

**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**

**10.January.2024. 5.30 pm**

**Present**

The Rev. Shane Scott-Hamblen  
Buildings & Grounds – Open  
Evangelism – Clyde Dodge  
Fellowship – Gail Haghjoo

Mission – Beth Bianchi  
Ombudsperson – Steve Morris  
Senior Warden – Louise Stover  
Stewardship – Keith Lumpkin  
Treasurer – Stacie Tibbetts

**Attended via Zoom**

Christian Education – Kim Montgomery

Junior Warden – Julie Sheffield

**Absent**

Clerk – Colette Spence

Communications – Brooke Pauley

1. Opening Prayer read by Shane+, opening the meeting at 5:30pm
2. Matters of General Consent
  - 2.1. **Motion:** Acceptance of the December 2023 Vestry Meeting Minutes – approved w/ addition of Fellowship Report straggler “signups for We Serve have slowed.” Requested update completed. Louise moved. Stacie seconded. Motion passed.
  - 2.2. **Motion:** Whereas the Rev'd Shane Scott-Hamblen is employed as a minister of the Gospel by St. Michael and All Angels Episcopal Church, Corona del Mar, CA, which does not provide a residence for him, the Vestry resolves that of the total compensation of \$133,000 (salary, housing allowance and Social Security allowance) to be paid the Rev'd Shane Scott-Hamblen during 2024, that \$46,800 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986; but, in any event, until further notice the parsonage allowance shall be \$3,900 per month. Stacie moved. Keith seconded. Motion passed.
3. Reports
  - 3.1. Rector's Report - Shane Scott-Hamblen
    - 3.1.1. Organ refurbishment – console picked up this coming Friday. To add openings on the side of the organ façade w/ more pipe façade to let more sound out. Will explore having organist to the side, out of view.
    - 3.1.2. Parry Popejoy has interviewed and recommends a new landscaper. Unanimous approval to transition to new landscaper.

3.1.3. Shane implementing a monthly process for pastoral care.

4. Treasurer’s Report – Stacie Tibbetts – see report

- 4.1. Updated budget reflects increased pledge and other income + contractual obligation for Rector Sabbatical.
- 4.2. While we are still projecting a deficit, it is down to ~\$106K, which is good news.
- 4.3. **Motion:** Reapprove the adjusted budget that reflects increased pledge and other income. Louise moved. Steve seconded. Motion passed.
- 4.4. December financials:

	Dec-23	Nov-23	Dec-22
Liquid Cash Assets on Hand:	\$ 733,192	\$ 708,153	\$ 747,479
Subtotal of Vestry Designated Funds:	\$ 479,864	\$ 479,864	\$ 382,164
Subtotal of Donor Restricted Funds:	\$ 186,522	\$ 161,426	\$ 122,336
Vestry Designated/Restricted Funds:	\$ 666,386	\$ 641,290	\$ 504,500
<b>Spendable Cash:</b>	<b>\$ 66,805</b>	<b>\$ 66,864</b>	<b>\$ 242,979</b>
(liquid cash assets less designated/restricted funds)			
2023 Income as budgeted:	\$ (149,373)	\$ (149,373)	\$ (37,234)
Income (Over Budget):	\$ 86,528	\$ 75,763	\$ 66,661
Expenses (Under Budget):	\$ 1,582	\$ 1,338	\$ 66,726
<b>Net Income:</b>	<b>\$ (61,264)</b>	<b>\$ (72,272)</b>	<b>\$ 96,153</b>

4.5. **Motion:** Acceptance of January 2024 Treasurer’s Report. Keith moved. Beth seconded. Motion passed.

5. Other Parish Business

- 5.1. Sharing Spaces Building Initiative
  - 5.1.1. LeSar's feasibility study will be delivered the week of Jan. 22.
  - 5.1.2. LeSar was provided Project Statement dated 09/21/23 that includes objective 5 to “Construct a bell tower, with bell, to house the Verizon cell tower in a location acceptable to Verizon and compatible with the planned development” but does not include Objective #9 to “Arrange for the relocation of the Verizon cell tower in a manner acceptable to Verizon and that is compatible with the planned development.”
  - 5.1.3. Jamboree continues site evaluation.
  - 5.1.4. LA Voice Congregational Land Committee accepted St. Michael’s to their program. We have put them off until early February.
  - 5.1.5. Shane+ continues discussing sell vs. build with Bishop Taylor and Michael Bell+.
  - 5.1.6. We continue to explore every angle and keep all options open.
  - 5.1.7. Discussion about income and lost revenue during any construction. Much depends on what we learn from LeSar’s feasibility study.

- 5.1.8. **Motion:** Authorize a \$5,000 retainer for SCM (Spectrum Cellular Management) to begin analysis to provide us with an understanding sooner than later of what our options are with Verizon. Louise moved. Gail seconded. Motion not passed. Will defer until after review of LeSar's study.
- 5.2. 2024 Vestry Slate
  - 5.2.1. Six slots to fill.
  - 5.2.2. Reviewed list of names under consideration.
  - 5.2.3. Two folks have agreed to serve.
  - 5.2.4. St. Michael's will adopt more common practice of not having vestry members join already slotted for a specific ministry.
  - 5.2.5. Going forward, the outgoing members become the nominating committee.
- 5.3. Annual Meeting/Annual Reports
  - 5.3.1. 01/17 deadline reminder.
  - 5.3.2. **Action Item:** Louise will email examples from past reports.
- 6. Other Reports
  - 6.1. Junior Warden – Julie Sheffield
    - 6.1.1. Several new Godly Play lessons acquired with memorial donations for Anne Conover.
    - 6.1.2. **Action Item:** Julie & Team will begin providing a notecard with a few short questions relevant to the Godly Play lesson for Shane+ to ask the kids during announcements.
  - 6.2. Fellowship – Gail Haghjoo
    - 6.2.1. 01/23 Bishop Curry's Way of Love documentary at Big Newport
    - 6.2.2. 02/13 Shrove Tuesday/Mardi Gras/Carnevale event planning underway
  - 6.3. Mission – Beth Bianchi
    - 6.3.1. Beth is rotating off Vestry.
  - 6.4. Ombudsman – Steve Morris – see report
  - 6.5. Communications – Brooke Pauley – see report
  - 6.6. Stewardship – Keith Lumpkin – see report
  - 6.7. Education – Kim Montgomery
    - 6.7.1. Sarah's Class – Love Thy Neighbor begins tomorrow.
  - 6.8. Senior Warden – Louise Stover – see report
  - 6.9. Evangelism – Clyde Dodge
    - 6.9.1. New round of ECUSA Embracing Evangelism training

Work of departing members Gail, Keith, Louise, & Steve was acknowledged with appreciation.

7. Upcoming Parish Events
  - January 23 – Big Newport Movie Night – Bishop Curry’s The Way of Love
  - February 11 – 57th Annual Parish Meeting
  - February 13 – Shrove Tuesday/Mardis Gras/Carnevale
  - February 14 – Ash Wednesday
  - February 21 – First Lenten Soup Supper
  
8. Adjournment & The Closing Prayer (said by all)

Meeting ended at 8:00 PM

## January 2024 Member Reports

### Treasurer’s Report

You should have received the financials for 2023 and the proposed budget for 2024.

We ended 2023 in deficit as expected. However, the deficit is much smaller than expected. This is due to an increase in revenue beyond that projected (\$89,850), as well as managing to be under our expense budget by \$6,237. Our deficit is \$53,285.64 as a result. This is just over a third of what was projected and will be covered from our Reserves as planned.

The proposed budget to present at the Annual Meeting has a proposed deficit of \$106,237.91, down from the first projection of about \$160K. Again, we have a combination in increase in projected revenue – our pledges are up significantly as Keith has noted, and great efforts to curb expenses.

We also worked on updating the various funds that the parish has, both Vestry and Donor Designated. The changes, with one exception, will be reflected in the January Financials, since the changes are on a go-forward basis. The one exception is that the donation of \$5K for funding the Choir has been used to cover the overage in that category and in the category of guest instrumentalists/signers. This helped our bottom line and closes out that fund.

## MEMORANDUM

From: Maile Jansen

To: Finance Commission

Date: 1/8/2024

In re: Monthly Financial Summary as of December 31, 2023

	Dec-23	Nov-23	Dec-22
Liquid Cash Assets on Hand:	\$ 733,192	\$ 708,153	\$ 747,479
Subtotal of Vestry Designated Funds:	\$ 479,864	\$ 479,864	\$ 382,164
Subtotal of Donor Restricted Funds:	\$ 186,522	\$ 161,426	\$ 122,336
Vestry Designated/Restricted Funds:	\$ 666,386	\$ 641,290	\$ 504,500
<b>Spendable Cash:</b>	<b>\$ 66,805</b>	<b>\$ 66,864</b>	<b>\$ 242,979</b>
(liquid cash assets less designated/restricted funds)			
2023 Income as budgeted:	\$ (149,373)	\$ (149,373)	\$ (37,234)
Income (Over Budget):	\$ 86,528	\$ 75,763	\$ 66,661
Expenses (Under Budget):	\$ 1,582	\$ 1,338	\$ 66,726
<b>Net Income:</b>	<b>\$ (61,264)</b>	<b>\$ (72,272)</b>	<b>\$ 96,153</b>

## Senior Warden

LeSar's feasibility study will be delivered the week of Jan. 22.

Motion to authorize a \$5,000 retainer for SCM (Spectrum Cellular Management). The parish needs SCM's specialized expertise to ensure we're able to maximize the development potential of St. Mike's parcel. The alternative is to consider only space that does not impact Verizon. Real estate attorney Jill Draffin recommends having an understanding sooner than later of what our options are with Verizon.

### Recommended parish-growing & cost-saving activities to consider in 2024

Area	Costs	Opportunity
<b>BUILDINGS &amp; GROUNDS</b>		
Fire Equipment	\$7,056	Switch fire sprinkler vendor away from Johnson Controls per 2021 Vestry motion. Susan+ assigned to Maile.
Maintenance	\$33,600	Shane+ asked Parry for input. Perhaps switch suppliers.
<b>CHRISTIAN ED</b>		
Youth Events	\$1,449	Free-to-public options like Segerstrom Plaza & Banning. Spend down 384-760 Teen Ministry fund.
<b>COMMUNICATION</b>		
Website Content Management		Establish clearly defined process w/ reasonable expectations for staff & ministry leaders to keep site content fresh and vital.
Software - Mailchimp	\$200	Activate text messaging to meet people where they are.
Software - Membership Vision		Wayne will submit a proposal for a new platform?
<b>OFFICE</b>		
Copy Machine	\$5,174	Would benefit from Kim M. reviewing contract
Software - Adobe Export PDF	\$240	Canceled in 2022. Stacie & Maile to resolve.
Software - Microsoft Office	\$83	Not needed. Can use Google Workspace
Software - Paychex	\$3,848	PayChex advertises \$39 a month + \$5 per employee. ADP for non-profits is \$100. Need input from Maile.
Software - Parallels for Apple	\$90	Believe not needed? Can use Google Workspace.
Software - Quickbooks	\$549	<a href="https://www.techsoup.org/intuit">https://www.techsoup.org/intuit</a> has Quickbooks for \$50 instead of \$549
Supplies incl. snacks	\$5,846	Systematize & centralize ordering to be less time & resource intensive.
<b>TAXES</b>	\$3,794	Shane+ & Stacie direct appropriate tax filing based on Diocesan input.
<b>TELEPHONE &amp; INTERNET</b>		
Internet	\$2,255	Needs volunteer to shop alternative to Cox.
Telephone	\$701	Does St. Michael's need a landline?
<b>UTILITIES</b>		
Electricity incl. HVAC	\$13,229	Need usage data tracking and staff training on conservation. Ali is switching bulbs to LED where possible.
<b>WORSHIP</b>		
Bulletins	\$39,000	Systematize bulletin workflow to be less time & resource intensive. (\$10 per bulletin w/ 75 printed each week)
Service		Won't grow by doing more of what does not work. Begin to seriously consider alternatives like a Saturday evening family service.
<b>WORSHIP - MUSIC</b>		Relaunch Friends of Music. Start with post-Easter fundraiser to show off refreshed organ + Lukas. Pay Paulina's airfare for her to join.

## **Junior Warden**

Hello 2024 and vestry friends,

I'm still recovering from that pesky surgery... but more learning to live without my friend and cohort, Anne, by my side.

As you know, the Godly Play team has vigorously continued in her spirit. Susan Caldwell heading up the calendar and Kristy Kiper organizing and refreshing Anne's coming plans.

Anne's family requested no flowers, but donations to Godly Play at St. Michael's. I'm very grateful that Wayne was able to make a QR code on short notice, which was used in her service bulletin and Sunday's bulletins.

To date over \$700 was contributed! Several sets of lessons have been purchased for our classroom, and the children will be thrilled for the newness of the stories and "wondering" new things.

I joined the Godly Play team as a door keeper and attended the meeting last Sunday. Hoping to have the Godly Play curriculum introduced more to the parish, and build the announcement meet n greet with Shane enhanced by questions that relate to their lesson, and the "Wondering" questions..

I also want to thank the donors and will have to find out if they are anonymous or not- to send out thank you cards. Finally, looking forward to sharing this with Mark and the kids- hoping it will be healing.

## **Ombudsman**

### **Updated Workforce Housing Project Statement – Rev. 01-10-2024**

#### **Situation:**

The campus of St. Michael's is located on a 3-acre parcel at the corner of Pacific View Drive and Marguerite Ave. in Corona del Mar. The parish desires to devote about 1.5 acres of the property to workforce housing and to generate additional income to support the ministries of St. Michael's. The preferred approach in the Diocese of Los Angeles is to leverage the value of the property through a negotiated long-term land lease rather than to sell the property for such development.

The location offers the possibility of attractive views over the adjacent Lincoln School and across the Methodist Church property. A Verizon cell tower is installed on the campus atop the All Angels Court building and is supported by a power unit located on adjacent ground.

The parish anticipates that it may be prudent to remove the building now housing All Angels Court, a kitchen, and classrooms in order to have sufficient land area to support a viable development.

#### **Objectives:**

1. Construct the maximum number of mixed-use workforce housing units of appropriate style for the area surrounding St. Michael's.
2. Ensure that the architectural design is compatible with existing structures on campus, e.g. red-tile roofs.
3. Allocate one of the housing units as a Rectory for St. Michael's.
4. Construct additional facilities attached to existing Parish space to provide for a kitchen and classrooms to replace those currently in All Angels Court.
5. Construct a bell tower, with bell, to house the Verizon cell tower in a location acceptable to Verizon and compatible with the planned development,
6. Negotiate a long-term lease with a developer who will construct the housing and additional facilities that will ensure ongoing revenue to support St. Michael's ministries in the minimum amount of \$15,000 per month.
7. Comply with all requirements and policies of the Episcopal Diocese of Los Angeles.
8. Comply with all laws and regulations governing such development that may be in effect in the City of Newport Beach, the County of Orange, and the State of California.
9. Arrange for the relocation of the Verizon cell tower in a manner acceptable to Verizon and that is compatible with the planned development.

## Communications Report

Thanks to Clyde Dodge who got our Christmas banners up and down. As of this writing, approved minutes of past vestry meetings are on the website through October 2023. I have put in a request to Wayne to put November's up. Wayne has also provided the below metrics for 4th quarter 2023, compared to 3rd quarter 2023. Please let me know if you have any questions. Blessings on tonight's proceedings!

### October 1 to December 31, 2023

#### Facebook and Instagram

Facebook reach is up 167.3% (6,600)  
Facebook page visits are up 110.5% (3,124)  
Facebook has 10 new Page likes (358).  
Instagram reach is down 1.6% (363).  
Instagram profile visits are up 50% (42).  
Instagram has 7 fewer followers (206).  
Facebook video performance minutes viewed is up from 1,320 to 4,490.

#### Google Analytics

1,900 Total website users  
1,800 New website users  
Total users minus new users equals 100, so 100 returning users.  
Average engagement is 2 minutes and 20 seconds.  
Home and Latest Posts pages are most viewed.

#### Google Business Profile

828 Business Profile interactions  
3,930 People viewed the Business Profile  
1,102 Searches showed your Business Profile in the search results  
27 Calls made from your Business Profile  
392 Directions (Maps) requests  
408 Website clicks

Top search phrases:

1. saint michael (279)
2. episcopal church (177)
3. st michael (157)
4. church (118)
5. st. michael and all angels episcopal church (corona del mar, ca), pacific view drive, corona del mar, ca (104)

## Stewardship Report

### December 2023 Pledge Income of \$27,734 came in under budget by \$3,276.

This December we collected \$2,533 less than last year. Budget was \$31,000.  
Year to date, we came in ahead of Budget by \$13,104, last year we came in plus \$13,183  
This year we closed the year at 61 Pledge Units.

#### Other Income

Plate Offerings were \$996 for the month, versus a budget of \$340. Donations Non Pledge were \$7,833 versus a budget of \$840. Year to date we are at \$43,231 versus \$10,000 budget. Parish Center Donations were \$11,295, versus \$6,480 Budget. Year to Date \$187,866 Actual versus \$159,780 Budget.

### Summary for December, 2023

Monthly Pledge income was \$2,533 less than last year and \$3,276 less than budget. Plate Offerings and Non Pledge Donations are up. Parish Center were also ahead of budget.

### 2024 Pledges Update

Last year, 2023, we had 61 Pledge Units who pledged \$280,000. So far for 2024 we have 52 of the 61 responding with \$263,035 of Pledges, an average increase of 14.8%. Despite 9 non responding who pledged \$48,700 last year, we have 8 new pledge units for 2024 who are pledging \$53,900. We are net down only 1 pledge units for 2024.

Pledges for 2024 as of 1/7/24	
Renewed (52)	\$263,036
New Pledges (8)	\$53,900
2024 Total (59)	\$316,936

We were able to achieve this increase due to renewing pledges increasing their pledge and several very large new pledges. We now have 8 pledge units over \$10,000, 2 of which are in the range of \$27,500 -30,000 per year.

## Christian Education

### Adult Christian Education

**Sunday Conversation** – We are continuing with the Great Courses series *The History and Archaeology of the Bible*, hosted by Prof. Jean-Pierre Isbouts. We are averaging over 15 attendees per session year-to-date.

**Beth Bianchi** will guest present part 2 of her trip earlier this year to *South Africa* in January or February 2024.

**Men's Group:** The Men's Group is reading Montaillou – Promised Land of Error, by Emmanuel Le Roi Ladurie.

**Inklings** Meets on the third Monday of the month at 10:30am. C.S. Lewis' famed, *"The Lion, the Witch and Wardrobe"* is being read out loud.

**Bible Challenge** The Bible Challenge meets on the third Sunday of the month. The next book is a Lenten Study book called, *"Will You?"* by Amanda Perkins McGriff. This is a Forward Movement Publication.

**Tuesday Night @Mikes** Meets weekly on Tuesday evenings on Zoom. Celebrations of birthdays and beginning the four-part ChurchNext series on *Israel and Palestine*.

**Fr. Shane's Lectionary Study** Tuesdays at 10:00am This is a hybrid event. This study meets in the Davis Library.

**The next Adult Christian Education Committee Meeting** is Sunday, January 14<sup>th</sup>, after Worship.

### Winter Children and Youth Ministries

**Children's Ministry** The Saint Michael's families gathered to participate in the Children's Christmas Pageant on Sunday, December 17<sup>th</sup> at 4:00pm. There were refreshments following in the South Wing. Also, Fr. Christmas Ali Haghjoo with the help of Gail Haghjoo passed out Christmas presents to the children. Each year, the children receive their favorite book from Barnes and Nobles. These books were wrapped and ready to be passed out following the Christmas Pageant. Many thanks to the Haghjoos, Kristy Kiper, Evans Henry, Elizabeth Henry, Brooke Pauley, and Julie Sheffield for all their support. On Sunday, Christmas Eve, there were seven children present. Susan Caldwell taught the lesson.

**Godly Play:** Kristy Kiper, Elizabeth Henry, Marjie Blevins, Skylar Mineshima, Brooke Pauley, Jan Cannan and Julie Sheffield are the Godly Play Team. The donations to the Godly Play curriculum continue to come in. To date, there is \$700 in donations for the Godly Play ministry. The Anne Conover, Godly Play Fund has made this possible. The Godly Play purchases that were made were Godly Play, "Samuel, Adam and Eve, Ruth." Worship WoodWorks, "The Beatitudes, Most Important Commandments, Boy Jesus in the Temple."

### Youth Group

**Youth Group** January 7<sup>th</sup>, the Youth Group gathered in the Conference Room to make sack lunches for the homeless. Their next fun event will be bowling. In December, the Youth Group members met together to discuss the Israel and Palestinian War. The Youth Group had a booth at the Alternative Gift Fair to raise support for Episcopal Relief and Development, the Middle East Crisis Fund. A big thank you to Skylar Mineshima for teaching a lesson about the Israeli and Palestinian Conflict as well as donating 12 crochet scarves for the fundraiser. Eight were sold and the proceeds will go to Episcopal Relief and Development.

On December 12, the Youth Group met at Elizabeth and Evans Henry House for a Christmas Party and boat ride in the Henrys' Duffy. Those in attendance, Fr. Shane, Evans Henry, Krista Arellano, Massimo and Julian Arellano, Skylar Mineshima, Zuri and Amari Agren, Xander Annerl, Coleman and Fiona Hobson and Susan Caldwell.

## Canterbury Irvine/Community Table

**UCI Winter Involvement Fair**, Canterbury UCI/Community Table will be participating in the UCI Winter Involvement Fair in Aldrich Park alongside other college ministries. For more information and to visit this booth, please contact Susan Caldwell, Director of Christian Education, [scaldwell@stmikescdm.org](mailto:scaldwell@stmikescdm.org).

**Upcoming fundraiser model** is for Canterbury UCI to rotate through all the Episcopal churches in the Deanery Ten. This way, the UCI Community Student Leaders can meet the Episcopal Community and the Episcopal Community can see firsthand how well Canterbury UCI/Community Table is thriving.