

Episcopal Church of the Incarnation
September 26, 2023 – Regular Vestry Meeting
Location: Short Hall
Minutes

Attendees: Bill Glenn, Inese Heinzl, Joseph Ferrucci, Karin Dutra, Kathleen Baumgardner, Laura McLellan, Linelle Lane, Mark Neumann, Patrick Lancaster; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Allan Bolchazy, Sara Joslyn.

Visiting parishioners: Steven Layton.

Call to Order: Stephen called the meeting to order at 6:32 pm.

Opening Prayers: Chaplain Patrick offered a reflective reading and led all in prayer.

Check-in: Stephen, Laura, Mark, and Bill gave brief personal check-ins.

Approval of Minutes:

- Approval of August 22, 2023 vestry meeting minutes.

The minutes were approved unanimously.

Funds for Energy Audits: The vestry specified use of Buildings and Grounds Fund for the \$2,500 approved during their meeting on August 22, 2023 to help defray the cost of energy audits for other churches in the Diocese which may not otherwise have sufficient funds. (*Moved: Joseph. Seconded: Patrick. Vote unanimous.*)

Endorsement for Ordination: At Stephen's request, the vestry agreed to add an agenda item to discuss Paul Mallatt's candidacy for the diaconate. Stephen noted that Pauly has been in the process of formation and training toward being ordained a deacon, part of which is doing a field placement internship at St. Paul's in Healdsburg. In March 2023, the vestry endorsed his advancement to the status of Candidate for Orders. The process now requires the vestry to consider another endorsement to allow Pauly to submit his formal application for ordination. The vestry voted to endorse Pauly for ordination to the diaconate. (*Vote unanimous.*)

Schedule of Parish Activities: Stephen distributed and reviewed a schedule of important parish activities through April 2024. Vestry members should strive to

attend these events, as much as possible. Stephen hi-lighted specific events that will be most important for vestry participation.

Buildings and Grounds:

- Buildings and Grounds Committee Chair Steve Layton advised that painting of the church exterior is finished. A minor amount of remaining window work will be completed this week.
- Steve advised that temperature variations cause issues for the functioning of the organ pipes. A recent inspection shows some damage but it does not appear that installation of air conditioning will be required to correct this situation. The organ maker, Casavant, has advised that our pipes have a lead content which will cause them to sag over time and they will need to be replaced at some point with pipes made using zinc rather than lead.
- Steve also noted that the inspection of the church's HVAC ducts revealed 3 detached runs that had some damage and evidence of rat droppings. Baier Heating and Air Conditioning provided a quote of \$2,620 to repair and clean the ducting. Steve recommends accepting the quote and is seeking vestry authorization as this amount exceeds his \$1,000 Committee Chair authority and does not meet the criteria for "emergency" work. The vestry approved expenditure of up to \$2,620 from the Buildings and Grounds Fund to hire Baier Heating and Air Conditioning to complete the required duct repair work. (*Vote unanimous.*)

The Living Room Invitation and Request: Linelle reviewed The Living Room's invitation for the vestry to visit their facilities and a request for a grant from Incarnation. The wardens are recommending approval of renewed funding for the agency. As the prior Outreach Grants Committee has been disbanded, this request is coming directly to the vestry for consideration. In prior years, The Living Room received one-third of the funds raised by Incarnation 100, with Sunday Open Table and St. Andrew's Food Pantry each receiving one-third of the funds. Bill raised the idea that the vestry consider funds also for Open Table. The balance of the Outreach Fund is currently \$14,877 and it continues to receive revenue from Heavenly Treasures sales. No decision was made.

Treasurer's Report

Monthly financials:

- David presented the August Financial Report and responded to questions from vestry members.

- David noted that the Finance Committee suggested a change to the approach in drafting the annual budget. Rather than using prior year figures as the primary starting point, staff and ministry leads have received emails asking them to generate specific requests for funds needed / desired for the coming year. These figures will be used to inform drafting of the initial draft budget.
- David also noted the Finance Committee's suggestions for improved communications in two areas:
 - People who are authorized to spend funds for a specific activity need to know how much money has been approved for that purpose. This will help to reduce over-expenditures. The Finance Committee is beginning to set up a process to address this situation.
 - Our Bookkeeper, John Nykamp, needs to be notified of all funding actions approved by vestry. The Clerk of the vestry will begin a routine process of sending an email to him summarizing vestry funding approvals as soon as possible after each monthly meeting.

Pledge Campaign: Inese advised that the pledge campaign will be launched on October 8, which coincides with the Blessing of the Animals service. On October 6, a pledge packet will go out to all previous pledgers via email. Hard-copy packets will also be available to pick up at the service. The vestry agreed that goal will be to receive \$500,000 in pledges. Joseph added that they will encourage people to sign up for automatic recurring donations on-line to pay their pledge, and provide information about how it can be done.

150th Anniversary Planning:

- Kathleen B reviewed current plans for the November 30th anniversary celebration. A Eucharist service led by Bishop Megan will begin at 6:30 pm. Following the service, a reception with appetizers and drinks will be held in Farlander Hall. Commemorative gifts will include a tri-fold timeline of Incarnation history and a laser-cut Christmas tree ornament. Invitations will be mailed to all parishioners and to other faith communities and community leaders.
- Kathleen B, Frank Baumgardner, Bo Simons, and David have drafted a booklet of the history of Incarnation to date.
- The vestry discussed making a commitment to a Spring BBQ party and inviting elected officials, neighbors, and others from the community to celebrate the 150th anniversary. A big consideration is the amount of people power available to make all the arrangements. There is interest in holding an event, though further discussion is needed to determine scale and details. The vestry referred the question back to the Anniversary Planning

Committee. The next meeting is October 4 at 1:00 pm in the Library. All vestry members welcome to attend.

Vestry Vacancy:

- Stephen reviewed the options for filling the vestry seat that is currently vacant due to Mark Sawdon's resignation. The seat can be filled for its remaining term either by vestry appointment or through an election at the next Annual Parish Meeting. The vestry consensus is to offer the seat to Dan Sands, who ran for the vestry during the last election. Stephen will speak with Dan to determine if he is still interested in serving at this time.

Discussion of Incarnation's Finances: Looking ahead to the upcoming pledge campaign and drafting the 2024 budget, Stephen shared his thoughts about the church's goals, financial status, and wish list items.

Summing up tonight's meeting for parish announcements

- Completion of painting and window work.
- Anniversary plans for 11/30/23.
- Endorsement of Paul Mallatt's application to be ordained as a deacon.
- Pledge Campaign kick-off plans.

Closing Prayer: Chaplain Patrick offered a closing prayer.

Meeting adjourned: 8:43 pm

Next monthly meeting of the vestry to be held on October 24, 2023.

Respectfully submitted,
Kathleen Kane, Clerk