

**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**  
**July 12, 2023**

**Present**

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

Fellowship – Gail Haghjoo  
Christian Education – Kim Montgomery  
Buildings & Grounds – Vacant  
Communications – Brooke Pauley  
Mission – Beth Bianchi

**Absent:** Clerk - Colette Spence, Evangelism - Clyde Dodge, Stewardship - Keith Lumpkin

1. Opening

1.1 Prayer read by Father Shane opened meeting at 5:36pm

2. Matters of General Consent

2.1 Brooke moves to accept the June Vestry minutes, Louise seconds. June 2023 Vestry Minutes accepted with corrections noted by Gail.

3. Reports

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

3.1.1 Father Shane shared that Sue Leinberger has begun volunteering in the office. She is off and running and it is a relief to him. She will be in the office 2-3 mornings a week. Eventually it will be Mondays and Wednesdays, but for now she is overlapping some with Maile, for the sake of information exchange. She will mostly serve as his assistant.

3.1.2 The Merrill Lynch account has been updated and he now has a debit card for it.

3.1.3 He consulted with friends and is in contact with organ builders about the parish organ. The proposal he has is from before COVID. He had a good meeting with the 2 companies involved and is awaiting further information from them. As background, our organic is a hybrid – both pipe and electronic/digital. A complete new digital system is needed and the pipes are also in need of repair. There are two parts to the work – a new (electronic) board and new pipes and console. The cost would be about \$90-100K for both parts. His question for us to consider is whether to pursue a capital campaign now and if yes, should the organ be fixed as is or changed and added to. It would be a 3-month refurbishment, during which time we would have a loaner organ. He would like to see more concert traffic for the parish.

This led to a wide-ranging discussion. It was felt that raising money for

the organ would not be an issue, but concern remains about other areas of the campus that need refurbishment. How do we mesh the two? Also, how would a capital campaign affect our annual Stewardship campaign?

- 3.1.4 He also announced that there will be a Parish Town Hall meeting/6-month check-in on July 30 after the service. He plans to discuss these topics as well as future plans for the parish, such as the building project and a dream for a girls' choir.
- 3.1.5. In response to a question about how to keep the parish informed about the possible building project, it was suggested that a monthly communication is a good idea, in terms of a high level of information.
- 3.1.6. The names for the discernment committee for Brooke have been suggested to the diocese.

### 3.2 Treasurer's Report -Stacie Tibbetts

- 3.2.1. Financials – June reflects that most running expenses cover both May and June due to the bank issue. The main checking account is now open and we are up and running.
- 3.2.2. Bank Issue – the other new accounts are open and we are working to transfer the funds to them. We are still waiting on the settlement of our final claim for the Donor Restricted Fund.
- 3.2.3. Verizon is asking about changing the lease terms. Louise is in contact with them (see below).
- 3.2.4. Mission Share Pledge Issue – We have received a letter from the Diocese about owing more (\$16K) for 2021. We are working on sorting out the discrepancy.

Motion by Brooke and second by Louise to accept the Treasurer's report. Motion passed.

### 3.3 Stewardship Report - Keith Lumpkin

- 3.3.1 Sent report by email, please see below.

### 3.4 Ombudsman Report - Steve Morris

- 3.4.1 He has nothing specific to report, but it pleased with how things have developed since Father Shane arrived.

### 3.5 Mission Report - Beth Bianchi

- 3.5.1 So far, we have received \$950 toward the car seat drive for Mom's OC.
- 3.5.2 Beth and Brooke joined others for a volunteer opportunity at Mom's OC last Friday. They helped out with a "grab and go" event for new moms. It was a wonderful experience.

- Fair.
- 3.5.2 Beth is in contact with Katie Nicholson about the fall Alternative Gift  
More to come.
  - 3.6 Fellowship Report - Gail Haghjoo
    - 3.6.1 The sign-ups for Sunday coffee hour are going well. It is call “We Serve”. She passed out flyers at the meeting.
    - 3.6.2 There will be a possible get together, perhaps an afternoon tea, to celebrate our nonagenarians. More to come.
    - 3.6.3. Discussed having a Harry Potter movie night on the patio in October. There was also a discussion of a future “Haunted Church”.
  - 3.7 Evangelism Report - Clyde Dodge
    - 3.7.1 Report sent by email. Please see below.
  - 3.8 Education Report - Kim Montgomery
    - 3.8.1 Vacation Bible School starts on Friday for two sessions.
    - 3.8.2 Jean Pierre Isbouts is coming in October (October 15) to give a talk. He reduced his fee for us and that fee is being donated. It was pointed out that this should be put on the Parish calendar now, so that nothing is scheduled on top of this.
  - 3.9 Communication Report - Brooke Pauley
    - 3.9.1 The schedule for posting approved minutes after the Vestry meeting has been set up with Wayne.
    - 3.9.2 *Stroll and Greet* – the last ads for these have been submitted and will appear in August.
    - 3.9.3 There was a discussion about utilizing social media publications.
  - 3.10 Junior Warden- Julie Sheffield
    - 3.10.1 Julie showed the ad that would be running in the magazines and had copies to post on the bulletin board in the parish hall. The group discussed that it is difficult to measure the success of the ads as attendance does not necessarily correlate to them.
  - 3.11 Senior Warden - Louise Stover
    - 3.11.1 Louise sent a report by email – please see below.
    - 3.11.2 She noted that November 4 is the date for Father Shane’s formal installation as Rector of St. Michael’s. There will be a reception following the service. Mark your calendars now.

- 3.11.3 She is also working on scheduling LeSar Development Consultants for a presentation about affordable workforce housing". This is about the process, not about building plans.
- 3.11.4 Louise reiterated the critical importance communicating all commission meetings and events with Maile to add to the Parish Calendar. The Vestry must do everything possible to avoid scheduling conflicts and support parish communications.

4. Upcoming Parish Events

July 14 & 21 – Vacation Bible School

July 30 – Parish Town Hall

September 24 – St. Michael’s Day

October 1 – St. Francis Day (Blessing of the Animals)

November 4 – Rector Installation

November 5 – All Saints/All Souls

November 11 – Remembrance Day

December 3 – First Sunday in Advent

4.1. It was noted that November is the Month of the Dead.

4.2. All Saints will be a busy weekend with the Rector Installation on the 4<sup>th</sup> and All Saints and All Souls on the 5<sup>th</sup>.

5. Other Parish Business

5.1 Safety and Security Task Force Status. It was noted that the committee/task force needs to be reconstituted. Stacie said she would send an email about it to everyone on the Vestry. (This was done following the meeting.)

6. Adjournment and Closing Prayer

Meeting adjourned at 7:37 pm

## Committee/Commission Reports:

### Finance (Stacie Tibbetts):

#### MEMORANDUM

From: Maile Jansen  
To: Finance Committee  
Date: 7/10/23  
In re: Monthly Financial Summary as of June 30, 2023

	<b>Jun-23</b>	<b>May-23</b>	<b>Jun-22</b>
Liquid Cash Assets on Hand:	\$ 657,849	\$ 661,403	\$ 688,599
Subtotal of Vestry Designated Funds:	\$ 480,005	\$ 480,005	\$ 382,934
Subtotal of Donor Restricted Funds:	<u>\$ 83,167</u>	<u>\$ 83,060</u>	<u>\$ 70,381</u>
Vestry Designated/Restricted Funds:	\$ 563,172	\$ 563,065	\$ 453,315
<b>Spendable Cash:</b> (Liquid cash assets less designated/restricted funds)	<b>\$ 94,677</b>	<b>\$ 98,338</b>	<b>\$ 235,284</b>
2023 Income as budgeted	\$ (149,373)	\$ (149,373)	\$ (37,234)
Income (Over Budget)	\$ 36,991	\$ 49,236	\$ 60,956
Expenses (Under Budget)	\$ (1,653)	\$ 1,617	\$ 15,828
Fraudulent Charges (Waiting for Refund)	<u>\$ (49,978)</u>	<u>\$ (80,979)</u>	
<b>Net Income:</b>	<b>\$(164,013)</b>	<b>\$(179,499)</b>	<b>\$ 39,550</b>

### Stewardship (Keith Lumpkin):

**June 2023 Pledge Income of \$15,432 came in under budget by \$568.** Budget was \$16,000. Year to date, we are still ahead of Budget by \$15,877. Last month we were \$17,159 ahead. The excess is still shrinking, but much less so than last month.

#### **Pledge Income for June, 2023 versus June, 2022 was up by \$3,091, +25%.**

Year to date, we have collected \$180,877, which is 64.6% of the Pledge Total Budget of \$280,000. This is better news than last month. Last month precipitous decline in pledge income stabilized at budget.

This year we are still at 61 Pledge Units.

#### **Other Income**

Plate Offerings were \$494 for the month, versus a budget of \$330.

Donations Non-Pledge were \$2,623 versus a budget of \$830. Year to date we are at \$26,797 versus \$4,980 budget.

Parish Center Donations were down significantly because of no Harbor Day income. Was averaging \$10-15,000 per month. They were \$5,351 Actual versus \$19,480 Budget. Year to Date \$110,095 Actual versus \$116,880 Budget.

### **Summary**

Pledge Income stabilizing at near budget level.

Plate Offerings and Non-Pledge Donations are up.

Parish Center donations down in June due to Harbor Day not in session.

### **Evangelism (Clyde Dodge):**

The name tags are in the final stretch. The shield is now larger and in color. I'm collecting names and readying to submit them for printing. I've also been culling existing name tags: people who have died (Keith Nelson, for example), people who have moved (Sebastian Faller, for example), and people unlikely to ever return (Scott Duncan, for example).

Tangential parish business: Now that we have expanded and stabilized our office staff, it would be helpful to know exactly what hours they will be in the building. Can we get everybody's schedule, please?

### **Senior Warden (Louise Stover):**

The Bishop's office confirmed Father Shane's installation on Saturday, November 4, 2023 at 10am. Save the date!

We have invited [LeSar Development Consultants](#) to present to the Vestry in late July and/or August. It will have to be a standalone meeting due to summer scheduling constraints. Let me know if you have blackout dates in August. Also let me know if there are any specific topics you'd be interested in having covered. My topics are 1 - completing a feasibility study and 2 - how to get to RFP (request for proposal).

Saint Michael's was contacted by a 3rd party lease consultant working on commission to save money for Verizon. They aim to extend our terms and reduce our compensation. Saint Michael's says "No."

Huge kudos to Stacie for persevering through the bank drama that is entering its 3rd month. Exhausting!