

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

The Rev'd Shane Scott-Hamblen, Presiding Officer

Minutes of the Vestry Meeting
April 19, 2023

Present

The Rev. Shane Scott-Hamblen
Senior Warden – Louise Stover
Ombudsperson – Steve Morris
Stewardship – Keith Lumpkin
Junior Warden – Julie Sheffield
Finance – Stacie Tibbetts

Fellowship – Gail Haghjoo (on Zoom)
Buildings & Grounds – Don Sheetz
Communications – Brooke Pauley
Christian Education – Kim Montgomery
Mission – Beth Bianchi

Absent: Clerk – Colette Spence, Evangelism – Clyde Dodge, Rev. Barbara Stewart

1. Opening

1.1 Prayer by Rev. Shane Scott-Hamblen opened meeting at 5:35pm

2. Matters of General Consent

2.1 March 2023 Vestry Minutes accepted with changes noted

3. Reports:

3.1 Rector's Report - Rev. Shane Scott-Hamblen

3.1.1 Things are going well. The instructed Eucharist for the children on March 19 was a great success.

3.1.2 Holy Week and Easter went well and were very successful. He was impressed by all the people who made it happen. He loved to see it. There are too many people to thank individually. There will be a debrief with key players soon in preparation for next year.

3.1.3 Funeral for Landon McVicar Exley earlier today went well. The church was packed. He noted it reminds him we need to craft a customary as a guideline of how we do things (i.e., number of eulogies) and suggested donations for weddings, baptisms, and funerals. Perhaps with a moving donation scale depending on when during the week the event is. Maile is benchmarking other churches for this.

3.1.4 Met with a company called Brandywine about housing possibilities. More information to come.

3.1.5 Father Shane is still trying to get together some people together to talk about options for the budget and our financial future.

3.2 Treasurer's Report - Stacie Tibbetts

- 3.2.1 Thank you to Keith and to Jim Palda for the questions they had about the March Financials. We did have a couple of expenses out of ordinary – 1) tree trimming and plant replacement and 2) the fee for the work Paychex is doing on the Employee Retention Tax Credit (ERTC) for us.
- 3.2.2 Year to date our income is above budget and our expenses are below budget. For March, however, our expenses exceeded our income by about \$5500. This is better than expected in the budget projection by about \$19K.
- 3.2.3 The commission had a discussion about Vestry designated funds and how long to hold them in stasis if the reason for the designation is done or no longer applies.
- 3.2.4 We discussed deferred maintenance needs. We also discussed the memorial donation fund.
- 3.2.5 Our current practice when people make donations in memory of someone who has passed away is to record it as non-pledge donation income, unless the donor names a specific purpose for the money. Past practice was to put it into the memorial donation fund.
- 3.2.6 As a result of the above discussions, Louise had the following motions:

Motion 1 regarding balance sheet item 270-003 of Vestry Designated Fund Memorial Donations totaling \$88,113.19: Move 50% to Deferred Maintenance Fund and 50% to Reserves.

There was extensive discussion regarding what constitutes deferred maintenance and whether the organ repair should be included. Concerns were expressed about what items to prioritize. Julie proposed an amendment to the motion to put 60% in reserves.

Motion tabled.

Motion 2 regarding balance sheet line item 270-008 of Vestry Designated Funds North Wing Chapel Renovation totaling \$2,167.30: Move 100% to Deferred Maintenance. Motion seconded by Brooke. Motion passed.

Motion 3 regarding P&L fund 585-200 Organ Repair: Any funds not spent in a given year in this fund should be moved to Balance Sheet fund Donor Restricted Fund 365-000 Organ Maintenance Fund. Motion seconded by Stacie. Motion passed.

Return to **Motion 1**. Discussion continued about percentage to be put into deferred maintenance vs reserves as well as what projects should be included in deferred maintenance and projected costs. Motion failed for lack of second.

Steve moved instead that 60% go to Deferred Maintenance and 40% to reserves. Louise seconded the motion. Motion passed.

- 3.2.7 Finance Commission also discussed the possibility of moving some money to an interest bearing account. More to come on this.
- 3.2.8 Maile is working on setting up the appointment with the bank to change account signatures.
- 3.2.9 Harbor Day will need to use the gym beyond the original end date. This will provide us with some additional funds.

Louise moved to pass the Treasurer's Report, Beth seconded. Motion passed.

3.3 Senior Warden's Report - Louise Stover

- 3.3.1 The website was down on Tuesday and Wayne got it fixed on Wednesday.
- 3.3.2 Easter was lovely. Great fire at the vigil.
- 3.3.3 Thank you to Father Shane for the changes to the worship bulletin. We had no copier overages in March.
- 3.3.4 She worked on quotes for items for the Safety and Security grant. More will be covered later.
- 3.3.5 She has completed the payroll policy and the new timesheets. The process is now in place.

3.4 Junior Warden's Report - Julie Sheffield

- 3.4.1 Julie says she is still working on a meet and greet for the wardens once a month.
- 3.4.2 She reached out to a parishioner about fundraisers/fundraising. She has been advised that it is very useful to have community partners or large donors for successful fundraising.
- 3.4.3 She plans to look in at the Rummage Sale at St. Andrews to see how it works and the logistics involved..
- 3.4.4 She feels there is an upswing of positive feeling among the congregation. Maybe we can ask people for matching funds for projects, creating a small fund of money, such as maybe for the organ.
- 3.4.5 She shared the magazine ad in Stroll and Greet. These reach a number of homes in the area near the church. We have already crafted ads for coming months (May – inclusivity, June – VBS, July “vacation home” church, and August – services we provide).

3.5 Building & Grounds Report - Don Sheetz

- 3.5.1 Touched on several issues – works in progress.
- 3.5.2 He will have a blurb in the Messenger – tentatively titled “Property Proper” – to keep parishioners informed about ongoing work.

- 3.5.3 He is working on/has gotten quotes for electrical & security work – it is about \$130K. He would like to have a meeting of the group working on security. There are wiring issues to take into account.
- 3.5.4 He is working on power washing the deck/patio. It was pointed out that some of this has been done.
- 3.5.5 We have had a person who was baptized here work on redoing the fountain. All such contributions are welcome.
- 3.5.6 The stove is fixed now, but don't move it! It still needs a new leg, but has been calibrated. The workman is from the Ukraine and did a good job for 30% less than others. Don has invited him to come to church.
- 3.5.7 He noted the carpet from the center aisle in the church has been rolled up and inquired if it needed to be cleaned.

3.6 Communication Report - Brooke Pauley

- 3.6.1 Thank you to Julie, Louise and Father Shane for the work on the magazine advertising and the forthcoming write-ups.
- 3.6.2 For Easter, we were also in the Diocese-wide advertising and in the Register.
- 3.6.3 The VBS banner is in process. The Holy Week banner is down and stored and the Peace Vigil banner is back up.

3.7 Education Report - Kim Montgomery

- 3.7.1 Great turnout for Sunday Conversations – we had 21 people attend this last Sunday for Tim Tackett's presentation.
- 3.7.2 In May and June they will reprise the Mothers and Fathers program.
- 3.7.3 Sarah's classes have started again and are on Zoom. They are going well.
- 3.7.4 Other small groups continue to meet. Father Shane's Bible Study on Tuesdays is going well.
- 3.7.5 Children, Youth and College Ministries continue, including Holy Week activities on Good Friday and at the Great Vigil.. VBS is scheduled for July.

3.8 Evangelism Report - Clyde Dodge (sent via email)

- 3.8.1 Plans are underway for an early evening session on Tuesdays of Embracing Evangelism, pending availability of the space.
- 3.8.2 The name tag design has been submitted to the Engraving Shop, maker of previous name tags.
- 3.8.3 Plans are underway to create a "Welcome to Saint Michael and All Angels" brochure for visitors/newcomers.

3.9 Fellowship Report - Gail Haghjoo

3.9.1 Gail had to leave before her report but it was noted that Easter was lovely.

3.10 IT Tech-Streaming - Brooke Pauley/Kim Montgomery

3.10.1 Nothing new to report.

3.11 Mission Report - Beth Bianchi

3.11.1 Beth is looking at hands-on opportunities for mission service. She looked at SOS, but their needs are pretty rigorous and may not work for most of our people.

3.11.2 Please do support the SOS Taco Night in May if you can.

3.11.3 Father Shane asked about a group of parishioners to write personal notes to members of the congregation and others. It was noted that we had such a group in the past but not currently. Perhaps it can be revitalized.

At this point, Louise noted what a wonderful job Ann Morris did leading worship the previous Sunday. She asked Steve to thank Ann for us. Those present agreed enthusiastically.

3.12 Ombudsman Report - Steve Morris

3.12.1 Steve said he has not been made aware of anything that needs to be resolved. Instead he looks for things to be thankful for. This time he thought Holy Week and Easter went very well.

3.12.2 He was asked about the candlesticks used during Lent. He has not yet retrieved them but will soon. They can come back next Lenten season.

3.13.3 This reminded Don that there was an issue with wax in the Sacristy sink. Please be mindful! It was an unexpected expense to fix it.

3.13 Stewardship Report - Keith Lumpkin

3.13.1 For March, we received \$20,800 in pledge payments vs \$17,000 budgeted, so it is going well. For the year we have received \$137,600 vs \$104,000 budgeted.

3.13.2. In March we received two new pledges for a total amount pledged of \$1250. We are now at a total of \$278,320 vs the \$280,000 in the budget, so we are very close.

4. Any Other Business

4.1 Safety & Security Task Force (Stacie Tibbetts) - We chose not to submit the grant for the April deadline as we learned that it would take longer to get the quotes we needed. The committee plans to continue to meet, gather quotes and work on putting security policies in place. That will put us in a better position at the time of the next call for proposals.

Don raised issues with Safe Church, which may be needed to be brought to code and may require construction.

4.2 Sharing Space Task Force - See Rector's report above.

4.3 Next Vestry will be on Wednesday, May 10 at 5:30pm.

5. Adjournment & The Grace

Meeting ended at 7:05 pm