

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 July 22, 2025

MEMBERS PRESENT

The Rev'd Dr. Shane Scott-Hamblen

Clerk – Steve Gribben

Mark Peterson

Cathy Dunlap

Susan Brown (via iPad)

Tom Nicholson

Jim Headley

Junior Warden – Jill Draffin

Ali Haghjoo

Elizabeth Henry

Pat Albers

MEMBERS ABSENT

Brian Robinson

Jamie Mead

1. Opening

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

1.2. June 2025 Vestry Minutes approved by unanimous vote.

2. Rector's Report

2.1. **Bishop Search.** Father Shane noted that interviews have started for the Bishop search.

2.2. Events.

2.2.1. Father Shane noted that most of the attendees at recent events have been parishioners. He stated that we need to continue to find new ways to get the word out about church concerts and other events.

2.2.2. Father Shane suggested that we should invite Seashore Academy to the church's upcoming children's event.

2.3. Review of Choir Pay Policies. Father Shane conferenced Lucas into the Vestry meeting.

2.3.1. Lucas noted that he is receiving money from St. Michael's as a scholarship. He is then using his personal funds from this scholarship to pay some of our supporting musicians.

2.3.2. Ali noted that we have to document that we are paying a scholarship for Lucas and not paying USC.

2.3.3. Tom suggested having a music scholarship budget for record-keeping purposes.

3. Assistant Treasurer.

3.1.Receipt of Funds. Pat stated that the church has received two new injections of money: (1) a generous bequest from Norris Batten, and (2) a check from the IRS for COVID-related relief.

3.2.Real Estate Project Budget. Pat stated that the real estate project is over budget, and the finance committee has been discussing how to manage the overages.

3.3.Audit Report Follow-Up. Pat stated that we need to address some issues from our audit report.

First, the auditor suggested that we should be more diligent about putting a budget together for musical events ahead of time. Second, the auditor suggested that the vestry should approve recurring bills, both autopay and by check. Third, the auditor suggested that the church should have two signatures on checks over a certain amount, with the vestry to determine the limit.

Finally, the auditor suggested that we take an inventory of church assets every five years. As we receive large or expensive items as donations, they should be added to the inventory.

3.4.Motion Regarding Check Signatures. Jill made a motion to require two signatures for checks of \$1,500 and above, unless they are recurring charges. The motion was seconded by Mark and thereafter approved by unanimous vote.

4. Senior Warden Report. No report given at this meeting.

5. Junior Warden Report.

- 5.1. **Tree Trimming.** Jill asked whether we want to trim the coral tree. The vestry decided to table this item until Brian or Jill gets more information.
- 5.2. **Leasing Sign.** The vestry agreed to remove the leasing sign at the front of the property, now that the Seashore lease is in place.

6. **Real Estate Project.**

- 6.1. **General Update.** Tom noted that he has been having meetings with city staff on the church's behalf. He said that the city is still supportive of the project and that the state is putting pressure on the city to build affordable housing. Tom reaffirmed that the church's site meets a lot of the state's criteria. Tom noted that we will likely need a soils report, a water plan management report, and landscape design, among other things, as part of our next submission to the city. He also said that we have the option to submit with an incomplete package, if necessary.
- 6.2. **Request for Report.** Jim Headley requested, and Tom agreed to have the real estate committee provide a written report on the status of the real estate project.
- 6.3. **Contemplated 4th Story.** Tom noted that the initial building plans will include a 4th story that can be easily removed if not approved by the city.
- 6.4. **Senior Housing Element.** Tom stated that the primary reason for designing for senior housing is to have a lower parking requirement.
- 6.5. **Funding of Entitlements.** The vestry discussed various ways to pay for the next round of real estate expenses, likely to total close to \$150,000.
 - 6.5.1. **Motion.** Mark moved to pay real estate expenses with IRS funds first, Blessings Fund second, Rectory funds third, and Batten funds fourth. The motion was seconded and approved with one dissenting vote.
 - 6.5.1.1. **Dissenting Vote.** Susan said she did not want to vote to pay for entitlement expenditures when we don't know how we are going to pay for the project in total. Susan stated that current financial projections for the real estate project suggest that it will have a hard time cashflowing. She stated that she has not been convinced that the project is a good idea. She wants to be convinced that the project will benefit the parish in the long run.
 - 6.5.1.2. **Summarized Financial Analysis.** The vestry determined that a new summary of the financial projections for the project should be created.

7. **Jim Headly / Growth and Membership.**

7.1. **Marketing Plan.** Jim noted that we need to figure out our action plan going forward. He also said that we need to answer certain fundamental questions before we attempt to execute that plan.

7.1.1. Mark suggested that we read Jim's marketing plan so that we can vote on it in the next vestry meeting.

7.1.2. **Electric Sign.** Jim noted that he is looking into an electric sign with the help of Brian.

8. **Building and Grounds.** No report today.

9. **Communications.** Susan reported that there is a new brochure available for visitors to the church. Father Shane noted that we should have something additional to hand out that talks about the future of the church.

10. **Education.** Elizabeth noted that Summer with the Saints is going well. She also noted that she is grateful for the help from the summer substitutes.

11. **Hospitality.** Elizabeth stated that she is getting ready for the patronal festival. She is thinking of making it have a Renaissance fair feel, but a truncated version.

12. **Stewardship.** Cathy said that she continues to feel on track with pledge income. A lot of larger pledges tend to come at the end of the year.

No other business.

The meeting was adjourned.