

**Episcopal Church of the Incarnation
September 28, 2021 – Regular Vestry Meeting
Location: The Rector's Home and Zoom Online**

Minutes

Attendees: Allan Bolchazy, Bo Simons, Connie Sinclair, Diane Schoenrock, Inese Heinzl, Judy Velasquez, Kathleen Baumgardner, Michael Del Vecchio, Sara Joslyn, Signe Sugiyama; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Patrick Lancaster, Steven Layton.

Guests: None

OPENING

Call to Order: Stephen S called the meeting to order at 6:33 pm.

Opening Prayers: Chaplain Connie offered an opening prayer.

Collective check-in: Connie, Allan, Diane, Kathleen B, Signe, Michael, Stephen S, and David each gave a brief personal check-in. Stephen S offered a prayer for all.

Consent agenda:

- **Approval of August minutes:** Minutes of the August 24, 2021 vestry meeting were approved as written. *(Approved unanimously.)*
- **Umbrella purchase from Estates Fund:** Ten sections of shade cloth were previously stretched across the eastern side of the quad to make the space more comfortable for outdoor services and events. However, the bright sun coming over the south side continued to make seating uncomfortable in some areas. To help mitigate these conditions, 5 movable umbrellas with stands were obtained at a total cost of \$816. The vestry voted to approve the purchase of the umbrellas using monies from the Estates Fund (which currently has a balance of approximately \$83,000). *(Approved unanimously.)*
- **Property Development Task Force (PDTF):** Christopher Dolan has resigned from the PDTF because he has relocated to New York. Kathleen K is stepping down as PDTF chair due to work obligations. The vestry voted to appoint Stephen S as the new chair and Judy as a new task force member. *(Approved unanimously.)*

Parish fall calendar look ahead: Stephen S reviewed the following upcoming events:

- **Oct. 3:** Seasons of Faith event; Nursery reopens; Children's Chapel preview
- **Oct. 3 – Nov. 7:** Pledge campaign
- **Oct. 10:** Children's Chapel in outdoor space adjoining nursery
- **Oct. 17 after 10 am service:** Pledge campaign town hall
- **Mondays Oct. 18 – Nov. 8:** Exploring Faith class
- **Late October:** Likely move indoors for 10:00 am service (see discussion below)
- **Oct. 31:** Halloween / All Saints / All Souls event
- **Nov. 7:** All Saints' Sunday, end of pledge campaign
- **Nov. 14:** Bishop Megan's visitation, baptisms / confirmations / receptions / reaffirmations

Stephen S further discussed the possibility of moving the 10 am service indoors. There are pros and cons, and several questions to consider regarding COVID-safe arrangements. Vestry questions include:

- Will there be a standard enforced for appropriate masking?
- Do we know how many people might be expected to attend and would there be sufficient room for safe spacing?
- Could a hybrid service in Farlander be considered?
- Will there be a space in church that will be out of view of the livestream camera for people who do not want to be filmed?
- Should we get permission from attendees in order to record the livestream service (especially related to children)?

Most vestry members indicated that they would attend services inside the church building, while some said they would attend only outside or on Zoom. Only a few vestry members said that they would attend inside or outside if services were held in Farlander Hall; they would instead attend on Zoom. Stephen will speak with staff, and he and the wardens will seek more congregational input before making a decision. Stephen and Zoom Squad will also research best practices around privacy and livestreaming.

Present warden / rector refined priorities from vestry retreat for final discussion / adoption: Stephen S and the wardens worked with the priorities that the vestry formulated during their July 24, 2021 retreat and presented the attached refined version for vestry discussion. The top portion of the document shows the goals and priorities, and the lower half shows additional ideas. Inese

reviewed the actions that are already in progress to implement the priorities. Making better use of nametags was discussed and the following points were made:

- attendees at services should wear their nametags,
- we should encourage newcomers to sign up for nametags,
- newcomers should get their nametags quickly,
- perhaps we should use a different color or other designation on nametags to denote newcomers.

Stephen S noted that implementation of some of the priorities / ideas will be the responsibility of the vestry, staff, or current volunteers, while we will need to recruit new people to work on some of the ideas, especially for evangelism and newcomers ministry, and for other new ministries that may be established. The vestry also discussed how we might improve the way in which the church is seen from the Mendocino Avenue frontage. The vestry voted to adopt the priorities as presented. (*Moved: Inese. Second: Judy. Approved unanimously.*)

Rectory next steps: Allan, David, and Diane researched property management companies. They found that most have common requirements: an average 8% management fee per month, an initial 40-50% of one month's rent for advertising, screening, and approving an initial tenant, and a trust fund with prior authorization to perform a certain level of repairs. Zillow.com estimates that the market rate monthly rent for the property would be in the range of \$2,900 - \$3,300. After paying taxes, insurance, and loan expense, we might expect to net \$3,500 - \$7,900 per year, with a little less in the first year. The net profit could be deposited into a repair reserve fund. Hiring a management firm would save church staff from a lot of hands-on work. The contract would likely be for a one-year term to correspond with a one-year lease. Diane and Allan would vet companies and make a recommendation for hiring. Stephen S and the wardens would make the final decision to approve a contract. The vestry voted to approve hiring of a rental management firm. (*Moved: Allan. Second: Diane. Approved unanimously.*)

Buildings and Grounds updates:

Solar panels: Allan reported that plans for the solar installation were submitted to the city about 9 weeks ago and are still on hold. There will be a 1-2 week start-up period after permit approval received.

Mackay Frame Shop building: Diane reported that the heating and air conditioning units in the frame shop building have been replaced at a cost of \$9,200, which is lower than the \$11,592 figure that was approved by the vestry.

Quad bathrooms: Diane reported that there was improper venting for the bathrooms, so there is extra work needed to install the new vents properly through the roof. The cost estimate for the required work is now \$9,200. The vestry voted to authorize up to \$10,000 to cover all needed work to complete the required repairs. (*Moved: Diane. Second Judy. Approved unanimously.*)

St. Andrew's building inspection: Allan reported that work needs to be done to repair the St. Andrew's building if we want to continue operating services there. Inspections are needed to determine more specifically what work is required. The vestry voted to approve the Building & Grounds Committee's recommendation to spend up to \$5,000 from the Mission Fund to pay for the inspections. *(Motion came from B&G Committee. No second required. Approved unanimously.)*

Treasurer's and Finance Committee Reports: David presented the August 2021 Summary Financial Report and the written report from the Finance Committee's September 19, 2021 meeting, and responded to vestry questions. The Finance Committee recommended approval to transfer \$13,000 from the Mission Fund into the operating budget for the Mission Food Program to cover the approximately \$5,000 negative balance and funds needed for the remainder of 2021. *(Motion came from Finance Committee. No second required. Approved unanimously.)*

Development Committee - Pledge Campaign update: Michael thanked Kathleen B, Inese, David, and John Nykamp for the work they have done to help with this year's pledge campaign, which will start Sunday, October 3. Pledge packets will be mailed or sent digitally. A Town Hall is scheduled for October 17. A decision has not yet been made whether this will be all on Zoom or in a hybrid format. The pledge cards will be individualized with past pledging history and a print-out from the Breeze database with profile information about the parishioner so they can verify or correct it. The theme is "A Season For Giving." The general priorities are to engage the congregation in spiritual thinking about giving, tilling the soil to prepare for seeds to be planted for future, and celebrating the successful planting that we've done in 2021 for the future, including the roof repair and solar installation, new children's ministry, and impact donations received during the pandemic. Michael will need help to stuff envelopes and get the mailing ready. Judy, Kathleen B, and Connie volunteered. We will determine what type of celebration we can have at the end of campaign when we know what the COVID restrictions will be at that time. Michael is also looking for people to talk about "why I pledge". Allan suggested that we reach out to the newcomers we see attending services to encourage them to pledge. Kathleen B suggested that we coordinate with the ushers for this purpose.

CLOSING

Chaplain Sara offered a closing prayer.

Meeting adjourned at 8:42 pm

Next monthly meeting of the vestry to be held on October 26, 2021.

Respectfully submitted,
Kathleen Kane, Clerk

09/22/2021 Yearly priorities brainstorm from August 2021 meeting*

(1) Improving parish communications

- a. Enhancing visibility, accessibility, transparency of vestry
 - i. Monthly: senior warden gives vestry meeting recap
 - ii. Weekly for 12 weeks, repeat in future: short profile of vestry person of the week in N&N
 - iii. Consider possible vestry person of the week announcement
- b. Explore ways to better coordinate and use our communications channels
 - i. News and Notes
 - ii. Website
 - iii. Facebook/social media
 - iv. Announcements during services
 - v. Banners/other signage

(2) Supporting launches of new ministries: discerning need, allocating resources when needed

- a. Children's ministries (already launched; cheerlead, support, evaluate over time)
- b. Congregational care team (to be launched?)
- c. Evangelism/newcomers ministry (to be launched?)
- d. Outreach/faith in action ministry (to be launched?)

Ideas for congregational care

Inreach: people making personal connections, visiting in homes, phone calls

Program for responding to fires/fire season

Ideas for evangelism/newcomers ministry

- a. Landscaping and cleanliness of the front of the church property
- b. Let community at large know what we stand for on social issues/have a presence/advertise that
- c. Interfaith connectedness, conversation, joint action
- d. More intentional use of our street banner, website/Facebook, etc.
- e. Latino and Spanish-speaking outreach
- f. How newcomers are greeted and welcomed
- g. Enhancing the bookstore/finding new leadership

Better use of nametags/ encouragement to sign up for nametags/ train ushers as frontline welcomers of newcomers
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Vestry Fiduciary Responsibility

Financial independence

**Sorted and prioritized by Stephen and wardens after the vestry retreat.*