

**Episcopal Church of the Incarnation
May 26, 2026 – Regular Vestry Meeting
Location: Short Hall**

Minutes

Attendees: Jenny Purtle, Kathleen Kane, Lisa Pollard, Joan Roughgarden, Kermit Springstead, Matt Bonacorso, Lauren Neumann, Robert Aguero, David Jasper, John Torres, Rebecca Kendall, Diahanna Post; Stephen Shaver, Rector; Bill Glenn, Associate Pastor; Linelle Lane, Clerk.

Call to Order: Stephen called the meeting to order at 6:36 p.m.

Opening Prayers – Chaplain Matt offered an opening prayer.

Check in: Robert, Bill, David, Joan, Rebecca, Lisa, Kathleen, and Kermit gave brief personal check-ins.

Consent agenda:

- Approval of April 21, 2026, vestry meeting minutes.

With no objections, the consent calendar was approved.

Other Business:

Treasurer's Report: Kermit reported on the budget to date.

Capital Campaign:

1. Fundraising update

Bill shared that the capital campaign presentation was met with enthusiasm. A team of 12 people has been assembled to ask fellow parishioners to consider pledging to the capital campaign.

2. Design – Authorization to finalize architect contract

Stephen gave an update on the progress made thus far by the architect team. It is time to move into the design work and drawings necessary for contracting.

The vestry voted to:

- Authorize the next installment of funding for design and project management services, from the Capital Campaign Fund, not to exceed \$330,000; and
- Authorize the Architect Liaison Team to negotiate and finalize a contract with Hall and Barley Architects. (*Moved: Kathleen. Seconded: John. Vote unanimous.*)

Buildings & Grounds Committee

1. Buildings & Grounds work update

David reported that a committee has been formed and they are getting work done on the hit list, e.g., cleaning the solar panels.

2. Authorize palm tree removal

The Building & Grounds Committee proposes the vestry approve the removal of the problematic canary palm trees on the Cherry Street side of our parking lot. This is to be done by Horizon Professional Tree Management for \$7,000, inclusive of all costs. Funds to be drawn from the B&G Fund. (*Vote unanimous.*)

3. Authorize funds for refresh of frame shop

David reported that the frame shop business is about to be purchased and the interior paint and flooring is need of a refresh. Other work may include a new hot water heater and sink.

The Buildings & Grounds Committee proposes the vestry approve up to \$5,000 for necessary improvements to the frame shop upon the signing of a lease by a new tenant. (*Vote unanimous.*)

Motion to go into Executive Session (*Moved: Robert. Seconded: Lisa. Vote unanimous.*)

Summing up tonight's meeting for parish announcements

- Removing palm trees
- Architect contract authorization
- Buildings & Grounds activity

Closing Prayers – Chaplain Joan offered a closing prayer.

Meeting adjourned: 8:40 p.m.

Next monthly meeting of the vestry to be held on June 23, 2026, at 6:30 p.m.

Respectfully submitted,

Linelle Lane, Clerk