

# **The Episcopal Parish Church of Saint Michael & All Angels**

3233 Pacific View Drive  
Corona del Mar, CA 92625

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

## **Minutes of the Vestry Meeting (revised) Feb. 12, 2025**

### **MEMBERS PRESENT**

The Rev'd Dr. Shane Scott-Hamblen  
Clerk (interim) – Susan Brown  
Jamie Mead  
Cathy Dunlap  
Steve Gribben  
Tom Nicholson

Senior Warden – Mark Peterson  
Junior Warden – Jill Draffin  
Jim Headley  
Elizabeth Henry  
Pat Albers  
Ali Haghjoo

Absent: Brian Robinson

1. Opening
  - 1.1. Prayer by Shane Scott-Hamblen opened the meeting at 5:00 p.m.
  - 1.2. Minutes were tabled until the end of the meeting to allow members to read them.
2. Rector's report
  - 2.1 Welcome to the new Vestry members
  - 2.2 Customary rules of the Vestry
    - 2.2.1 Members should inform the Rector if they will miss a meeting.
    - 2.2.2 If the rector invokes confidentiality, it must be absolute.
    - 2.2.3 The Vestry follows Robert's Rules of Order
    - 2.2.4 Votes are recorded as passed or not passed, with no names, numbers, or abstentions.
    - 2.2.5 Vestry members are asked to speak up in the meetings rather than outside of them.
    - 2.2.6 Vestry members are asked to attend liturgies and other parish events.
    - 2.2.7 Vestry meetings are not the time for committee work. Unfinished work will be sent back to committees.
    - 2.2.8 Vestry meetings are slotted for 1.5 hours; otherwise, a second meeting needs to be organized.
    - 2.2.9 Written reports are optional.
    - 2.2.10 All meetings and minutes are public unless confidentiality is invoked.

2.3 Bishop search. The search for a new bishop may not be finished by the annual convention, as planned; however, canon law requires the bishop to retire at age 72.

2.4 Parochial report. The annual report on the parish finances, attendance, and demographics is ready to be signed by the officers.

2.5 Security. Shane Scott-Hamblen has installed a Ring security camera outside the sanctuary. It is tied to his personal security system.

2.6 Visitation. The Episcopal visitation is postponed by a week. Every two years, a bishop is required to visit a parish, inspect the books and campus, and meet with the Vestry. In our case, the visitor will be a retired bishop from Montana.

2.7 The Vestry will continue meeting at 5 p.m. on the second Wednesday of the month, except during Lent. The next two meetings will be on Tuesdays, March 11 and April 8.

2.8 Treasurer. Stacie Tibbetts is willing to stay on as treasurer for another year so long as a new Vestry member agrees to be her assistant and take over. Pat Albers accepts that role.

2.9 New Vestry roles. Brian Robinson is assigned to Buildings and Grounds. Steve Gribben agrees to be clerk and will also serve on the real-estate commission. Tom Nicholson also will join the real-estate commission. With four many members (Tom, Jamie, Jill, and Steve), the real-estate commission will take on the added duties of long-term planning for the parish hall. Ali Haghjoo will take on mission and outreach. Elizabeth Henry will take over the hospitality commission. Ali and Elizabeth will share the Christian education commission. Mark Peterson says the former role of ombudsman can be subsumed within his duties as senior warden. Jim Headley remains with growth and membership, Cathy Dunlap with stewardship, and Susan Brown with communications.

2.10 The January minutes pass as revised. Mark Peterson moves, and Jill Draffin seconds the motion.

2.11 Shane announces the formation of a new decoration committee consisting of Lynn Headley, Juliet Tibma, Melinda Rader, and Cathy Dunlap. They have turned Susan Caldwell's former office into a meeting room.

3. The treasurer's report is tabled until next month.

4. Senior warden's report

4.1. Signing authorization. Mark Peterson moves that he be authorized to sign letters to the city of Newport Beach on behalf of the parish. Tom Nicholson seconds the motion. It passes.

4.2. Solar panels. Verizon has repeatedly approached us about installing solar panels. Given our plans for redevelopment, Verizon has agreed to put that request on indefinite hold.

4.3. Vestry retreat. The retreat will be held March 8 from 9 a.m. to 2 p.m. at Elizabeth Henry's house in Huntington Beach. New Vestry members will be installed at that time.

4.4. Reference letter. A reference letter for Susan Caldwell has been prepared.

- 4.5. Lenten suppers. Louise Stover is organizing the Lenten suppers and assigned the Vestry the date of March 26 to bring food. Jill and Mark agree to bring soup. Elizabeth agrees to provide salad, and Jim will bring a dessert.
5. Junior Warden's report
  - 5.1. Schools. Jill reported on the two school licenses and discussed possible changes and next steps.
  - 5.2. Listing agent. Given these uncertainties, we may want to renew our one-year agreement with Kidder, the listing agent.
  - 5.3. Utilities and appliances. Heat and hot water are on. Jill will get a proposal to fix the stove and refrigerator.
  - 5.4. Campus on social media. Jill would like our website to feature more photographs of our Church, garden, Michael's Room and the gym. She will send Wayne language to add about community use of our facilities.
  - 5.5. Parking lot. Jill will follow up on the need for striping the parking lot.
6. Real estate
  - 6.1 Meeting with diocese. The committee plans to meet with the bishop and other diocesan officials next month and is preparing its documentation.
  - 6.2 Configuration of building project. Tom is looking at these options.
7. Communications
  - 7.1 Website. The new website is up but needs tweaking overall and far more pictures.
  - 7.2 Banners. Single banners are planned for more six events this year. A choir concert tentatively scheduled for June 29 could be added.
8. Growth and membership
  - 8.1. Field trip. Jim Headley plans to visit All Saints in Pasadena to get ideas for how they promote their parish.
  - 8.2. Development committee. The committee hopes to have a plan ready for the next Vestry meeting and seeks a summary of activities by various commissions.
  - 8.3. Newcomer folders. The newcomer folders have all been taken, and more are needed.
  - 8.4. Parish directory. We would like to print out a membership directory, but many parishioners have not uploaded photos onto Breeze. Shane suggests another after-church photo session.
9. Mission and outreach. Ali will follow up with Clyde Dodge to ensure continuity.
10. Stewardship. January income is ahead for the year. One more pledge has come in.
11. The meeting adjourns with a grace at 7:12 p.m.