

Episcopal Church of the Incarnation
July 25, 2023 – Regular Vestry Meeting

Location: Short Hall

Minutes

Attendees: Allan Bolchazy, Bill Glenn, Inese Heinzl, Joseph Ferrucci, Karin Dutra, Kathleen Baumgardner, Laura McLellan, Linelle Lane, Mark Neumann, Patrick Lancaster, Sara Joslyn; Rod McAulay, Sabbatical Priest; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Mark Sawdon; Stephen Shaver, Rector.

Visiting parishioners: Steven Layton, Miriam Casey, Cathy Wolf, Bob Wohlsen.

Call to Order: Linelle called the meeting to order at 6:31 pm and welcomed tonight's visitors.

Opening Prayers: Chaplain Mark N. led the vestry through a period of reflection and prayer.

Comments from visiting parishioners: Miriam Casey expressed gratitude for being here tonight.

Consent agenda:

- Approval of June 27, 2023 vestry retreat and meeting minutes.

The minutes were approved as revised to correct the spelling of Rod McAulay's name. (*Moved: Mark N. Seconded: Patrick. Vote unanimous.*)

Green Team report: Miriam Casey described current work to develop a Diocesan plan by the end of 2024, with a goal of being carbon neutral by 2030. Part of the work is identifying resources and processes to help individual parishes accomplish that goal. Colby May from *Energy for Purpose* will visit our campus to perform an assessment, as he is doing at nine other parishes. Bob Wohlsen is the coordinator of the process. The church will receive an analysis and suggestions for what can be done to reduce energy use in the future. The information will be shared with the Property Development Task Force and Buildings & Grounds Committee so that it can be used to develop a forward-looking plan.

Buildings & Grounds report: Steven L reviewed his written report with the following updates:

- Graffiti on the fence and storage container has been painted over. Efforts continue to get the owner of the Naked Pig to remove graffiti on their building wall that faces our property.
- With Jan Hicks' help, work is in progress to brace the horizontal limb of the oak tree in the quad. Steven does not expect the cost to be significant. He will obtain estimates and provide to the Wardens.
- Church Exterior:
 - Work is in progress to replace the Lexan plastic that covers the stain glass windows in the church, as they have yellowed over time.
 - The south and west exterior walls of the church building are in particular need of repainting; however, Steven recommends painting the entire building.
 - The cost estimate to paint the NW corner to the SE corner of the building, power wash, repaint, and replace the Lexan (exclusive of cost of the Lexan itself, the scaffolding, and the lift), is \$6,800. There may be additional cost for dry rot repair.
 - The vestry asked the B&G Committee to get a quote including all costs to paint the entire church and install new Lexan for all windows, and to come back for discussion in August.
- Surveillance camera bids have been coming in quite high. Steven is getting another quote from Tim West, who did the Wi-Fi wiring in the church.
- The organ is having issues due to high temperatures. Steven would like to get quotes for insulating and putting air conditioning in the church to protect the instrument. This could be for the entire church or limited to the organ pipe room.
- Allan reported that, per the Rectory property manager, the current tenant plans to leave at the end of their lease. The current rent is \$3,500/month.

Treasurer's quarterly report:

- David presented the Financial Report for the quarter ending June 30, 2023. He noted that pledge receipts had been lagging. He called several of the parishioners who were underpaid or unpaid and they are now coming current. David also reported that the copier machine company sales rep is now trying to help correct the issue of overcharges for erroneously counted color copies.
- Under the rubric of "DDDD"¹, David distributed a draft Resolution that the Finance Committee will ask the vestry to adopt at their August meeting. This would supersede a Resolution adopted in 2015 to greatly clarify the church's fund designations and related policies.

¹ Discuss, discern, don't decide.

Development Committee report:

- Inese reported that the Development team will present the entire outline of their campaign at the August meeting.
- Bill and Joe are spear-heading a combined Development / Finance Committee effort for year-round development work.

Invite-Welcome-Connect update:

- Inese reported that the Invite-Welcome-Connect team is working on a process that goes beyond the initial welcoming of new people in church on their first visit. Follow up will include a letter from the Rector. The name tag carousel now has bigger wheels (thanks to Jan Hicks) so that it can be easily moved out into the breezeway in hopes that more people will wear their tags.
- Two refurbished iPads are being purchased to enable new point-of-sale software for the bookstore and Heavenly Treasures. Once installed, the inventory will need to be redone in its entirety, possibly using UPC codes. Inese is working to reduce the years-long backlog of inventory. Some has been moved for sale through Heavenly Treasures. Inese is looking for an experienced co-manager.

150th anniversary celebration report:

- Kathleen B reported that the November 30th reception will be for Incarnation only. A party pack for children will include a book written by a parishioner about Nunc, the previous church cat. The team is working on ideas to decorate Farlander Hall and looking for caterer.
- Inese reported that there will be a ministry fair on September 24 to generate more energy from members of the congregation to participate in various ministries and to enhance volunteerism for 150th.

Phase 2 Generational Campus Plan update: Allan reported that the Carlile-Macy survey of the property is likely to be completed the week of July 31. He also noted that the Siegel & Strain consulting contract is now finalized, and all is still on track for a congregational kick-off meeting on October 1.

Security guard for Sunday Open Table and beyond: Allan reported that Sunday Open Table has had a security guard for some time who was doing a good job for us. Unfortunately, the company is now closed. Louis, their employee who was working at our site, would like to work directly for the church. The vestry discussed whether there is a need to have security services for longer than the previous 2 hours each Sunday, which would not be paid from the OT budget. There

have been a few disruptive incidents during church services recently, and resolving the issues has frequently fallen on ushers, some of whom don't feel equipped to handle them. Following some discussion of hiring Louis as an independent contractor rather than an employee, it was decided that the "employee" status would be more appropriate; there was not a firm conclusion about the number of hours for his employment.

Outreach Grants update: Linelle reported that Christina Larsen, Executive Director of The Living Room, sent an email asking about the process to apply for a grant. Linelle advised her that the grant process had been suspended recently and that a decision about whether to restart it will be made when Stephen returns. Christina extended an open invitation for Incarnation people to visit the new facility. Linelle will get back in touch with Christina to ask more about desired arrangements for visits (e.g., individuals versus group).

Summing up tonight's meeting for parish announcements:

- Green Team and Phase 2 interface
- Update on painting church (at least two sides)
- Bracing the oak tree

Closing Prayer: Chaplain Mark N offered a closing prayer.

Meeting adjourned: 8:45 pm

Next monthly meeting of the vestry to be held on August 22, 2023.

Respectfully submitted,
Kathleen Kane, Clerk