

**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**

**11.December.2024. 5:00 pm**

**Present**

The Rev. Shane Scott-Hamblen	Treasurer – Stacie Tibbetts
Senior Warden – Mark Peterson	Junior Warden – Julie Sheffield
Clerk/Hospitality – Colette Spence	Finance/Stewardship - Sue Ahearn
Finance/Stewardship - Cathay Dunlap	Mission - Clyde Dodge
Building Project/Real Estate – Jill Draffin	Education- Brooke Pauley
Membership/Growth/Diversity – Jim Headley	Building & Grounds - Open

**Apologies**

Communication/Advertise - Susan Brown  
Building Project/Real Estate - James Meade

1. Opening Prayer read by Stacie, opening the meeting at 5:0 pm.
2. Minutes from the November 2024 Meeting were presented.

**Motion:** Brooke moves to accept the November 2024 minutes as they are written. Jill seconded the motion. Motion passed.

3. Reports

3.1 Rector's Report - Shane +

- **Statue:** The new statue of St, Michael has arrived. It is currently in the chapel but this is not necessarily its permanent home. We are waiting for the donor's assessment.
- **Lighting:** The new lighting for the Christmas Eve service is coming along slowly. We are hoping to have it done by then. It is tough getting the lights up the three palm trees in the parking lot. Mr. Fitch is working on it. The lighting for the stained glass is here and waiting to be installed.
- **Organ:** There are some troubles with the organ after the repairs. Shane + let them know he is not happy that there are issues. The inauguration of the organ will be on January 25th.
- **Vestry Nominations:** We need five replacement candidates. We have two possible candidates already.

### 3.2 Treasurer's Report- Stacie Tibbetts November Financial Report sent via Email

- **Gas Line Repair:** The Finance Committee recommends that the Vestry approve moving ahead with the repair of the gas line so we don't lose our tenants or parishioners. We could use the deferred Maintenance Fund to pay for repairs. The estimated cost for repair is \$34,500. We need a formal bid.

**Motion:** Stacie made a motion to move forward with gas line repairs up to the cost of \$39,000 utilizing funds from the Deferred Maintenance Fund. Mark seconded the motion. Motion passed.

- Stacie asked if there were any questions or concerns about the 11/2024 financials. Julie asked about Rogers Gardens. She was concerned we were losing their income. We are not losing them.
- **Organ Situation:** The Church Keyboard Company wants to get paid for their work on the digital system of the organ. Shane + said to go ahead and pay them. We will not pay O'Neal for the pipe portion as we are having issues with the pipes.
- **2025 Budgets:** We talked about changes to the proposed budget. We could possibly cut the Youth Ministry budget in half and make up the money from Donor Designated funds.
- **Louise's Bullet Points:** Mark passed out some points that Louise wanted us to consider when making decisions about cuts.

**Motion:** Mark made a motion to eliminate the Christian Education position. We will give notice on January 2nd, 2025, with the last day to be January 16, 2025. In addition, in exchange for a separation agreement which would include a mutual nondisparagement agreement and provide the equivalent of pay and health insurance in a lump sum from January 17, 2025, through March 31, 2025. Jill seconded the motion. Motion passed.

**Motion:** Colette made a motion to accept the November Treasurer's Report. Sue seconded the motion. Motion passed.

### 3.3 Senior Warden Report- Mark Peterson

- Jill's Building Project Report has a lot of information, including concerns of the gas line and extended lease for school tenants.
- **Lease Renewals:** It was asked if it might be time to talk about lease renewals with the schools currently leasing space. Shane + would like to have a meeting with the schools to feel things out. It was decided that there would be a renewal conversation first then other conversations can follow.

- Mark suggested we read Louise’s bullet points again for a positive spin on budget decisions.
- 3.4 Junior Warden Report- Julie Sheffield - had nothing to share.
- 3.5 Building Project/ Real Estate Report – Jill Draffin
- In the draft of the proposal to the Diocese, we would like to ask for a chunk of money up front for deferred maintenance. We need to think about what money we need for critical needs and program needs.
  - Kidder Matthews: The Kidder Matthews agreement has expired. Jill thinks we hold off on renewing. Wait for the renewal talks with schools.
- 3.6 Communication – Susan Brown- see email from Susan
- Banners: Pucini banner behind the church needs to come down and the Poppy Banner out front as well. SHANE + will take them down.
  - Electronic Sign: Discussion deferred to future
  - Susan needs help.
- 3.8 Education - Brooke Pauley
- Brooke pointed out that the next couple of months will be incredibly difficult with the upcoming changes.
  - Brooke will stay to help with the change.
- 3.9 Growth and Membership - Jim Headley- reviewed his emailed report
- Parish Development Committee: The group has created a time table they hope to get through (see report).
  - Define: “Who we are” and “What we stand for” Our rector is the backbone of our growth. No parish is strong without a strong rector.
  - Who are our members? The committee is working to identify who they are.
- 3.10 Hospitality - Colette Spence (nothing to report)
- Shane + asked for a small spread to be put together after the Christmas Eve service. We will have champagne, quiches, and cookies.
- 3.11 Outreach/Mission - Clyde Dodge
- Clyde provided a breakdown of the Alternative Gift Fair sales. He explained what KIVA was and what it does by providing micro-loans.

3.12 Stewardship - Cathay Dunlap & Sue Aherns- report emailed

- Pledges: There are 51 pledges to date. Pledges come to \$281,000. The goal was \$328,000. there is a \$20,000 short fall. There are still 4 parishioners who might still pledge for the next year.
- 2024 Pledges: The 2024 pledges are \$58,000 behind. Two parishioners have passed (\$10,000). There is one pledge we still hope to get. They usually pay at the last minute. We are 9.6% under budget.
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4. Other Business- There was no other business

Closing Prayer said by all. Meeting ended at 7:23pm