

**St. Bartholomew's Episcopal Church  
Vestry Meeting  
Via Zoom Videoconference  
Tuesday, January 19, 2021, 6:00 p.m.**

**Present**

Rev. Mark C. McKone-Sweet, *Rector*  
Rev. Canon Allisyn Thomas, *Associate Rector*  
Jim Macemon, *Senior Warden*  
Susan McCormick-Davis, *Junior Warden*  
Terry McCune, *Treasurer*  
Akiko Tamano, *Clerk*

Rachel Blankenship  
Larry Burgess  
Mark Davis (joined 6:50 p.m.)  
Costa Dillon  
Shinobu Horne  
Jim Oakes  
Will Oakes, *Youth Rep.* (left 7:00 p.m.)  
Nancy Peterson  
Cathie Roy  
Will Smith  
George Tynan  
  
Amy Adome  
Jerry Blanton  
Margie Polishuk  
Lauren Sleeper

**Excused/Absent**

Polly Getz-Enos, *Chancellor*  
J.D. Cowart, *Assistant Chancellor*  
Bill Angus, *Assistant Treasurer*

**1. Gather Together**

The vestry checked in. Cathie Roy opened with a prayer.

## 2. **Group Discussion: Safe Church Policy Review**

**Fr. Mark**

The vestry was copied on a letter recently sent to parents of CREW youth group members regarding a violation of safe church policy involving Gerardo Garcia, a former volunteer youth mentor. Fr. Mark provided further details regarding this situation.

In September 2020, Gerardo was removed from his role in youth ministry due to a failure to comply with safe meeting norms. These norms stipulate that no adult should ever be alone with a child or youth; this includes interactions via text messaging. In early January 2021, several youth informed Courtney McWilliams and Rachel Blankenship that Gerardo had continued to have unauthorized communications with CREW members. Fr. Mark and Canon Allisyn were immediately alerted, and the following actions have been taken:

- A legal team was assembled to counsel the church, consisting of Polly Getz-Enos (Chancellor for St. Bart's and an expert in church law) and Greg Thompson (a St. Bart's member, retired district attorney, and former legal adviser to the San Diego County Sheriff's Department).
- The wardens and bishop's office were notified, and a meeting was held with the bishop, who laid out expectations for communication. The diocese has the following resources to advise and assist St. Bart's:
  - David Bageily, Esq., Chancellor of the Diocese of San Diego
  - Chris Tumilty, Director of Communications of the Diocese of San Diego
  - Canon Gwen Lynch, Canon to the Ordinary of the Diocese of San Diego
  - Dawn Stary, pastoral care counselor specializing in crisis response, who will be available to youth or parents as needed
- Fr. Mark and Polly initiated a dialogue with the Sheriff's Department in Poway. Information gathering has been turned over to the Sheriff's Department and the San Diego Police Department.
- An attempt was made to secure a temporary restraining order. This request was not granted, as there was no demonstrable evidence of threat to the church or to anyone's family. (Going forward, a restraining order may or may not be in order.)
- Costa Dillon and Maureen Hovannesian, who have expertise in crisis management communications, were consulted regarding how best to communicate to the parish. The intent is to take responsibility and err on the side of overcommunicating so there are no surprises down the road.

Fr. Mark also explained that a review of Gerardo Garcia's employee file revealed that a background check had not been completed, and there was no certificate of completion for safe church training on file. It was discovered that the process used by St. Bart's to ensure follow-up on these items was flawed. The following corrective steps have been taken:

- The bishop was informed, as well as Mtr. Mary Lynn Coulson, who was involved in bringing Gerardo into youth ministry. Fr. Mark offered his resignation to the bishop if she felt that she had lost confidence in him as a rector or that he would be an impediment going forward. She declined to accept his offer.
- Maureen Hovannesian was hired to assess the system used to evaluate background checks and safe training and to establish a new system, as well as check in quarterly to ensure the system is working as designed.

Fr. Mark invited the vestry to ask questions and offer feedback. The following comments were made:

- The safe church training is superb and provides a good understanding of safe meeting norms.
- That the youth felt comfortable reaching out to the youth leadership is a testament to the trusting relationship that has been developed.
- The St. Bart's leadership's transparency with the congregation inspires confidence that the church is on top of the situation.
- The question of whether the environment is now safe again for youth was raised. Costa Dillon pointed out that, although it is regrettable that the safe church training wasn't completed, training does not prevent someone from doing something inappropriate. The key is to take immediate action according to protocols—it is what is done after an incident and continually that keeps the church safe.

### 3. Mission/Business Discussion

#### 3.1 2021 Budget

**Terry McCune**

Terry McCune held a Zoom call on Sunday, January 17, to address detailed questions regarding the budget. At today's meeting, she reviewed a summary of the proposed 2021 budget (see document emailed to the vestry prior to the meeting). The main points were as follows:

- Expenses were covered in detail at the November vestry meeting, and income at the December vestry meeting. There have been no major changes since then.
- This budget does not reflect a Paycheck Protection Program (PPP) loan; that will be addressed after the budget is approved.
- The budget can be reviewed again in July and adjusted as needed.
- The deficit is the result of (a) the preschool not being able to contribute at previous levels; (b) projected pledge income of approximately \$20,000 less than in 2020; and (c) inability to hold in-person services, which affects special offerings and plate income. Demetreus Gregg is continuing with stewardship calls but would like to keep the total income estimate conservative at \$1,099,482.
- The expense budget is approximately \$35,000 more than in 2020. When the budget was presented in November, total 2020 expenses were not yet available. Based on the year-end totals, a few changes were made, as follows:
  - \$3,000 increase in electrical due to issues related to moving solar panels and the demolition of the parish hall
  - Increase in office technology—in recognition of the popularity of Zoom, extra funds were allocated to ensure outdated computers can be replaced in both the preschool and the church
  - Although there are no changes to wages, there may be increases to hours (a few hours per week) for specific projects. The only over-budget item was paid time off (staff will be encouraged to take time off in 2021).

- The proposed 2021 budget has a deficit of approximately \$189,000. Last year, the vestry approved a projected deficit of approximately \$120,000 to allow St. Bart's to invest in its programs and hire a Congregational Development Director. However, the PPP loan enabled the church to delay its investment for one year. There was no deficit in 2020, and Fund 1, Operating, had a surplus of approximately \$54,000. Therefore, the \$189,000 will come out of Fund 1 reserves, with no need to draw on money from other funds.

Terry also provided information on two additional items relating to government assistance that are relevant to the budget:

- **PPP Loan:** St. Bart's will apply for another PPP loan in 2021. If the loan is approved, funds will be available again this year to offset the budget deficit. To allow St. Bart's to move quickly through the process, Erin Pineda will act as the agent and handle the paperwork.
- **Employee Retention Tax Credit:** The 2020 CARES Act included an employee retention tax credit (ERTC). At the time, St. Bart's did not qualify for the credit as it elected to apply for a PPP loan instead. The new stimulus bill passed in December expands eligibility for the ERTC program through June 30, 2021. St. Bart's is working with its payroll service provider to revise 2020 quarterly tax returns to claim this credit for 2020. This will provide an estimated additional \$60,000 (\$5,000 per employee), which should offset 2020 expenses.

In response to questions from the vestry, Terry clarified the following:

- St. Bart's can possibly use the same eight weeks of payroll used in the first loan application (this needs to be confirmed).
- Last year's PPP loan did not have any income requirement; it had a payroll requirement only.
- Fund 1, Operating, has reserves of approximately \$130,000. This, along with the approximately \$54,000 surplus that resulted from the first PPP loan, will allow St. Bart's to use reserves from Fund 1 only for the \$189,000 deficit.

The vestry was asked to support the mission of the church and approve the budget.

### 3.2 Treasurer's Report

**Terry McCune**

#### (a) January Treasurer's Report

Terry McCune reviewed the January Treasurer's Report with the vestry (see documents available in Boardable and also emailed to the vestry prior to the meeting). A summary of key points follows.

- See financial documents.
- St. Bart's was blessed in 2020 by the PPP loan and significant giving by members. There were generous one-time gifts and contributions to the pastoral care fund, and year-end income was only \$3,703 less than the pledge forecast.
- Total pledge receipts for December were \$83,864. Year-to-date pledge receipts are \$812,433 (\$2,214 ahead of budget). Year-to-date income is \$896,297 (\$3,703 below budget). Total year-to-date income through December is \$1,307,049 (\$3,769 below budget).

- December includes year-end payroll and expense accruals. Some decreases to expenses made during the pandemic will probably become permanent. Year-to-date expenses are \$1,252,956 (\$57,862 under budget). Contributing to the lower expenses was a year-to-date adjustment of (\$34,585) to the compensation of the Congregational Development Director. The year-to-date operating surplus is \$54,093.
- The general operating fund's cash position reflects \$329,523 in available cash, while cash for reserves is \$310,441, a difference of \$19,082.

Fr. Mark also pointed out the many generous gifts to Fund 3, Outreach, including \$13,000–\$14,000 toward the Haiti ministry; a one-time gift of \$20,000 from one household; approximately \$6,000 raised for Giving Tuesday; an anonymous gift of \$10,000 for Fund 2, Preschool; and a \$50,000 gift to Fund 8, Rector's Funds, to be used for pastoral care at the discretion of the rector.

Incoming vestry member Lauren Sleeper asked for an explanation of the different funds. Terry agreed to set up a separate Zoom call for interested vestry members in February to explain the various funds, as well as the difference between restricted and unrestricted gifts.

**(b) 2020 Audit Engagement Letter**

Terry informed the vestry that the 2020 audit engagement letter has been received. The finance committee has recommended that the vestry approve the fee of \$9,750. Terry confirmed that the same firm will be used as in previous years.

**3.3 Annual Meeting Plan**

**Fr. Mark**

Fr. Mark reviewed a draft of the agenda for the annual meeting scheduled for January 31 at 10 a.m. It is normally a two-hour event with many voices represented; this year, it will be somewhat different, as approval to hold the meeting online has been received from the bishop and standing committee.

The tentative order of events is as follows:

1. Gathering music
2. Online worship (opening hymn, declaration of quorum, sermon, prayer, spiritual communion)
3. Business portion of meeting:
  - (a) Moments of gratitude (video, ~2 minutes)
  - (b) Honoring Our Faith, Building Our Future: Campaign update (video, Judy Macemon, ~4 minutes)
    - Close to \$8 million raised, so this phase of campaign coming to a close
    - Congregation to be reminded that phase 2 will begin this summer; Mark Davis to present an update in February
  - (c) Mission updates
    - Preschool (Sheila Martin, ~3 minutes)
    - Children's ministry (Maureen Hovannesian and Karen Matsumoto, ~3 minutes)
    - Youth ministry (Courtney McWilliams, ~3 minutes)
    - Pastoral care (~3 minutes)
    - Worship (Fr. Mark or Canon Allisyn, ~5 minutes)

- Music ministry (John-Luke Addison, ~5 minutes)
- (d) Financial update and 2021 budget (Terry McCune, ~10 minutes)
- (e) Election of vestry and convention delegates (~7 minutes)
  - Jim Macemon to introduce five candidates for vestry (Costa Dillon, Susan McCormick-Davis, Lauren Sleeper, and Margie Polishuk on first slate for three-year term; Jerry Blanton on second slate for one-year term to fill Jim Macemon's seat)
  - No youth representative to vestry this year, as none meet the age requirements  
Slate for 2021 diocesan convention delegates is Polly Getz-Enos, Elaine Coke, Dan Crane, Judy Macemon, and Maya McKone-Sweet (youth delegate)
  - Yes/no vote on Zoom; results available instantly
- (f) Report from the rector (~25 minutes)
- (g) Thank-yous/acknowledgements (campaign, staff, volunteers)
- (h) Rector appointments (Senior Warden, Treasurer, Chancellors—Polly Getz-Enos and J.D. Cowart to split responsibilities)
- (i) Rector awards (Fr. Mark to present four awards)
- (j) Year ahead: Vision of Hope

Fr. Mark indicated that it is very important for the vestry to be present at the meeting and asked that vestry members make every effort to attend.

### 3.4 Vestry Retreat

**Costa Dillon**

Costa Dillon provided an update on the vestry retreat scheduled for Saturday, January 23. There will be two sessions lasting one-and-a-half hours each. Relevant documents (agenda, safe meeting norms, instructions for opening group exercise, draft position description for vestry members, strategic plan) were emailed to the vestry by Beth Dean.

Costa indicated that the morning session will cover the opening group exercise (which requires advance preparation), confirmation of the best date and time for vestry meetings, and use of Boardable for vestry communications. The afternoon session will focus on the strategic plan and how to successfully reopen the campus later this year.

Incoming vestry member Jerry Blanton requested an update on which items on the strategic plan have already been completed. Susan McCormick-Davis indicated that she would forward this information to the vestry prior to the retreat.

## 4. Action Items

### 4.1 **MOTION: To approve the meeting minutes of December 15, 2020.**

The motion was made, seconded, and unanimously approved.

### 4.2 **MOTION: To approve the January Treasurer's Report.**

The motion was made, seconded, and unanimously approved.

### 4.3 **MOTION: To approve the 2021 operating budget, which declares \$1,099,482 total income, as recommended by the finance committee.**

The motion was made, seconded, and unanimously approved.

4.4 **MOTION: To approve the 2020 audit engagement letter for a fee of \$9,750, as recommended by the finance committee.**

The motion was made, seconded, and unanimously approved.

5. **Closing Prayer**

Cathie Roy closed the meeting with a prayer.

6. **Adjournment**

The meeting adjourned at 8:02 p.m.

7. **Future Meetings/Events/Key Dates**

January 23	Vestry retreat (via Zoom), 9:00–10:30 a.m., 12 noon–1:30 p.m.
January 31	Annual meeting
February 13	Meeting with bishop, 2:30 p.m.
February 16	Vestry meeting
March 16	Vestry meeting
April 4	Easter Sunday
April 20	Vestry meeting
May 18	Vestry meeting
Spring	Camp Stevens (group development/“fun”)
June 15	Vestry meeting
July	NO MEETING
August 17	Vestry meeting
September 21	Vestry meeting
October 19	Vestry meeting
November 16	Vestry meeting
December 2–4	Bishop Curry revival visit

Respectfully submitted,

Akiko Tamano  
Vestry Clerk