

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
20.February.2024. 5.30 pm

Present

The Rev. Shane Scott-Hamblen	James Headley
Sue Ahearn	James Mead
Susan Brown	Communications - Brooke Pauley
Evangelism - Clyde Dodge	Mark Peterson
Jill Draffin	Jr. Warden - Julie Sheffield
Cathy Dunlap	Treasurer – Stacie Tibbetts

Absent

Clerk – Colette Spence

Attended via Zoom

Louise Stover (for Gordon Preschool and Kidder Mathews Discussions)

1. Opening Prayer read by Shane+, opening the meeting at 5:30pm
2. Housekeeping Discussion for New Vestry Members
 - 2.1 Fr. Shane has a list of Vestry Customs. These were discussed and will be sent out after the meeting.
 - 2.2 Brooke explained that Breeze is where the parish directory is. She will help set up access for anyone who needs it.
 - 2.3 Fr Shane noted that this is a year of major decisions. We need to model Christianity. His door is always open.
 - 2.4 Brooke stated that as Vestry members it matters that you show up to services and events. People notice.
3. Matters of General Consent
 - 3.1. **Motion:** Acceptance of the January 2024 Vestry Meeting Minutes. Brooke moved. Clyde seconded. Motion passed.
4. Reports
 - 4.1. Rector's Report - Shane Scott-Hamblen
 - 4.1.1. Parochial Report is due March 1. This report is done every year by every parish. There is a section of questions that need to be completed. Fr. Shane has sent them to Clyde for his assistance.
 - 4.1.2. Organ Refurbishment: No update yet. The console is being worked on.

- 4.1.3. The pipes are still here – there are 3 sets really. It is the digital portion that is being fixed. There will be a renovation of space to improve the amount of sound generated. This will include a facade to cover the required holes in the walls.
- 4.1.4. Easter – The Mozart Mass. The orchestra will provide the main music, but there is hope that the organ will be back.
- 4.1.5. Triduum – Please try to attend these services if possible. They will be Thursday at 7pm, Friday at noon, and Saturday at 7 pm. There will be open baptism at the Vigil on Saturday.
- 4.1.6. For Buildings and Grounds – Parry has recommended a new landscaper that is less expensive. They will start in March. All the relevant parties have been notified.
- 4.1.7. Vestry Retreat – this will be a half day event – 9 am to 1pm. It will be on March 2. All Vestry positions will be up for choosing. Each person can change roles every year if they wish. Each “seat” can be the Chair of a commission or the liaison to the commission. Decisions will also be made about what positions are needed on the vestry. Retreat will also discuss a possible advisory committee and a building committee.
- 4.1.8. Building Project – long term project. Committee needs to be set up to determine strategy and execution. Fr. Shane has approached Harbor Day about partnering with us.

5. Treasurer’s Report – Stacie Tibbetts

- 5.1. In the discussion of the Financials, questions arose about keeping stock donations and/or real property. Canon Law requires the sale of donations.
- 5.2. There was a question about the pledge numbers in January, which were under budget. Stacie explained that it was a timing issue that should be reflected in higher numbers in February.
- 5.3. Finance commission suggests considering putting some of the money from Vestry Designated funds into CDs on a rolling maturity basis.
- 5.4. January financials:

	Jan-24	Dec-23	Jan-23
Liquid Cash Assets on Hand:	\$ 724,745	\$ 733,192	\$ 796,116
Subtotal of Vestry Designated Funds:	\$ 443,613	\$ 479,864	\$ 480,182
Subtotal of Donor Restricted Funds:	\$ 144,861	\$ 186,522	\$ 84,051
Vestry Designated/Restricted Funds:	\$ 588,475	\$ 666,386	\$ 564,233
Spendable Cash:	\$ 136,270	\$ 66,805	\$ 231,883
(liquid cash assets less designated funds)			
2023 Income as budgeted:	\$ (102,813)	\$ (149,373)	\$ (149,373)
Income (Over Budget):	\$ (10,338)	\$ 86,528	\$ 61,7671
Expenses (Under Budget):	\$ 2,565	\$ 1,582	\$ 11,203

- 7.2.3. Let Wayne know if there is something you want the parish to know.
- 7.2.4. The idea of a parish survey was raised.
- 7.3 Evangelism – Clyde Dodge
 - 7.3.1 He is one-third of the way through the second offering of the course on Embracing Evangelism. There is one student in the class.
- 7.4 Fellowship
 - 7.4.1 It was a great Shrove Tuesday gathering.
 - 7.4.2 Soup Suppers start tomorrow.
- 7.5 Mission
 - 7.5.1 \$397 was raised in the Souper Bowl at the Annual Meeting. The money is being sent to UNICEF.
- 7.6 Junior Warden – Julie Sheffield, see report
 - 7.6.1 Logistics question about the Lenten Supper on 2/28.
 - 7.6.2 Request that we sometimes list the choir members in the bulletin.
 - 7.6.3 Issue of the choir (childrens’) – those involved need to complete the Safe Church training. If it is a girls’ choir, a woman should be involved. Expressed concern about not including boys.
 - 7.6.4 Suggests that we do reconsider the budget line items again, per Mr. Schroeder’s concerns.
 - 7.6.5 Encourage people to give via the QR codes. Think of how to encourage them (remind them of miles or points)
 - 7.6.6 Godly play is continuing and doing well. The youth activities are going well too. They are a bonded group. Anne’s tile has been installed in the garden.
 - 7.6.7 Discussed the 9-11 Blood Drive for the Red Cross. It is on the calendar for September and falls on a Wednesday this year. She would like help with the event.
 - 7.6.8 Reminder that the new members of Vestry need to take the Safe Church training.
- 7.7 Stewardship – see report
- 8. Other Parish Business
 - 8.1. Customary/Rate Schedule
 - 8.1.1. As mentioned, Fr. Shane and Maile are working on a customary/update of rates for rental of space. Fr. Shane is proposing a complex arrangement of rates. Stacie will send the most recent draft to the Vestry members. It is currently being reviewed by the finance commission. A finalized version should be in place if/when we engage Kidder Mathews as a broker for us.
 - 8.2. **Motion:** Mark Peterson proposed that we direct Chase (our bank) to require the presence of a signatory before a wire can be sent from our accounts. Julie seconded.
 - 8.2.1. There was discussion and a suggestion that we get the bank’s document of best practices.

8.2.2. The motion was amended to have the bank call an account signer to verify the request. The amended motion passed.

8.3 **Inter-Meeting Motion Approved:** Motion to authorize expenditures of up to \$5,000 to correct and resolve the 20A circuit breaker that keeps tripping because of the garden wiring that's 110v. Replace all 110v with 12v wiring. Ensure all switches and wiring meet safety standards. To be paid out of Deferred Maintenance.

9. Adjournment & The Closing Prayer (said by all)

Meeting ended at 8:00 PM

February 2024 Member Reports

Junior Warden

- LENTEN supper next Week!
- Publish names of choir members in bulletin
- girls choir/ options
- review some items of the approved budget (re: Mr. Schroder's insistence on lack of sensible budget at the annual meet)
- Encourage parishioners to give via the QR codes -(subtle messaging...mileage, points...)
- Remind parishioners they can give through Amazon (Episcopal Relief and Development ...)
- Godly Play / Anne's tile is installed
- 9/11 Blood Drive officially on the calendar
- Is everyone "new" doing the Safe Church units?

Stewardship Report through January 31, 2024

January 2024 Pledge Income of \$34,032.33 came in under budget by \$21,392.67. There remains an unreconciled difference between the Pledge Report and the Income Statement \$34,718-\$34,032 = \$706.

Below is a history this and the prior two years. This year we had some large pledge payments already in February, 2024 of \$35,891.36, so this analysis is probably not indicative of the year ahead. We need to have another month or two to have comparable year to date numbers. There is no consistency between pledges received early in December and this year delayed until February.

	2022	2023	2024
Pledges Received in December for next Year	\$28,000.00	\$43,000.00	\$19,169.91
January Pledge Income	\$17,342.82	\$57,856.17	\$15,548.28
Total	\$45,342.82	\$100,856.17	\$34,718.19
January Budget	\$22,500.00	\$53,000.00	\$55,425.00
Over -(Under) Budget	\$22,842.82	\$47,856.17	-\$20,706.81

We also just received two additional pledges for 2024 for \$6,800 and a correction to an existing pledge, which increases our 2024 Pledge Total to \$329,330. This is a 17.6% increase from the prior year and we now have 64 pledge units, up 3 from last year. This is the first increase in pledge units in the last 4 years.

Other Income

Plate Offerings were \$750 for the month, versus a budget of \$500.

Donations Non-Pledge were \$11,631 versus a budget of \$1,660. Year to date we are over halfway to the \$20,000 budget.

Parish Center Donations were \$4,6550, versus \$6,670 Budget.

Summary for December, 2023

Monthly Pledge income was \$66,138 less than last year and \$20,707 less than budget.

This is not comparable to the prior two years as each year is unique with pledges received early in December, some in January and some entire year payments in February this year.

Plate Offerings and Non Pledge Donations are up.

Parish Center were slightly under budget.

Signing off as your Stewardship Chair with my blessing to the new Vestry. To whomever follows me, I will gladly share my spreadsheets and knowledge.

Keith Lumpkin