

**The Episcopal Parish Church of Saint Michael and All Angels**  
3233 Pacific View Drive Corona del Mar, CA, 92625

*The Rev'd Shane Scott-Hamblen, Presiding Officer*

**Minutes of the Vestry Meeting**

**12.March.2024. 5.00 pm**

**Present**

The Rev. Shane Scott-Hamblen	Sr. Warden- Mark Peterson
Clerk/Hospitality- Colette Spence	Building Project/Real Estate - James Mead
Communication/Advertize - Susan Brown	Treasurer – Stacie Tibbetts
Mission - Clyde Dodge Headley	Membership/Growth/Diversity - Jim
Building Project/Real Estate - Jill Draffin	Jr. Warden - Julie Sheffield
Finance/Stewardship - Cathy Dunlap	Building & Grounds -

**Absent**

Finance/Stewardship - Sue Ahern  
Education - Brooke Pauley

1. Opening Prayer read by Shane+, opening the meeting at 5:06pm
  - 1.1 reviewed dates for future Vestry meetings over the next year.
  
2. Minutes from February 2024 Meeting and Minutes from the Vestry Retreat were reviewed.
  - 2.1 Colette moves to accept the February 2024 minutes. Jill second the motion. 100% passed.
  - 2.2 Stacie moves to accept the minutes from the Vestry Retreat. Jamie seconded the motion. 100% passed.
  
3. Reports
  - 3.1 Rector's Report
    - Shane+ welcomed the new members. He feels this is his Dream Team.
    - Fr. Shane passed out and reviewed a list of Vestry Customs. They were discussed. Mark commented that he like that the meeting will only 1.5 hours. Mark also suggested that if someone needed a lot of time to talk, that they write a report ahead of time and send it out.
    - Organ restoration is in the works. It will not be ready for Easter service. Lucas is not bothered by it. Lucas is having a hard time finding trumpeters

for Easter service.

- We have fired the old landscaper and are using a new one that Parry found. He likes this one better and feels he will do a good job.
- Holy Week is coming. There is a question about the time for the Maundy Thursday service. Not sure whether it is at 7:00pm or 7:30pm. working to confirm the correct time.
- Shane+ is having a 10 ft cross made for Holy Week. A stand is needed to be made to hold it. The carpenter making the cross may know someone who can make it. Storage may be an issue. There will not be a floral cross this year.

### 3.1.1 Clyde had some questions about the seating of the Vestry.

- Why is there no one in the position of Buildings & Grounds?  
Jim mentioned canvassing the parish to find someone to do the job  
Shane+ said Parry Popejoy is handling Buildings & Grounds. Jim's wife said she would help with it also.
- Why do some jobs have more than one person?
- Why does one person have more than one job? We discussed having a committee to help with the Hospitality position. Julie suggested local college culinary classes could be a resource to help with Hospitality.
- Shane+ mentioned wanting a cake and champagne to celebrate those being baptized.
- It was mentioned that Building & Grounds is not a Vestry position this year.
- Julie brought up changing the format of the Vestry and asked that we be flexible with the new format. The positions not filled were deemed as not critical.

### 3.2 Treasurer's Report- Stacie Tibbetts

- Stacie sent out the Finance Report before the meeting and asked if there were any questions about the report.
- Mark asked if a variance column could be added to the report.
- Jamie offered to help with Finance Committee to help cut costs and help contain enthusiasm on spending.
- Stacie said if anyone has suggestions on ways to cut the budget, send them her way.
- Clyde brought up a comment by a parishioner regarding Lucas's absences. It was suggested we do PR of Lucas's contract. Share all the benefits of having Lucas.
- **Banking Motion-** Stacie moved to update the signers on the CHASE Bank Checking account for the Rector, Wardens, & Vestrymen of St. Michael & All Angels Parish (located at 3233 Pacific View Drive, Corona Del Mar, CA 92625) to the following:

KEEP: Shane Scott-Hamblen, Current Rector, Julie Sheffield, Current Junior Warden, and Stacie Tibbetts, Current Treasurer.

REMOVE: Louise Stover. ADD: Mark Peterson, New Senior Warden.

Clyde seconded the motion. Motion passed.

- **Second Banking Motion-** Stacie moved that the CHASE Bank Donor Restricted account for the Rector, Wardens, & Vestrymen of St. Michaels & All Angels Parish (located at 3233 Pacific View Drive, Corona Del Mar, CA 92625) to be named “Donor Designated’ account to rename and update signers to the following:

KEEP: Shane Scott-Hamblen, Current Rector, Julie Sheffield, Current Junior Warden, and Stacie Tibbetts, Current Treasurer.

REMOVE: Louise Stover. ADD: Mark Peterson, New Senior Warden.

Colette seconded the motion. Motion passed.

- Stacie mentioned that the Finance Committee recommends we take money from Vestry Designated Funds to invest in CDs to make our money work for us.
- **Investment Motion-** Stacie made a motion that the Vestry approve to use \$100K of the Vestry Designated Funds to put into several CDs with rolling maturity dates. Jim and others seconded the motion. Motion passed.
- There was discussion about having a more diverse portfolio with a mix of stocks & bonds. Jamaie mentioned he uses Fidelity personally and that we should look at a Brokerage Account at CHASE.
- Motion- Colette made a motion to accept the Treasurer’s Report. Jill seconded the motion. Motion passed.

#### 4. Other Reports

##### 4.1. Senior Warden Report- Mark Peterson

- As ombudsman: a parishioner asked that we don’t always sing the Creed. Would like us to pray it some of the time. It was explained that singing it was a seasonal thing.
- For Buildings & Grounds- there are light posts down, main doors need a locksmith as they are not easy to unlock. Need new caution tape on the cement where it is uneven. Tripping hazard. Cathy said she would ask her husband to see if he will do it.
- Mark, Jamie, and Jill met with Brandywine that day. Jamie said they have a lot of experience with churches. He feels they need to bring Susan Forsythe in so she feels included. Jill said they promised us more numbers. If there is no sale of the land, there is no condos. Land lease means apartments.

- Verizon lease is a problem The SCM contract is ready, but we will hold off until we need to follow through.
  - Julie mentioned how we have talked in the past about multiple developers such as, LeSar, Jamboree, etc.
- 4.2 Junior Warden Report- Julie Sheffield
- Nothing to report, but feels the new members of the Vestry should see the LeSar Report
- 4.3 Growth & Membership Report- Jim Headley
- Jim stated that there is very little in the budget for this commission.
  - We need to grow organically.
  - Norris Batten is good with communication. It is suggested that he meet with Susan Brown.
- 4.4 Hospitality Report- Colette Spence
- Working on getting a committee together to help.
- 4.5 Mission Report- Clyde Dodge - Nothing to Report
- 4.6 Stewardship Report- Cathy Dunlap
- \* She and Sue will be meeting with Keith the following week for a download of information.
5. Other Business None
- \* Julie mentioned that everyone one should dress in their finery for Easter
  - \* Next meeting will be April 10, 2024 at 5pm

Closing Prayer said by all at 6:28pm