

The Episcopal Parish Church of Saint Michael & All Angels

3233 Pacific View Drive
Corona del Mar, CA 92625

DRAFT

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

Minutes of the Vestry Meeting May 14, 2025

MEMBERS PRESENT

The Rev'd Dr. Shane Scott-Hamblen
Clerk – Steve Gribben
Brian Robinson
Cathy Dunlap
Susan Brown
Tom Nicholson
Senior Warden -- Mark Peterson

Junior Warden – Jill Draffin
Ali Haghjoo
Elizabeth Henry
Pat Albers
Jim Headley
Jamie Mead

1. Opening

1.1. Prayer by Shane Scott-Hamblen opened the meeting at 5:00 p.m.

1.2. April 2015 Vestry Minutes approved by unanimous vote.

2. Rector's Report

2.1. **Triduum.** Father Shane gave thanks for Triduum participation

2.2. **Locking of the Church.** Jamie offered to lock church as needed, when called upon by Father Shane.

2.3. **Bishop Search.** Father Shane, who sits on the Bishop search committee, reported that the Diocese initial plan to have one year of the new Bishop shadowing the former Bishop is now for a much shorter shadowing plan.

2.4. **Events.** Children's Choir was a little bit of a loss. The church spent \$600 and made \$400. But we did bring in some attendees who were new to the church.

2.5. **Marketing.**

2.5.1. Father Shane stated that he is worried that we won't be able to get a crowd to show for concert in July. Tom proposed promoting on NextDoor.

2.5.2. Father Shane brought up promotion for Burton's upcoming event. Burton was long-time parishioner and choir-master. Father Shane noted that Burton's wishes were to have Evensong, which would require paid singers. There was a discussion about funding that, possibly from Friends of Music.

2.5.3. Susan stated that we need to use any event we have to promote for future events. So we need to have the best possible musicians.

2.6.Music Budget. Father Shane would like to have a second bass. In that event, we would have five paid musicians instead of four. Lucas has made a proposal to the church to add Matthew Cook, who is also an organist. The Vestry determined that Lucas' proposal needs further clarity. Therefore, the decision to add a second bass, possibly Matthew Cook, was tabled until further review. Lucas is to be requested to refine his proposal in writing, which the Vestry agreed to review via email and approve or deny prior to the next meeting.

3. Real Estate

3.1.Submission to the Diocese of Conceptual Development Proposal. On May 7th, Mark made an email motion to the Vestry to submit a request to the Diocese for support of a Conceptual Development Proposal. Jill seconded the motion. The Vestry approved this motion. The Real Estate Committee thereafter finalized the proposal and sent it in. Reverend Stanton then asked Jamie to prepare a proposed Memorandum of Understanding so that, if approved by the Corporation and Standing Committee, we would have Diocesan support of our project and not have to go back repeatedly for further approvals. Jill said that the Corporation and Standing Committee will meet in May to vote.

3.2.Updated and Development Strategy.

3.2.1. Tom stated that we have not heard back from the school district on the easement request.

He said he doesn't know if it makes sense to wait on the district, given the timeline we are now on with the city and church's financial needs. So he asked our architect to prepare another plan, with no added height and no added easement. The architect thereafter prepared as slightly smaller project with 76 units. A design scheme for this project was passed out to the Vestry. Tom stated that this design could be compliant with the city's zoning plan without any special requests. Tom further stated that by September we need to have a more detailed submittal, inclusive of certain environmental and civil engineering reports in order to continue moving forward with the city permitting process.

3.2.2. Tom stated that he wants to wait until we get feedback from the architect as to anticipated costs for the next phase of submittals before he makes a specific budget request to the Vestry.

3.2.3. Mark stated that we are over budget for the year as of now for the real estate committee. The original budget was \$25,000.

3.2.4. Tom stated that we are going to have to address a large budget request in June to prepare for September.

4. Assistant Treasurer

4.1.Real Estate. Pat noted that the Real Estate project is overbudget.

4.2.Choir. Pat noted that we are overbudget on choir by \$3,000, and guest instrumentalists by another \$3,000. She stated that we are going to have to use our Friends of Music funds to make up the difference.

4.3.St. Michael's Day. Lucas has given a budget of \$2,800 for St. Michael's day.

4.4.Music Program Promotion. Pat stated that we know we have to spend more money to promote the music program. We need good singers and instrumentalist. We cannot dip into our regular budget though.

4.4.1. Father Shane discussed that Lucas and other musicians are paid by the Church paying USC and USC paying them.

5. Senior Warden

5.1.Classification of Father Shane's Pay. In January 2024, a motion was made to characterize \$3,900 / month of Father Shane's salary as housing, which makes it untaxed. The same motion is now made to extend the above.

5.2.Motion: Whereas the Reverend Shane Scott-Hamblin is employed as a minister of the Gospel by St. Michael and All Angles Episcopal Church, Corona del Mar, CA. which does not provide a residence for him, the Vestry resolves that of his total compensation, (salary, housing allowance and Social Security allowance) to be paid to the Reverend Shane Scott-Hamblin during 2025, that \$46,800 be designate 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. Mark moved. Jamie seconded. Motion passed.

6. Junior Warden

6.1.Schools – OC Academy. Jill stated that we received the May rent from OC Academy (\$11,500). We only have 1 more month with them. They didn't make any improvements to the property.

6.2.Schools – Preschool. Jill stated that the preschool is staying until next summer.

6.3.Facilities - BBQ. Jill questioned whether we should just accept that we do not have a functioning outside bbq. SoCal gas said that the pipes are too corroded and have to be replaced. Mark suggested that we wait until we remodel the property in the future to deal with this.

6.4.Gym Use. Jill questioned whether we should increase the hourly rental cost of our gym. A motion was made to increase the fee from \$30 to \$45 as of July 1. For people not paying by the hour, we will raise proportionately. Jill is to have discretion to slide the effective date out for hardship caused by short notice. Jill made the motion. Jamie seconded. Motion passed.

7. Building and Grounds

7.1.Nothing new to report.

8. Communications

8.1.Marketing Materials. Susan stated that, thanks to Jim Headly, we had brochures to pass out at Children's Choir event. She also stated that we have an advertisement prepared for the Baroque Music festival, and a banner for Evensong, and a banner for the subsequent Church Choral Concert / Works by John Rutter and others).

8.2.Sign. Susan questioned whether we are going to want to replace the St Michael's Sign. Jim said he thinks we need an electric sign. Father Shane also said we are spending more and more on banners. Jim agreed to look into it. Brian offered to help Jim with hospital resources to get a signed designed.

9. Education

9.1. Children's Education. Elizabeth stated that Brooke may not be with us next Fall, so we really need teachers. We also need door-keepers to sit quietly while the children learn. Elizabeth also noted that we are working on a Summer Program that does not include Godly Play.

9.2.Adult Education.

9.2.1. Ali noted that some people asked not to share personal anecdotes during Lent events.

9.2.2. Ali stated that Kim Montgomery mentioned that, after the current session, he does not want to do the Sunday Conversations any longer. The current session ends in mid

June. Perhaps he wants to stay involved and just hasn't been supported enough. Ali, Elizabeth Henry, and Brooke Pauly will meet with Kim and discuss possible ways to keep the program alive.

9.2.3. Ali mentioned that Tuesday Nights at Mike's with Beth Bianchi is going strong and they are deciding what book to read next.

10. Growth and Membership

10.1. Proforma Marketing Plan. Jim stated that he has created a proforma marketing plan. He also noted that the late Norris Battin created a communication plan, which goes with the marketing plan.

10.2. Jim stated that he reached out to Mark James, a marketing expert who has worked with churches.

11. Hospitality

11.1. Pentecost. Elizabeth stated that for Pentecost there will be a potluck signup with a "red hot" theme. Sangria, Doritos, Pinwheels and other fun red items will be included.

11.2. Summer Social. Elizabeth said she is looking for ideas for the summer social. Canne Film Festival concept was one idea, but may be too difficult to screen given the late daylight.

12. Mission Outreach.

12.1. SOS Donation. Ali stated that we concluded the fundraiser this past Sunday for SOS. We collected \$687, which exceeded the \$500 goal.

12.2. Parrish Directory: Ali stated that he received 99% of the pictures we are going to get. He said: We have a version with just a picture and a name. Then we have a version that is names

and contact info (We have two versions of this – one sorted by individual and one sorted by families.)

12.3. **Tiajuana Project.** Father Shane noted that there are people trapped in Tiajuana that cannot come across the boarder to the US or go back to their home country. Should we go to support these people? The Dioceses is trying to help as well. Father Shane stated that we need something to draw us out of ourselves.

13. **Stewardship.** Cathy stated that we are 51% ahead of where we thought we would be at this time of year as far as pledges and special donations.

14. **Other business.** A request for Wayne to train some of the members on Google Drive was made.

15. The next meeting was set for June 11 at 5pm and the current meeting was adjourned.