

**St. Bartholomew's Episcopal Church**  
**Vestry Meeting Via Zoom Videoconference**  
**Tuesday, August 16, 2022 6:00 pm**

**PRESENT**

Rev. Dr. Bill Doggett, *Interim Rector*  
Costa Dillon, *Senior Warden*  
Susan McCormick-Davis, *Junior Warden*  
Polly Getz-Enos, *Chancellor*  
JD Cowart, *Vice Chancellor*  
Anne Snyder, *Clerk*  
Bill Angus  
Dan Crane  
Parth Domke  
Mike Fuqua  
Brooke Grandinetti  
Oliver Jones, *Youth Representative*  
Margie Polishuk  
Cheryl Roop  
Will Smith  
Donna Watson

**EXCUSED/ABSENT**

Dr. Amy Adome, *Treasurer*  
Terry McCune, *Asst. Treasurer*  
Shinobu Horne

**Gather Together:**

Vestry checked in and answered, "What good thing happened at church in the last month". Fr. Bill offered a prayer to open.

**Consent Agenda:**

The consent agenda included the following items:

Approve Vestry Meeting Minutes of July 19, 2022  
Approve July Financial Reports

With no objections, the vestry adopted the Consent Agenda as presented.

**Financial Items:**

- July Treasurer's Report

See attached Treasurer Report, 10Aug2022

- Vestry Undesignated Fund Reserves Bill Angus

See attached Vestry Undesignated Fund Reserves (Analysis), Rev. 8/6/2022

Bill Angus explained that the UFR are basically our savings account. Based on the analysis, the monies would be running out in 2025 and is very serious. In the short term, there is not a whole lot we can do about it except keep our budget under control. In addition, the Diocese has put out guidance that church employees receive a pay increase of 7%. That cost increase will be very challenging for our budget.

Bill continued that this year's Stewardship campaign will be very critical, as always, because of the upcoming financial challenges to our parish are sizeable. It is important to show active growing stewardship in order to attract a new rector. Though a new rector in place and continuing growth will not be enough. We will need thinking outside of the box.

Bill noted that we can get to the 2024 budget before needing to make mission critical decisions. The ending balance for Vestry Designated Endowment, Fund 6 (on the analysis sheet) will be \$192,000 at the end of 2026. As of 6/30/2022, our investment loss is \$50,000 but the markets are coming back. Hopefully, the church doesn't have an operating loss of \$150K in 2023, 2024 and 2025. We have to figure out how to avoid those kinds of losses.

Fr. Bill stated it is mission critical that we focus, now, on increasing revenue going forward, like other fundraising, planned giving, etc.

It was discussed that the analysis was difficult to reconcile with the operating budget. Bill A. noted that this year, we are expected to have a \$141,000 budget deficit. Thus leaving \$1522 in reserves in Fund 1. That leaves only the balance in the reserves in Fund 6, Endowment, to fund any operating budget loss in the future. Our biggest expense, 71% of our budget, is personnel with future pay increases coming in the new year.

Costa reminded the vestry that next month we will be discussing the new rector's compensation package.

Bill A. recommended that the vestry and Finance Committee have a joint meeting to discuss the issues revolving around the budget and where priorities should be and what are the possible paths forward. Costa will place on the October Agenda. If any vestry member wishes to attend a Finance Committee meeting, please contact Amy Adome or Terry McCune.

## Finance Committee Recommendations

- Approve the revised 2022 Operating Budget.

See attached St. Bart's 2022 Revised Budget

Bill A. explained that the current approved 2022 budget deficit is \$73,412. The proposed revised 2022 budget deficit will be \$141,012. The proposed budget takes into account all the things the vestry has approved to date.

### Income:

- Other support is \$18K lower.
- Transfers from Other funds is \$8K lower due to suspending the revenue sharing with the Preschool.
- Total Income \$1,101,637.

### Expenses:

- Pastoral/Worship is \$11K lower. Brian Peterson's part-time salary removed.
- Search and Call line item added \$20,000 for travel expenses of candidates.
- Programs/Misc. increased \$3,300 paying Demetreus vestry approved gift.
- Administration increased \$20,375 due to Internet and Tech Support overlap.
- Maint./Utilities increased \$12,400 due to the Landscaping and Janitorial contracts.
- Total Expenses \$1,242,640, a deficit of \$141,012.

- Approve the bid by Forte to continue providing Janitorial Services on the St. Bart's campus.

See attached Janitorial Bids document

Will informed the vestry that he received 3 proposals for janitorial services for the entire campus. The Preschool costs were broken out, as they have their own budget. The bids were for the same scope and were within \$300 of each other. Mike Jewett, Ivey Merrill and Will Smith discerned the bids received and selected Forte Commercial Cleaning, who was the middle bidder. They determined that keeping the same company would provide continuity. It should be noted that Forte's prices have increased. The selection was recommended to the Finance Committee who approved.

- Approve the Music Program Proposal.

See attached Music Programs Proposal dated August 10, 2022

Fr. Bill began discussions. In the past the vestry has not approved this detailed a Music Budget but we now want to be better about our accountability and accounting. John-Luke submitted this proposal to include activities that would need vestry approval.

Bill A. noted that these are all separate activities from the Music expenses on the Operating Budget, Fund 1. The Finance Committee is recommending that if any of these activities are not successful enough to cover expenses, the losses will come out of their St. Cecilia Fund, Working Funds, (temporarily restricted) Fund 4, in the amount of \$7,600. It is like their savings account.

The proceeds are usually a free will offering, ticket sales or collection by John-Luke or someone in the choir. They count the monies and give to the office to put in the safe. The counters verify that amount and send to the bookkeeper, Elizabeth Carey, and is entered into the books, under the event name. This proposal will allow the finance office to set up their accounting in a proper fashion, ahead of time, and expect these events by the Music department, thus making the bookkeeping easier. Our comptroller, Erin Sacco-Pineda looks at this as a big improvement over the past. She will put the account structure in place so the church can track the monies.

- Approve reimbursement to Margie Polishuk \$75 for meal costs at Interfaith Community Services.

Donna proposed to the vestry to reimburse Margie for out of pocket costs to provide a meal, once a month, at Haven House. 45 clients, 10 caseworkers and volunteers are fed.

Marjorie stated that she did not need the funds as many parishioners who participated covered the meat costs and she felt that the program was self-sustaining through the year.

Again, Bill A. reiterated that having an approved Outreach Budget would keep small Outreach requests from the vestry agenda. Fr. Bill stated that this was a request that should be presented to the Outreach Committee for inclusion in the Budget.

Margie thanked Donna for her concern but felt the ministry was okay.

**No Action was taken.**

See Motions under **Action Items**

**Rector's Report:**

- Rector News Bill Doggett

New Bulletin Boards for the courtyard are on order. Once received, Mike Jewett will set them up. We will have another excellent way to communication with the parish.

Next Regeneration Service will be on Wednesday, August 24, 2022. A great turnout at the last one on August 3rd. Vestry is invited to attend. Looking for feedback that will help with the final decision of the service's future.

Fr. Bill will be providing a meal at the next vestry meeting on September 20, which will be in-person. Please RSVP by email or text any dietary restrictions.

Fr. Bill has paid off one of the two fundraising dinners provided by him as an auction item at the Gala.

The Environmental Stewardship Team led by Parth is working with Fr. Bill, Fr. Brian and staff on the Season of Creation coming up in September. Fr. Bill will do the liturgy and there's lots more offered. The vestry is invited to participate fully.

A rug for the chapel is proposed for Preschool Chapel time. It is not ADA compliant since the rug is not wall to wall. Still looking into ways to accomplish compliance by attaching rug to the floor.

Fr. Bill will be in the Bay Area from Sunday, August 21-25. He will be participating by Zoom in all his scheduled meetings and available by email and text.

The Vedic Center used our parking lot for an event at their church. We will use theirs for overflow when we host the Diocesan Convention November 11-12.

The vestry approved Staff Development program has begun with a church staff survey and individual interviews. Work will begin at every other staff meeting. The staff is enthusiastic in participating.

August marks the 11-month anniversary since Fr. Bill started as Interim Rector.

St. Bart's Day annual celebration will begin on Wednesday, August 24 (official Saint's Day) with a Regeneration Service followed by a meal at 6 pm., Friday, August 26 Youth will host a Family Movie Night, Saturday, August 27 there will be a Dessert Reception after the 5 pm service and Sunday, August 28 a Parish Brunch will follow the 9 am service.

### **Discussion:**

- Call Committee Update                      Brooke Grandinetti

The committee is working on the Portfolio, which is a template for church information. They are on track and will have a draft in a couple of weeks. The Profile is longer and the committee had put out an ask for parishioners to give their testimonial on "Why they are at St. Bart's". The testimonials will be used as part of the Profile. There will be a two-week delay so that the video editing is done well.

The committee members and Fr. Bill noted that it is difficult to know at this time how many exceptional candidates will be invited to visit St. Bart's.

- Project Mercy Proposal JD Cowart

See attached Project Mercy Proposal document

JD shared with the vestry that on eastern edge of Tijuana, squatters are living on land that has been foreclosed. Tijuana has deeded small parcels of land to them. Project Mercy, Baja has been building houses for these families. Church of the Incarnation, Lutheran has worked with Project Mercy and has so far built 12 houses. The Project vets and chooses families to receive a new home. A foundation is poured and volunteers build a 400 square foot house. Each home takes one day to build using 20-25 volunteers for about 7-8 hours. The work is overseen by a licensed contractor from San Diego who works for Project Mercy. He has built over 120 homes. \$7,800 pays for the materials, including an outhouse. On October 22, 2022, Church of Incarnation will go down to build a house and JD would like St. Bart's to build a second house funded by our Outreach Budget.

- Resolved that: The Vestry authorizes parish support for a joint project with Incarnation Lutheran Church (Poway), under auspices of Project Mercy Baja (San Diego), for the construction of two houses outside Tijuana on October 22, 2022, under leadership of John David Cowart as project coordinator for St. Bart's. Parish support will include expenditure of \$7,800 from Fund 3 to purchase the building materials for one house and use of parish communication resources to recruit up to 25 qualified volunteers from the St. Bart's community for the house build.

See Motion under **Action Items**

- Vestry Ministry Liaisons Update

Costa had received written reports from Preschool, Outreach Ministry, Children and Youth Ministry, Feeding/Health/Older Adult Ministries.  
See attached reports.

Season of Creation - Parth further explained the month-long ecumenical celebration will incorporate liturgical elements, music and events. Rev. Nancy will give a book study presentation, Rev. Brian will host a nature walk at the Blue Sky Preserve and a planned Interfaith Service will take place on September 21st plus events after services. More specific information to come.

Preschool - Dan reported that the Summer Session was a big success. One family enrolled their kiddo in the 3-year-old program for 5 days a week which takes up 2 slots. Currently 29 kiddos are enrolled for the fall. Tracey Buzo has hired one teacher and one aide for the 3-year-old program. Dan commended Tracey on doing a great job. The Preschool Advisory Committee will meet next week.

Youth and Children's Ministry - Brooke wanted to get the word out that the Youth St. Bart's Day Weekend Lock-In will need 2 adult males to chaperone. If you can volunteer or know of someone who can, please contact Lauren Sleeper.

Also, the team would like the vestry to consider providing a Play/Open space facility, in the future, to allow for more activities during outdoor gatherings. Fr. Bill suggested that Lauren and Christine talk with Tracey Buzo and Sheila Martin about having access to the Preschool playground during Children Sunday School. It was noted that there is a sanitation process required due to COVID and that the space will need to be put back as it was found. Regarding the older Youth having a dedicated space, it was suggested that the far back parking lot be cordoned off for the Youth, maybe using barricades, to play games like corn hole and have 3-legged races. Fr. Bill was not sure if a hardscape area was wanted for the activities. More information from Lauren is needed.

### **New Business:**

None

### **Action Items:**

#### **MOTION: Approve the Revised 2022 Operating Budget.**

The motion was made, seconded and unanimously approved.

#### **MOTION: Approve the bid by Forte to continue providing Janitorial Services on the St. Bart's campus.**

The motion was made, seconded and unanimously approved.

#### **MOTION: Approve the Music Program Proposal.**

The motion was made, seconded and unanimously approved.

**MOTION: Resolved that: The Vestry authorizes parish support for a joint project with Incarnation Lutheran Church (Poway), under auspices of Project Mercy Baja (San Diego), for the construction of two houses outside Tijuana on October 22, 2022, under leadership of John David Cowart as project coordinator for St. Bart's. Parish support will include expenditure of \$7,800 from Fund 3 to purchase the building materials for one house and use of parish communication resources to recruit up to 25 qualified volunteers from the St. Bart's community for the house build.**

The motion was made, seconded and unanimously approved.

### **Closing Prayer:**

Donna closed the meeting with a prayer.

### **Adjournment:**

The meeting adjourned at 7:53 pm.

**Future Meeting/Events:**

St. Bart's Day Weekend, August 27-28, 2022

Vestry Meeting, Tuesday, September 20, 2022 at 5:45 pm, Hybrid meeting

Vestry Meeting, Tuesday, October 18, 2022 at 5:45 pm

Diocesan Convention 2022, November 11-12, 2022, at St. Bartholomew's

Vestry Meeting, Tuesday, November 15, 2022 at 5:45 pm

Presiding Bishop Curry, with Rev. Dr. William Barber, Visit, to San Diego, December 9-10, 2022, Town and Country Resort

Respectfully submitted,

Anne M. Snyder

Vestry Clerk