ and the other types of activities suggested in Diane's email. This decision was due to several factors: 1) the weather is nicer in Spring and some parts of the event could be held outdoors and accommodate more guests, 2) there would be more time to plan for a really nice event, and 3) there will be more available people power at that time of year. The upcoming Imagine Incarnation Phase 2 congregational meetings, annual Fall stewardship campaign in-

gathering, first Sunday Advent Festival, and Stephen being out on Sabbatical until end of August, all impact on how much can be done well by the number of available volunteers. Having a large event in both November and the Spring will create an “anniversary year”.

Diana expressed disappointment that December 2 would not happen and also thanked the vestry for the additional information about the reasons for the decision and that the Spring event would be more extensive than a simple BBQ.

- **Update on planning:** Inese reported that she is working on a graphic timeline of the church’s history which will be hung in Farlander Hall. Next month, she will bring estimates for the funding that would be needed if the vestry wants every parishioner to receive a copy.

Phase 2 of Imagine Incarnation – Generational Master Plan: Allan summarized the prior work on Phase 1 and the planning for Phase 2. He explained that the Property Development Task Force (PDTF) is requesting that the vestry approve an increase for the Siegel & Strain contract. While the vestry already authorized the PDTF to spend up to \$200,000 on Phase 2 with no further action on their part, the PDTF members and wardens are seeking this approval to ensure transparency of communications and information because the contract will now be for a higher amount than reported at a previous meeting. The vestry approved an increase to \$115,000 for the Siegel & Strain contract, plus an additional \$8,525 if the PDTF decides that a fourth congregational meeting is needed in early 2024. *(Moved: Allan. Seconded: Mark S. Approved unanimously).*

Allan and Kathleen K asked the vestry to complete the Imagine Incarnation leadership questionnaires by July 5 and to return them to Linelle, Allan, or Kathleen K. Mark N expressed his concern after reviewing the questionnaire that it risks undoing the good work of Phase 1. Allan and Kathleen agreed that no one wants to undo that work and will discuss this concern with the Task Force, Jim Heid (UrbanGreen), and Siegel & Strain.

Summing up tonight’s meeting for parish announcements

- 150th anniversary plans – Bishop here on 11/30 & catered reception
- Tree report
- Imagine Incarnation contract signings

Closing Prayer: Chaplain Patrick offered a closing prayer.

Meeting adjourned: 8:49 pm

Next monthly meeting of the vestry to be held on July 25, 2023.

Respectfully submitted,
Kathleen Kane, Clerk