**St. Bartholomew’s Episcopal Church**

**Vestry Meeting Via Zoom Videoconference**

**Tuesday, March 15, 2022 6:00 pm**

**PRESENT EXCUSED/ABSENT**

Costa Dillon, *Senior Warden* Rev. Dr. Bill Doggett, *Interim Rector*

Susan McCormick-Davis, *Junior Warden* Terry McCune, *Assistant Treasurer*

Amy Adome, *Treasurer* JD Cowart, *Vice Chancellor*

Polly Getz-Enos, *Chancellor* Oliver Jones *Youth Rep*.

Anne Snyder*, Clerk*

Bill Angus

Dan Crane

Parth Domke

Mike Fuqua

Brooke Grandinetti

Shinobu Horne

Margie Polishuck

Cheryl Roop

Will Smith

Donna Watson

**Gather Together:**

Vestry checked in and answered the question, "Why did you come to St. Bart's and Why did you stay?" Susan offered a prayer for the vestry.

**Consent Agenda:**

The consent agenda included the following items:

Approve Vestry Meeting Minutes of February 15, 2022

Approve February Financial Reports

It was moved, seconded, and voted to approve the Consent Agenda as presented.

**Financial Items:**

February Treasurer's Report - Amy Adome

* Operating, Fund 1 – Pledge receipts are $59,386, $1,533 over the monthly budget. YTD pledge receipts are $108,438, ($7,228) under the YTD budget. Total income in February is $82,229, ($1,611) below budget. YTD total income is $211,308, ($13,077) behind budget.
* Operating expenses are $90,510, ($1,372) less than budget. YTD operating expenses are $182,725, ($5,998) less than budget. YTD the operating surplus is $28,583, ($7,079) behind budget.
* Preschool, Fund 2 – The Preschool remains closed, but the teachers and interim Director have been spending time preparing the school for reopening in the fall including planning marketing efforts to the community. A permanent preschool Director is about to be hired. The total expenses for the month of February amount to $11,935. The Preschool reserves at the end of February total $70,629.
* Flower Fund is approximately $300 balance. Expecting a $2,000 matching fund donation.
* Staff voted to approve Short-term Disability and Unemployment Insurance. Coverage which will be retroactive to January 1, 2022. Need to complete State filing forms.
* Monthly Finance Committee meeting generated no action items.
* Recommendation to Personnel Committee to change Personal Time Off (PTO) policy regarding employee pay out after resignation. In the past, employees had the option to continue being paid PTO over a designated period of time until zero balance, making the church liable for other compensation payments.
* An email was sent to Fr. Bill from Rev. Guilene FieFie, Epiphanie School in Haiti, on February 13, 2022, requesting $40,000 for a vehicle needed for safety reasons, to transport students. St. Bart's sends a payment of $10,000 every six months (July and December) for a total of $20,000 per year. Currently, the Haiti Fund 3, has a balance of $5,300, not enough to cover this July's donation. Other fund raising will need to be considered to keep this charity donation viable. Fund 3 has a Haiti Building Fund line item in the amount of $20,000 which has not been used since receipt.

Fr. Mark was the champion for this endeavor because he had close ties with Fr. Noe, previous priest. Also, Larry Burgess, past vestry member was passionate to keep this ministry alive. Other St. Bart's members who were involved in the ministry and traveling to Haiti are Grandinettis, Richardsons and Cowarts.

Vestry decided to gather information of past support for the Haiti Epiphanie School. Brooke Grandinetti will provide that information. Bill Angus will provide past financials. Then, the vestry will determine if St. Bart's continues our financial support, how much we are willing to commit, and by what means the funds will be raised.

**Rector’s Report:**  Costa Dillon

* Preschool Update
  + Personnel committee has offered the Preschool Director position to Tracey Buzo who has accepted. The Letter of Agreement has been drafted. Tracy will begin on June 1, 2022.
  + Tracey has been a teacher at Rancho Bernardo Presbyterian Church since 2014. Sheila Martin will continue as Assistant Director of the Preschool and support Tracey. They will begin to plan the summer enrichment program.
  + Costa expressed gratitude to Dan Crane and his committee for their efforts to fill this position.
* Other Items
* Plans for Bishop's Visit

Bishop Susan's Annual visit is on Saturday April 2nd at the 5:00 pm service and Sunday, April 3rd at the 9:00 am service. Vestry is asked to be in attendance at the 9:00 am service. The Bishop plans to meet with the vestry after one of the services but has not decided which day. Vestry is asked to be prepared to answer the same questions in the visitation packet that Fr. Bill and Costa prepared and submitted to the Bishop. The packet can be found on Boardable.

* Results of Staff Vote on Unemployment/Disability insurance

As mentioned under the Financial Items, the staff voted to approve unemployment and short term disability insurance. Erin Sacco-Pineda, Comptroller, will take action to complete filing with the State.

* Establish Facility Use Fees

Ivey Merrill, Parish Administrator, will create a facility use fee schedule so there are guidelines in place and there is no confusion.

The Samuel Korean Church has been paying a reduced rate for rent at $800 per month since their time on campus was reduced due to Covid-19. Amy suggested that it is time to raise their rate to the pre-Covid amount of $1600 per month.

St. Thomas Indian Orthodox Church has requested use of the Chapel on the third Saturday of the month from 9am to 1pm.

* Gala Update
* All You Need is Love" Gala/Fundraiser is set for Saturday, April 23, 2022 from 6-9 pm at the Country Club of Rancho Bernardo.
* Tickets cost $95 per person and includes dinner and dancing.
* Silent and live auctions' proceeds will benefit the educational and outreach ministries of St. Bart's.
* Fr. Bill wants to provide some tickets to parishioners who otherwise cannot afford the cost. He will use the Rector Fund. He prefers to not publicized this.

It was noted that the vestry was given no opportunity to provide input or approval and oversight of the Gala from the beginning. Costa was told by clergy that this was a "staff function" and the vestry had no involvement. Costa also shared that he was given very little details of the event.

Polly Getz-Enos stated that to leave the vestry out of the approval and planning was not appropriate and her input is based on the vestry's fiduciary function as the "Board of Directors" for the St. Bartholomew's Parish and as a point of law the vestry should have approval.

The Vestry is responsible for the finances of the parish, including both expenses and the courses of income. In addition, the Vestry would be responsible for any unpaid obligation incurred in connection with the event and would be responsible if anyone or anything was injured in connection with the event. And the Vestry is responsible for the appearance and reputation of the church in the community. Therefore, the Vestry needs to be a part of this event process. This would be the case for any event going beyond the campus, but probably not for events on the campus, although the facts of each situation would determine that result.

**Discussion:**

* Authorize a Preschool Committee.

Susan McCormack-Davis, Cheryl Roop and Bill Angus met to create a proposed charter for the Preschool Advisory Committee. The purpose of the committee is to only advice and counsel the Preschool, allowing a liaise between the church, parents and preschool. By sharing ideas, perspectives, plans and challenges, the committee is an essential component of a quality preschool. Thereby establishing support of the preschool for the parents, the support of the parents for the staff and the church supporting both.

Sheila Martin provided guidance on the composition of the committee. Membership will consist of two vestry members, three parishioners, three parents, hopefully from each grade level, the Preschool Director and Rector as de facto members, and the Church Administrator.

Polly Getz-Enos will review the charter.

* Landscape Maintenance Update

Susan McCormack-Davis, Will Smith and Facility Manager, Mike Jewett met to discuss future maintenance needs for the church's landscape, taking into account monthly, quarterly and annual maintenance work.

Our contract with Benchmark Landscaping to maintain the new plantings installed in Phase II, continues. Also, Vern Konen, a parishioner, volunteers 80 hours per month for six months of the year, to clean and trim other plantings. Currently, there is no tree trimming contract. The Sexton, Rob Enfield performs some clean-up around the campus.

Several years ago, the Green Thumb Ministry planted drought tolerant plants and worked to maintain those plantings. The ministry has not been active since the pandemic.

Bill Angus reported that the Columbarium Ministry met and will be responsible for the upkeep of the Columbarium again.

Will Smith will solicit quotes for tree trimming and quotes for shrubbery trimming. This work is not accomplished by volunteers but is necessary.

No cost recommendations with small contract for necessary trimming.

* Re-establish the Green Thumb Ministry to provide most of the landscape maintenance by publishing a call for volunteers in the e-News.
* Establish areas of maintenance on the campus for church ministries to adopt.
* Vestry Ministry Liaisons

Adding a Senior Services Ministry.

**Action on Hold** until April meeting.

**New Business:**

* Scholarships

Anne Snyder reported that the Annual Scholarship Program had begun. The article advertising scholarships is in the e-news. Applications for high school seniors and women over 25 years, who are members of the parish, were available on March 14, 2022. Completed application packets are due NLT Thursday, April 28th at 4 pm. Committee members Anne Snyder, Janice Miller and Diane Covel will read and rank packets the first week of May. Slate of Scholars will be presented to the vestry for approval at the May 17th meeting. Fr. Bill will decide date in June for Scholar Sunday, awards ceremony. Balance as of 1/31/22, in the Fund 3-Scholarships is $12,216 and Lucille Heide Memorial is $587.

**Action Items:**

By Email Vote on March 20, 2022:

**MOTION: To approve the Vestry Charge to the Call Committee, as written.**

The motion was unanimously approved.

**Closing Prayer:**

Susan closed the meeting with a prayer.

**Adjournment:**

The meeting adjourned at 8:16 pm.

**Future Meeting/Events:**

Bishop Susan Visit, Sunday, April 3, 2022, Baptism, Confirmation and Reception

Vestry Meeting, Tuesday, April 19, 2022 at 5:45 pm

Easter Weekend, Saturday April 16 and Sunday April 17,2022

"All You Need is Love" Gala/Fundraiser, Saturday, April 23, 2022 6-9 pm

Vestry Meeting, Tuesday, May 17, 2022 at 5:45 pm

Vestry Meeting, Tuesday, June 21, 2022 at 5:45 pm

Vestry Meeting, Tuesday, July 19, 2022 at 5:45 pm

Vestry Meeting, Tuesday, August 16, 2022 at 5:45 pm

Presiding Bishop Curry Visit to San Diego, December 9-10, 2022

Respectfully submitted,

Anne M. Snyder

Vestry Clerk