

AMENDED MINUTES ON MAY 17, 2022

St. Bartholomew's Episcopal Church Vestry Meeting Via Zoom Videoconference Tuesday, April 19, 2022 6:00 pm

PRESENT

Rev. Dr. Bill Doggett, *Interim Rector*
Costa Dillon, *Senior Warden*
Susan McCormick-Davis, *Junior Warden*
Anne Snyder, *Clerk*
Bill Angus
Dan Crane
Parth Domke
Brooke Grandinetti
Shinobu Horne
Oliver Jones *Youth Representative*
Margie Polishuk
Will Smith
Donna Watson

EXCUSED/ABSENT

Amy Adome, *Treasurer*
Terry McCune, *Asst. Treasurer*
Polly Getz-Enos, *Chancellor*
JD Cowart, *Vice Chancellor*
Mike Fuqua
Cheryl Roop

Gather Together:

Vestry checked in asking for prayers for family and friends and sharing their Easter celebrations. Parth offered a prayer that honored Earth Day on Friday.

Consent Agenda:

The consent agenda included the following items:

- Approve Vestry Meeting Minutes of March 15, 2022
- Approve March Financial Reports

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

Financial Items:

- March Treasurer's Report Bill Angus
 - Financials reflected through the end of March. The expenses are under control and the income is just below what was planned. The church year divides itself into thirds with the first four months of the year usually a good start and includes the Easter weekend. Bill noted that the attendance was strong for both services on Sunday. The second third, May through August, the finances struggle from a cash flow standpoint due to the summer months and we finish the year, the last third, stronger.
 - Building Fund is wrapping up except for an outstanding bill from AT&T, not sure of the amount. The church tried to reach AT&T to service their lines

that needed to be disconnected but never received a response. The contractor cut the lines during construction. There will be a charge.

- The church improvements that qualify for the FEMA Security Grant awarded to St. Bart's has issues to reach completion deadlines. Concerns were voiced whether delays would prohibit reimbursement of costs incurred by the church. Jim Macemon is coordinating efforts to complete upgrades and additions. Bill Angus noted that a claim needed to be submitted to FEMA with all our paid bills to receive reimbursement or the costs will be paid by church funds.
- Vote on Finance Committee Recommendations:
 - Item 1: *Approve the transfer of \$32,117.08 from the Columbarium Perpetual Fund to the Vestry Designated Reserves, Fund 1.*
Bill A. noted that there is a fund with \$30,000 donated by Terry Cashmore to be used for future expansion of the Columbarium. There are \$100,000 in Reserves that are invested to support the Long Term Maintenance of the Columbarium. There is the fund with an excess cash flow from the sale of niches. This surplus of \$32,117.08 will just sit and not be spent so it is better to move to the Vestry Designated Reserves, where it will be used.
 - Item 2: *Approve returning the balance of \$3,431.97 from the Sanctuary ADA Bathroom Remodel to the Vestry Designated Endowment, Fund 6.*
The Sanctuary was remodeled using funds from the Vestry Designated Reserves Endowment. The unspent \$3,431.97 needs to be moved back to the V.D.R. Endowment Fund.
 - Item 3: *Approve the suspension of the \$1,000 monthly revenue sharing from the Preschool to the Church effective April 1st, 2022, until such time that the Preschool is fully operational and generating a positive return.*
This allows the Preschool Reserves at \$60,000 to be used for teacher's pay and new Director's salary, beginning June 1st, instead of the church. Also, the summer enrichment program will add to the Preschool's income. By September the Preschool Reserves will be close to a zero balance.

Fr. Bill informed the vestry that Tracey Buzo was sent her contract, which had been reviewed by Polly Getz-Enos, for her signature. He will provide a signed copy to the Finance Office.
 - Item 4: *Approve the continuation of pay for the Preschool teachers through April and May, 2022 for any hours worked during that time.* Susan noted that five teachers will be working on projects, about 200 hours for 5 weeks that will equate to \$3800.

See Motions under **Action Items**

Rector's Report:

- Fr. Bill gave his thanks to Susan for stepping in to attend Preschool meetings that he had scheduled but was unable to fulfil due to traveling to San Francisco to be with his family after the passing of his father.
- Hiring of Nancy Burnett

Fr. Bill has hired Rev. Dr. Nancy Burnett as Assistant Priest. She is a 72-year-old, retired psychotherapist and is currently a transitional Deacon who will be ordained in June. The Letter of Agreement, LOA, terms are set by the Diocese. Nancy's start date was postponed to May 8th. The current budget has allocated \$65,000 from 4/1/22 to 12/31/22 for a second priest. Nancy requires no pension or healthcare since she is retired and on Medicare. She will work half-time or 20 hours per week for an income of \$30,000 less than budgeted. Her LOA is open-ended but she serves at the pleasure of the Rector and when the new Rector arrives he will decide her further employment.

LOA will be voted into the minutes at the May vestry meeting.

- Hiring of a Curate:

Fr. Bill has interviewed 2 candidates who did not fit at St. Bart's. He will interview a third candidate. Our budget has set aside \$10,000 but the Diocese is requesting a pay bump of \$2,000 to \$5,000. The LOA will be for a one-year commitment. The Curate will work half-time or 20 hours per week. When Curate starts, Rev. Cathey Dowdle will end her employment as Assistant Priest as she is retired.

- 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.

Demetreus Gregg is pleased with ticket sales. He is happy with all sponsorships and is expecting proceeds of \$30,000. All funds are earmarked for Outreach.

Discussion:

- Call Committee Update Brooke Grandinetti

Costa informed the vestry that a Call Committee Update will be on the Agenda each month.

Costa proposed a motion *to Authorize the Call Committee to spend up to \$1500, Fund 1, with each expenditure to be approved by the Rector.* This would allow the accomplishment of the CAT survey. Bill A. shared that he has provided the budget from the last Rector Call to the committee to facilitate the development of a budget for the current Rector Call.

See Motion under **Action Items**

Brooke stated that the Call Committee is now meeting weekly. They have begun to initiate the Congregational Assessment Tool Survey, CAT, by Holy Cow Consultation. The survey is due to be launched online by May 2nd. Anyone 16 years or older is eligible to participate in the survey. There is a soft launch for vestry and call committee members, which will provide experience of taking the survey, so they can offer help and advice to the parish. When one completes the survey, cat stickers will be provided to adhere to one's name tag, even children of parents who take the survey will be provided a cat sticker.

There is an important need to communicate to the parish about taking the CAT survey. The call committee has a communication plan to execute the CAT survey and get a high participation rate. Brooke asked that the vestry be available to make personal calls to parishioners to garner more participation. Also, ways to provide assistance to those parishioners who do not have computers is being explored, since the online info gathering is more advanced than using paper copies of the survey. It was noted that the last Rector Call received 97% participation in the CAT survey.

Listening sessions will be held and will increase the opportunity to ask more specific open-ended questions for additional information.

Next steps, once survey results are developed, will be to formally present the findings to the parish. Then, onto using feedback from CAT survey and listening sessions to create a Profile of St. Bart's, "Who is St. Bart's?", that will be published online for prospective candidates.

- **Preschool Update**

Susan McCormack-Davis toured the Preschool. The Preschool team has announced an Open House on Sunday, May 15, 2022. Parishioners are welcome to tour the Preschool between church services. At 12:30 pm, the tour will be opened up to the community to encourage applicants. Susan asked vestry members to reach out to family and friends that the Preschool is holding an Open House. She suggested posting on Next Door, Facebook and Instagram to get the word out. Tracey Buzo, new Director, will be present for the Open House.

Sheila Martin has provided various scenario budgets. *She is hoping for 3 class levels of 36 students for the upcoming school year.* The realization that our Preschool may not be back to full enrollment could take a 3-5 years was noted by Erin Sacco-Pineda, Comptroller.

Summer Enrichment Program will be held from July 11 to August 12. Registration is \$50 and weekly classes are \$100 each. Susan will provide a flyer advertising the summer program and has asked the vestry to get the word out to family and friends.

Costa asked if there is a budget for newspaper advertisements of the church activities. Fr. Bill noted that Shelia Martin was to talk with Demetreus Gregg about advertising. Costa suggested sending articles to the Poway Chieftain, RB Journal, and 4S Ranch to publicized the Open House. Also, the church website was discussed with Susan noting that the Gala has taken up the communication team's time and efforts, and hopefully they will be available soon to get something on the website.

Discussion ensued regarding a breakdown in who pays for the upkeep of the Preschool website. Shelia Martin paid out of pocket to get website current. Church bookkeeper, who is a new contractor, wasn't aware of the need to keep this account current. This issue will iron out with the Preschool getting back to full operation this fall.

Vacation Bible School took place during Poway Unified School District Spring Break week, April 11-15, 2022. Fr. Bill taught the Parable of the Mustard Seed and was amazed at the children's understanding of parable. Will Smith related to the Vestry that his family was contacted about their interest in VBS. They replied they would attend but did not receive confirmation that VBS was on track to open. Fr. Bill stated that both Christine and Lauren Sleeper had COVID-19 and which may have contributed to the breakdown in communication. Fr. Bill expressed regret that had happened.

- Landscape Maintenance Update

Will Smith solicited quotes for tree trimming services and is waiting to receive bids.

Benchmark completed their 90-day warranty contract and Will asked them and two other contractors for a quote to do maintenance. When Will has a low bidder, he will bring before the next Finance Committee meeting prior to providing an update at upcoming vestry meeting.

Susan added that to increase communications, she and Will will meet more consistently with Mike Jewett, Facilities Manager, to discuss overall facilities and bring her up to speed as facilities are part of her portfolio as Junior Warden.

- Vestry Ministry Liaisons Update

Costa provided the vestry the ministry list with each member's first, second and third choices. Tonight all categories were discussed and filled with vestry members. Fr. Bill will provide the updated list to Costa. Costa will email the list of assignments to the vestry including the liaison's responsibilities list.

- Reviving Vestry Calls to Parish

Costa inquired if the vestry should revive calls to the parish to check-in and ask questions like, "How are you?", "Have you been back to in person church services?", "Why did you leave?" "Do you need a pastoral visit?" Some felt that a personal phone call is a powerful tool to let parishioners know they are being thought of.

Since the Call Committee has already asked the vestry to make calls about the CAT survey, Costa suggested that the vestry calls do both, check-in and encourage participation in the CAT survey. Costa reasoned that getting Invite, Welcome, Connect, IWC, active again could help with this process. Susan will work to get IWC up and running so there are more volunteers making the calls, not just vestry. The vestry will be given a script to make the contact call go smoothly.

Bill A. reminded the vestry that Demetreus Gregg was in contact with parishioners during the fall Stewardship campaign. He will know which parishioners aren't coming back so they are not contacted again.

Donna Watson volunteered to coordinate with Demetreus and get all involved on the same page for the invite/CAT survey phone calls.

New Business:

- St. Mark's City Heights

Donna Watson informed the vestry that St. Bart's is one of five parishes in the diocese who is in partnership with St. Mark's, City Heights. We provide outreach dollars, fall backpack drive and Thanksgiving dinner. St. Mark's completed a capital campaign to replace the roof and heating and air conditioning. There is a surplus of money that they want to use to update the kitchen, add showers and redesign the children ministry area. On Saturday, May 21, 2022, St. Mark's will hold a workshop for interested members from the five churches to attend, visit the church spaces needing renovating and brainstorm how the interior could be refurbished. Donna will be getting the word out at St. Bart's through the website and e-news to invite parishioners to attend.

- Pride Parade

Costa stated that the parade is making its come back since 2019 and is scheduled for July 16, 2022. The vestry is asked to mark their calendar to attend the parade.

- Revitalize St. Bart's Food/Personal Item Drive

Susan and Margie are working to begin the monthly food item/diaper/backpack drive for St. Mark's. Donna will be meeting with them tomorrow and will propose they provide a list of these items for future collections. Drivers will be needed to transport collected items to St. Mark's.

- St. Bart's Aprons

Costa asked if we still have the aprons? Margie said they would be useful for the volunteer cooks to wear when preparing Haven House dinners. Fr. Bill will ask Mike Jewett where the aprons were stored and how many we have. If necessary, Costa will donate money to purchase more aprons.

Action Items:

MOTION: To approve the transfer of \$32,117.08 from the Columbarium Perpetual Fund to the Vestry Designated Reserves Fund 1, as recommended by the Finance Committee.

The motion was made, seconded and unanimously approved.

MOTION: To approve returning the balance of \$3,431.97 from the Sanctuary ADA Bathroom Remodel to the Vestry Designated Endowment Fund 6, as recommended by the Finance Committee.

The motion was made, seconded and unanimously approved.

MOTION: To approve the suspension of the \$1,000 monthly revenue sharing from the Preschool to the Church effective April 1, 2022, until such time that the Preschool is fully operational and generating a positive return, as recommended by the Finance Committee.

The motion was made, seconded and unanimously approved.

MOTION: To approve the continuation of pay for the Preschool teachers through April and May, 2022 for any hours worked during that time, as recommended by the Finance Committee.

The motion was made, seconded and unanimously approved.

MOTION: To authorize the Call Committee to spend up to \$1,500 from Fund 1, with each expenditure to be approved by the Rector.

The motion was made, seconded and unanimously approved.

Closing Prayer:

Parth closed the meeting with a prayer in honor of Creation Care Sunday.

Donna volunteered to give the prayers at next month's meeting.

Adjournment:

The meeting adjourned at 7:56 pm.

Future Meeting/Events:

"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, with William Barber, Visit, to San Diego, December 9-10, 2022

Respectfully submitted,

Anne M. Snyder
Vestry Clerk