

**Episcopal Church of the Incarnation
July 28, 2026 — Regular Vestry Meeting
Location: Short Hall**

Minutes

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

Absent: David Jasper, Diahanna Post, Matt Bonacorso

Guest: Jim Heid, Urban Green

Call to Order: Stephen called the meeting to order at 6:35 p.m.

Opening Prayers: Chaplain Joan offered an opening prayer.

Check in: Joan, Jenny, Lauren, John, Lisa, Kathleen, and Rebecca gave brief personal check-ins. Kathleen also passed around a calendar for vestry members to sign up for times to staff the “Getting Acquainted” table at coffee hour after the 10:15 service.

Consent agenda:

- Approval of June 23, 2026, vestry meeting minutes.

With no objections, the consent calendar was approved.

Other Business:

Discussion about vestry norms

Stephen reviewed the norms for vestry meeting discussions.

Update on music transition

Stephen gave an update on the music program transition and search for a new director of music. A search team is in place and applications are being received. Stephen plans to meet with parents to discuss ideas for a new children’s music ministry.

Development Committee report

John gave an update on this year’s pledge campaign. The proposed kick-off luncheon will take place on September 27, with the campaign culminating on November 8.

Treasurer's quarterly report

Kermit reported on the budget to date, and led a discussion about investments.

Capital Campaign update

Bill provided an update on the capital campaign and the amount raised thus far. Virtually 100% of the pledging congregation has been contacted.

Allocation of \$10,000 “vestry discretion” donation

Stephen reported that the family of Joan Dickerson made a \$20,000 donation toward the Capital Campaign and a \$10,000 donation toward Sunday Open Table. In addition, they made a \$10,000 donation in honor of Joan whose use is to be left to the vestry’s discretion.

Motion to put the \$10,000 “vestry discretion” donation made by the Dickerson family toward the Capital Campaign. (*Moved: Kathleen. Seconded: Kermit. Vote unanimous.*)

Architect Liaison Committee report and requested actions

Jim Heid joined the meeting and answered questions concerning the Imagine Incarnation site plan.

Stephen provided a progress report for the Imagine Incarnation project. There was a discussion to consider adding funds to the project for deferred maintenance items beyond those already being addressed in the project. Rather than vote on this suggestion tonight, the vestry decided to add it to the agenda for discussion and decision at next month’s midyear retreat.

Motion to 1) Authorize execution of the PG&E agreement for installation of the new 1,200A three-phase electrical service in the amount of \$106,000; 2) Authorize the Architect Liaison Committee to issue a Notice to Proceed to the consultant team for preparation of permit and construction documents based on the project budget presented. (*Moved: Rebecca. Seconded: Joan. Vote unanimous.*)

New business

There was no new business.

Summing up tonight’s meeting for parish announcements

Kathleen will make parish announcements focusing on the following: (1) vestry staffing the Get Acquainted table; (2) we heard general updates on the Capital Campaign, Architect Liaison Committee process, and music director search.

Closing Prayers: Lisa led closing prayer.

Meeting adjourned: 8:50 p.m.

Next monthly meeting is a vestry retreat on August 29, 2026, from 8:30 a.m. to 3:00 p.m.

Respectfully submitted,
Linelle Lane, Clerk