

**The Episcopal Parish Church of Saint Michael and All Angels**  
3233 Pacific View Drive Corona del Mar, CA, 92625

*The Rev. Susan Pinkerton, Interim Priest in Charge*

**Minutes of the Vestry Meeting**  
**September 13, 2022**

**Present**

Rector – The Rev. Susan Pinkerton	Christian Education – Kim Montgomery
The Rev. Barbara Stewart	Junior Warden – Jim Palda
Senior Warden – Louise Stover	Evangelism – Clyde Dodge
Buildings and Grounds – Don Sheetz	Fellowship – Gail Hahjoo
Ombudsperson – Steve Morris	Mission – Mary Bailey
Stewardship – Keith Lumpkin	Communications – Brooke Pauley

**Absent:**

Finance – Stacie Tibbetts  
Clerk – Colette Spence

1. Preceded by Closed Session
2. Opening
  - 2.1 Prayer by Susan Pinkerton+ opened the meeting at 6:06 p.m.
  - 2.2 The Dwelling in the Word, led by Brooke Pauley, came from Isaiah 58:6-11.
3. Matters of General Consent
  - 3.1 Agenda and minutes of the Vestry meeting of July 12<sup>th</sup> were accepted as corrected.
  - 3.2 Reports of Commissions were accepted.
  - 3.3 Upcoming Parish Events
    - Oct. 2 – St. Michael and All Angels Feast Day
    - Oct. 9 – St. Francis Feast Day and Blessing of the Animals
    - Oct. 30 – Parade of Saints
    - Nov. 6 – UTO Ingathering (am) and Praying Our Goodbyes (pm)
    - Nov. 13 – Stewardship Kick Off + Very Rev. Canon Gary Hall Guest
4. Reports of Officers
  - 4.1 Interim Priest in Charge
    - 4.1.1 Susan+ summarizes the ongoing work of the three task forces discussed at the Town Hall on Sept. 11th
    - 4.1.2 Stacie is in contact with a company that runs capital campaigns and will join the Oct. Vestry meeting via Zoom.
    - 4.1.3 CCS Funding, which is helping to run the diocese’s capital campaign, will join the November Vestry meeting.

- 4.1.4 The Orange County Sheriff's Office has yet to sign off on the completed site report. Since we cannot apply for FEMA grants until we receive this report, we may defer our application to the spring funding window. Barbara+ is planning to work with Don Sheetz, Clyde Dodge and Norris Battin on some of the small, manageable repairs/changes the sheriff suggested.
  - 4.1.5 Susan+ gave Maile updated job descriptions and personnel files. All staff are up to date, including Safe Church and background checks.
  - 4.2 Senior Warden: No report
  - 4.3 Junior Warden: No report
  - 4.4 Ombudsperson:
    - 4.4.1 Steve wonders if we should communicate more systematically about some of the repairs we're making to the grounds. It is suggested that Don write quarterly items for the Messenger to this effect. Susan+ suggests semiregular reports from all commissions. Louise and Brooke will follow up.
5. Finance (Jim Palda)
- 5.1 August financials are unremarkable. Expenses outrun income, but normal for this time of year. Pledges typically increase over holidays.
  - 5.2 Finance committee discussed convening a Compensation Subcommittee for W-2 employees (staff) to proactively annually review compensation for all SMAA staff in light of current economic considerations.
    - 5.2.1 The Subcommittee would make recommendations to the Finance Committee, which would in turn make Recommendations to Vestry for next calendar year.
    - 5.2.2 Previously, we've made these adjustments on an ad hoc basis, but a systematic review would be preferable.
    - 5.2.3 Finance, Christian Ed, and Stewardship would comprise the committee. Susan+ wonders if forming the Subcommittee requires a Vestry vote. Steve thinks it's up to the committee.
  - 5.3 Budgets need to be turned into Stacie by September 30<sup>th</sup> so the Finance Committee can review them. Commissioners should identify projects to budget for so that in November, Finance can submit a preliminary budget to the Vestry. (Sep 30) Finance decided to recommend rigorous estimates rather than just basing off last year's. Louise points out that some commissions cover some staff costs.
6. Buildings and Grounds
- 6.1 The thermostat in the gym has been fixed. Don has had trouble finding a handyman to cover the small repairs that need to be made.
  - 6.2 Don lists several improvements (sanding the concrete outside, replacing the nighttime walkway lights sacristory sink, repairing the broken pew, and adding Ray's organ mirrors) that he identifies as under \$1,000 each. Jim asks whether

each of these has been budgeted for, so that they can be charged appropriately. Don will follow up with Stacie.

6.3 Don wants to install bollards in the parking lot, as per the law enforcement's recommendation.

6.3.1 Vestry confirmed safety/security to be discussed and prioritized by Barbara Stewart+ and the Security Task Force.

6.4 Susan+ has been in touch with our insurance agent, who says the gardeners need liability insurance, Trusted Gardener has found an affordable policy which requires us to pay no commission to the insurance company or to the gardener. Since the insurance agent has not heard back from Cesar at Trusted Gardener, Don will follow up with him.

## 7. Old Business

7.1 Rector Search Update: Discussed in closed session prior to tonight's meeting

7.2 Task Force for Entrepreneurial Opportunities

7.2.1 Louise wonders whether we need a task force assigned to find short-term funding opportunities.

7.2.2 Louise agrees to co-chair the Housing Task force with Ali Hahjoo.

7.2.3 Susan+ says the next step for that commission is to visit church sites where affordable housing already exists or is being built

7.3 Stewardship.

7.3.1 The campaign will run from November 13<sup>th</sup>- December 4<sup>th</sup>. We will again use TENS materials, including their new pledge cards.

7.3.2 August pledges neared \$19,000. We are ahead of budget year-to-date. Since pledges pick up at the end of the year, we expect to be on or ahead of budget by year's end.

7.4 Town Hall: Several Members thought Sept 11<sup>th</sup>'s meeting went well and solicited good feedback from the congregation. There were 40 attendees for lunch. Many people also had good feedback about the rector search and felt better informed about our financial situation. Louise stressed the need for more communication. Brooke will follow up.

7.5 Mission and Vision: Voted to table draft Mission and Vision Statement

7.6 Organ Repair: Jim reiterated the need for either a 2023 budget item or (more likely) a capital campaign.

7.7 AEDs: The AEDs we need are backordered, but Mailie is in contact with the supplier.

7.8 Mural: Susan+ will introduce mural artist Brenda to Louise via email.

7.9 Harbor Day: Jim notes that Harbor Day's lease will be amended to a month-to-month lease starting in June 2023.

7.10 Icon Project: Jim will follow up with Sue Ahearn regarding the icon order detailed at the July Vestry meeting.

## 8. New Business

- 8.1 Community Garden: Scott Jenkins, son of parishioner Julie Jenkins, will attend a future Vestry meeting with a proposal for a Community Garden. Susan+ will introduce Scott to Louise via email.
- 8.2 Worship continuity: Barbara+ will fill in between September 18<sup>th</sup> and such time as the Vestry calls a new Rector. To provide her with breaks and prepare the congregation for a new voice, several guests are being scheduled to celebrate and preach (schedule TBD)
- 8.3 Safe Church: Susan+ talked with Mailie about keeping our Safe Church policy consistent with the diocese's, which is old. Susan wonders when it was last updated. Rental groups, even those with their own child safeguarding policies, need to abide by whatever we adopt.
- 8.4 Louise lists our top priorities as follows:
- Rector search
  - stewardship
  - budgeting
  - long-term and new short-term revenue task force
  - security/safety task force
- 8.5 Steve thanks Susan+ for her work and ministry. Susan thanks the Vestry in return.
- 8.6 Brooke concludes with prayer at 7:21 p.m.