

**St. Bartholomew's Episcopal Church  
Vestry Meeting  
Via Zoom Videoconference  
Tuesday, January 25, 2022, 6:00 p.m.**

**Present**

Rev. Dr. Bill Doggett, *Interim Rector*  
Costa Dillon, *Senior Warden*  
Susan McCormick-Davis, *Junior Warden*  
J.D. Cowart, *Vice Chancellor*  
Amy Adome, *Treasurer*  
Akiko Tamano, *Clerk*  
Bill Angus (left 8:01 p.m.)  
Jerry Blanton  
Mark Davis  
Shinobu Horne  
Nancy Peterson  
Margie Polishuk  
Will Smith  
Demetreus Gregg, *Congregational  
Development Director*

**Excused/Absent**

Polly Getz-Enos, *Chancellor*  
Terry McCune, *Assistant Treasurer*  
Larry Burgess

**1. Gather Together**

The vestry checked in. Nancy Peterson opened with a prayer.

**2. Consent Agenda**

**Costa Dillon**

The consent agenda included the following items:

- (a) Approve the January Treasurer's Report.
- (b) Approve the December 14, 2021, vestry meeting minutes.
- (c) Approve a 2022 housing allowance of \$80,000 for the Rev. Bill Doggett.

A motion was made to approve the consent agenda as presented. The motion was seconded and passed unanimously.

### 3. Financial Items

#### 3.1 2022 Operating Budget

**Amy Adome**

Amy Adome reviewed the proposed 2022 budget (see document uploaded to Boardable) with the vestry. Key points are summarized below.

- Pledge income for 2022 is lower than anticipated and has been budgeted at \$700,000.
- Other support/contributions for 2022 are budgeted at \$332,586, compared with \$200,259 received in 2021. The increase is due to a large contribution to the General Fund from one family.
- Facility use income is budgeted at \$52,873.02; however, as the preschool is now unable to open next week, this figure may not be achievable.
- Total income is budgeted at \$1,124,023.02 (down from \$1,294,815 in 2021).
- Total expenses for 2022 are budgeted at \$1,197,434.76, down from \$1,331,738 actual in 2021, as St. Bart's has tried to reduce as many expenses as possible.
  - The decrease in pastoral and worship expenses is due to Canon Allisyn Thomas's departure (clergy needs will be filled at a lower cost by hiring a part-time curate, as well as a part-time associate priest starting in April) and the end of severance payments to Mark McKone-Sweet. However, expenses will increase in 2023 when a new rector is called.
  - The increase in programs and miscellaneous expenses is due to part of the salary for the Congregational Development Officer being reassigned from Fund 5, Building, to Fund 1, Operating.
  - The increase in music expenses is due to increases in pay for some personnel.
- The 2022 deficit is projected to be \$73,411.74, which is larger than the 2021 deficit of \$36,923.

The vestry discussed the following issues:

- Relying on a few families for large donations is unsustainable over the long term. To avoid the need to dip into reserves, other ways to raise income (e.g., fundraising, increasing membership) need to be identified.
- While the average pledge has remained roughly the same, the net total of pledging units and the median pledge have gone down, resulting in the decreased pledging income. Several families have not yet submitted their pledges; however, it is St. Bart's policy to not book a pledge unless paperwork confirming the pledge has been received.

A motion was made to approve the 2022 operating budget, which declares \$1,124,023.02 total income, as recommended by the finance committee. The motion was seconded and passed unanimously (see section 7.1).

A courtesy motion was made to officially thank and commend the finance committee for all their hard work on the budget. The motion was seconded and passed unanimously (see section 7.2).

**3.2 December Financial Reports**

**Amy Adome**

Bill Angus reported that there will be some changes to the numbers in the financial statements due to a pending reclassification of approximately \$200,000 from Fund 5, Building, to Fund 1, Operating. The vestry acknowledged receipt of the December financial reports, with the understanding that there will be a significant restatement of numbers in the financial statements.

**3.3 2021 Audit Engagement Letter**

**Amy Adome**

A motion was made and seconded to approve the 2021 audit engagement letter for a fee of \$9,900.

Amy Adome informed the vestry that the possibility of auditing every other year to decrease expenses was explored; however, a yearly audit review would still be required, and the controller advised that there is not much difference in cost between a full audit and an audit review. Leaf & Cole has been conducting the audits for some time now and has done satisfactory work in the past.

The motion passed unanimously (see section 7.3).

**3.4 Fund Transfers**

**Amy Adome**

A motion was made and seconded to approve the following fund transfers:

- (a) Vestry Controlled Memorial Fund (Fund 4) to Vestry Designated Reserves (Fund 1)
- (b) Music Concert Series Fund (Fund 4) to Operating Fund (Fund 1)

The rationale for these transfers is as follows:

- The Vestry Controlled Memorial Fund (Fund 4) was set up to receive donations in memory of people who have passed away; these donations are not designated for a specific purpose. The finance committee recommends that the money be moved into regular Vestry Designated Reserves so the vestry has full purview over how these funds are used.
- The music program is highly successful and can be a fundraising vehicle for St. Bart's. The Music Concert Series Fund is separate from the St. Cecilia's Guild.

The motion passed unanimously (see section 7.4).

**3.5 Revision to Investment Policy**

**Bill Angus**

Bill Angus explained that the St. Bart's investment committee and Wells Fargo investment advisors invest endowment moneys in accordance with the St. Bart's investment policy, which is owned by the vestry. In the past, one of the provisions was loosened to accommodate some GE bonds that the church had historically. The wording of the policy has now been modified to remove this accommodation and state that the bonds shall be investment grade (see document uploaded to Boardable).

A motion was made to approve the investment policy, revision date January 25, 2022. The motion was seconded and passed unanimously (see section 7.5).

## 4. Rector Items

Fr. Bill Doggett

### 4.1 Potential New Clergy

Fr. Bill provided the following update on potential new clergy:

#### (a) Curate

An offer was made to one of the curate candidates. However, the candidate has been possibly offered a full-time position, and the bishop is considering releasing her. If this happens, the candidate would not be available. The other curate candidate has already accepted another position, and there are currently no other curate candidates in the diocese.

#### (b) Associate Priest

The bishop has indicated that there is at least one potential half-time candidate who could start in April. Fr. Bill has also contacted the Diocese of Los Angeles regarding potential candidates.

#### (c) Seminarian

The seminarian, Pete Martin, is now on board.

### 4.2 2022 Clerk

Anne Snyder has agreed to be the vestry clerk for 2022.

### 4.3 Truck

Fr. Bill reported that there have been conversations about selling the truck and replacing it with a large van; however, now might not be the best time to purchase a vehicle. The vestry agreed that it would be a good idea to sell the truck now, while prices are high, but hold off on buying a van until inventory has increased.

### 4.4 Preschool Director

Fr. Bill advised that he received an email this morning from the Preschool Director, Anne Lewis, stating that she was resigning effective immediately. This means that the preschool is again without a licensed director and cannot open on Monday as scheduled. He indicated that the following has been done or is planned:

- Fr. Bill has tried to identify the enrolled students so the parents could be contacted. However, it is unclear from the files which students were enrolled. He will check with the business office to see if any enrolled students have submitted payments that need to be refunded.
- Terry McCune has contacted all the current preschool teachers. A meeting is scheduled for tomorrow at 9:30 a.m. to apprise them of the situation. The intention is to pay teachers for at least a short period.
- Former Preschool Director Sheila Martin has agreed to help out for a few hours per week to help strategize, along with the teachers, other ways to make use of the preschool space (e.g., Mommy and Me) for the time being. The vestry will be notified once a plan is in place.
- Dan Crane and Terry McCune have contacted one of the other candidates who applied for this position. There is a small possibility that the person might be available starting in the summer or new school year.

The vestry discussed the following:

- Concerns regarding possible misrepresentations made by Anne Lewis regarding licensing and contacts with former students
- Logistics of securing Anne's keys and equipment and disabling her electronic access
- Authorization needed to pay the teachers out of the preschool's reserves for a while (\$8,500 per month for three days per week, three hours per day; preschool reserves are at approximately \$100,000)
- The critical importance of the church leadership showing support for the teachers; Susan McCormick-Davis volunteered to attend tomorrow's meeting with the teachers

A motion was made to pay the preschool teachers for 60 days to enlist their assistance in reorganizing St. Bartholomew's Preschool. The motion was seconded and passed unanimously (see section 7.6).

## 5. Discussion Items

### 5.1 Amendments to November 14, 2021, Vestry Meeting Minutes Fr. Bill Doggett

It was recommended that the minutes of November 14, 2021, be amended as follows:

#### (a) Page 3, Section 4.1, Paragraph 2

Replace the paragraph beginning with "The vestry discussed the dissatisfaction ..." with the following:

The vestry discussed reported dissatisfaction about changes to the sanctuary and how it is being used. Canon Allisyn reported that she had tried to convey that in the end, church is about the people and the relationships. Fr. Bill added that over the last centuries, mainstream churches have taught a certain idea about sacred space that is no longer very useful, but they have not effectively taught a new idea in place of the old one; it is a complicated problem.

#### (b) Page 7, Section 5.3(a), Paragraph 2

Replace the first bullet point, beginning with "A concern was expressed ..." with the following:

There was a discussion about the Bartmobile. Jerry said that he would check with Demetreus regarding whether he is having trouble scheduling volunteers to drive the Bartmobile.

#### (c) Page 8, Section 5.3(b), Paragraph 2

Replace the paragraph beginning with "A discussion ensued ..." with the following:

The vestry discussed ways to make sure that staff are not overburdened in the absence of a Parish Administrator.

A motion was made to amend the November 14, 2021, vestry meeting minutes as stated above. The motion was seconded and passed unanimously (see section 7.7).

## 5.2 **Planning for Annual Meeting**

**Fr. Bill Doggett**

Fr. Bill provided an update on plans for the January 30 annual meeting. The main points were as follows:

- The planned tailgate party to bless the new parking lot has been postponed. A heightened coffee hour will be offered instead.
- There will be a slight break between the end of the worship service and the start of the annual meeting.
- Written reports are being compiled, and links should be ready by tomorrow to post on the website and send via email.
- A few reports (i.e., budget, construction projects) will be presented during the meeting. Fr. Bill's sermon will serve as his report.
- A PowerPoint slide show of the progress of the parking lot project will be shown.
- Fr. Bill will present a few Rector's Awards.

Costa also reported that the vestry candidate statements were sent out on Saturday, and voting will be done via three methods:

- Online via individualized SurveyMonkey link accessible from a smartphone or computer
- Phone (someone in the office will record the votes on paper; votes must be called in by 12 noon)
- Paper ballots

Margie Polishuk, Susan McCormick-Davis, and Mark Davis volunteered to staff the phones.

It is expected that the ballots can be counted and the winners announced via email within an hour after the meeting ends.

The vestry discussed the need to change the bylaws to address how to resolve a tie vote, as there is no feasible way to have a runoff. The current bylaws state that it is up to the rector and vestry to decide election procedures. However, the bylaws should be amended to address such issues more specifically. Fr. Bill stated that he would consult with Polly Getz-Enos regarding the amendments. There will not be time to tally votes on the bylaw amendments before the vestry election, but the amended bylaws will be in effect for next year's election.

## 5.3 **Rector Call Committee**

**Costa Dillon**

Costa reported that only six people have volunteered to serve on the call committee, and the deadline was today. Fr. Bill said that he can do some recruiting if the vestry can provide names for him to call. All parishioners are eligible except the clergy and wardens.

#### 5.4 Annual Retreat Agenda

**Fr. Bill Doggett**

Fr. Bill announced that the retreat will be held at Grace Church in San Marcos. He believes there will be an option to attend via Zoom but needs to sort out the logistics.

The agenda is still being worked on but will likely include the following:

- Search and consensus-building program
- Call committee selection
- Discussion of how to identify ministry leadership (e.g., ushers, greeters)
- New ministry liaison assignments
- Time for vestry to get to know one another

#### 5.5 Bishop Visitation

**Costa Dillon**

The bishop's visitation has been confirmed for April 3. Costa noted that the vestry has until March 5 to fill out the questionnaire in preparation for the visit.

#### 5.6 Ministry Liaison Updates

##### (a) Food Ministry

**Margie Polishuk**

Margie Polishuk reported that she and Jill Henderson have recruited volunteers to serve dinner for Haven House at Interfaith for 30–35 people on the fourth Sunday of every month, starting on February 27.

##### (b) Online Volunteers Signups

**Fr. Bill Doggett**

Fr. Bill announced that an online, password-protected method of signing up for volunteer slots for various ministries will be piloted on the website in the next few weeks, possibly with the vergers and lectors.

### 6. New Business

#### 6.1 Outgoing Vestry Members and Officers

**Costa Dillon**

Costa noted that terms are ending for vestry members Jerry Blanton, Larry Burgess, Nancy Peterson, and Will Smith, and clerk Akiko Tamano.

A courtesy motion was made to thank outgoing vestry members and officers for outstanding service to the church and to the vestry. The motion was seconded and passed unanimously (see section 7.8).

### 7. Action Items

#### 7.1 **MOTION: To approve the 2022 operating budget, which declares \$1,124,023.02 total income, as recommended by the finance committee.**

The motion was made, seconded, and passed unanimously. (See section 3.1 for discussion.)

#### 7.2 **COURTESY MOTION: To officially thank and commend the finance committee for all their hard work on the budget.**

The motion was made, seconded, and passed unanimously. (See section 3.1 for discussion.)

7.3 **MOTION: To approve the 2021 audit engagement letter for a fee of \$9,900.**  
The motion was made, seconded, and passed unanimously. (See section 3.3 for discussion.)

7.4 **MOTION: To approve the following fund transfers:**

(a) **Vestry Controlled Memorial Fund (Fund 4) to Vestry Designated Reserves (Fund 1)**

(b) **Music Concert Series Fund (Fund 4) to Operating Fund (Fund 1)**

The motion was made, seconded, and passed unanimously. (See section 3.4 for discussion.)

7.5 **MOTION: To approve the investment policy, revision date January 25, 2022.**  
The motion was made, seconded, and passed unanimously. (See section 3.5 for discussion.)

7.6 **MOTION: To pay the preschool teachers for 60 days to enlist their assistance in reorganizing St. Bartholomew's Preschool.**

The motion was made, seconded, and passed unanimously. (See section 4.4 for discussion.)

7.7 **MOTION: To amend the November 14, 2021, vestry meeting minutes as follows:**

(a) **Page 3, Section 4.1, Paragraph 2**

**Replace the paragraph beginning with "The vestry discussed the dissatisfaction ..." with the following:**

**The vestry discussed reported dissatisfaction about changes to the sanctuary and how it is being used. Canon Allisyn reported that she had tried to convey that in the end, church is about the people and the relationships. Fr. Bill added that over the last centuries, mainstream churches have taught a certain idea about sacred space that is no longer very useful, but they have not effectively taught a new idea in place of the old one; it is a complicated problem.**

(b) **Page 7, Section 5.3(a), Paragraph 2**

**Replace the first bullet point, beginning with "A concern was expressed ...," with the following:**

**There was a discussion about the Bartmobile. Jerry said that he would check with Demetreus regarding whether he is having trouble scheduling volunteers to drive the Bartmobile.**

(c) **Page 8, Section 5.3(b), Paragraph 2**

**Replace the paragraph beginning with "A discussion ensued ...," with the following:**

**The vestry discussed ways to make sure that staff are not overburdened in the absence of a Parish Administrator.**



The motion was made, seconded, and passed unanimously. (See section 5.1 for discussion.)

**7.8 COURTESY MOTION: To thank outgoing vestry members Jerry Blanton, Larry Burgess, Nancy Peterson, and Will Smith, and clerk Akiko Tamano for outstanding service to the church and to the vestry.**

The motion was made, seconded, and passed unanimously. (See section 6.1 for discussion.)

**8. Announcements**

**8.1 Upcoming Events**

- (a) St. Bart's Annual Meeting: January 30, 2022
- (b) Bishop Susan Brown Snook Visitation: April 3, 2022
- (c) "All You Need Is Love" Gala / Outreach Fundraiser: POSTPONED TO 2022
- (d) Bishop Curry Visit: POSTPONED TO 2022

**9. Closing Prayer**

Nancy Peterson closed with a prayer.

**10. Adjournment**

The meeting adjourned at 8:14 p.m.

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

January 30	St. Bart's annual meeting
February 2	Candlemas service
February 12	Vestry retreat
April 3	Bishop Susan Brown Snook Visitation

Respectfully submitted,

Akiko Tamano  
Vestry Clerk