

# 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 November 12, 2025

### MEMBERS PRESENT

The Rev'd Dr. Shane Scott-Hamblen  
Clerk – Steve Gribben  
Mark Peterson  
Cathy Dunlap  
Susan Brown  
Jim Headley  
Jamie Mead

Jill Draffin  
Ali Haghjoo  
Pat Albers  
Elizabeth Henry

### MEMBERS ABSENT

Brian Robinson  
Tom Nicholson

## 1. Opening

- 1.1 Prayer by Shane Scott-Hamblen opened the meeting at 5:00 p.m.
- 1.2 Septmeber 2025 Vestry Minutes approved by unanimous vote with Father Shane's typo corrections.

## 2. Rector's Report

- 2.1 **New Bishop.** Father Shane noted that Antonio Guillardo has been elected.
- 2.2 **Girl's Choir.** Father Shane noted that he has been continuing the process of putting the girl's choir together. He presented a report from Ruth Cobb covering feedback on the concept.
- 2.3 **Organ Bid Review.** A bid to provide two matching façades over the pipe organ was reviewed. No decision was made on how to proceed. Further clarification of the bid scope was requested by the Vestry.
  - 2.3.1 **Motion Regarding Organ.** A motion was made to release \$22,000 for the refurbishment of the organ against the bid discussed, so long as scope of work is futher defined. Three people abstained. The remainder voted in favor.

**2.4 Discretionary Fund.** Father Shane requested that there be a budget item allocated for the Rector's Discretionary Fund to help meet community donation requests. This will be reviewed further at subcommittee level.

**2.5 Events.** Father Shane noted all upcoming events: December 7, Alt. Gift Fai; December 14 Advent Lessons and Carols; Christmas Eve at 5:00 pm. Father Shane to be out the Sunday after Thanksgiving.

**3. Real Estate Project.** Jamie and Mark reported that the Bishop signed a Memorandum of Understanding with St. Michael's that defines how proceeds could be split in the event of a sale of a portion of the St. Michael's property, among other terms. Jaime and Mark reported that we are now in the process of getting tax advice on our contemplated arrangement with Kighthall.

#### **4. Assistant Treasurer's Report**

**4.1 General Review of Financials.** No unexpected expenses to report.

4.1.1 Would like to review office and utility expense budget. It seems we are constantly over in these categories. Jamie offered printing support if needed.

4.1.2 Lucas is asking for another section leader.

4.1.3 Lucas is also asking for the choir to sing 45 Sundays. This is more than in the past. Some of the people who are not getting paid would like to have more time off.

#### **5. Junior Warden Report (Report attached)**

**5.1 Fire Alarm Inspections.** Jill reported that she obtained a new bid for fire inspection services. The bid was provided by Cintas and was much less than our prior service provider, Johnson Controls. Jill moved to accept the Cintas bid for fire and sprinkler system inspections in place of Johnson Controls. This motion was seconded and approved unanimously.

#### **6. Jim Headly / Growth and Membership (Report attached)**

6.1 Jim noted that he distributed his SWAT report for review.

#### **7. Building and Grounds (No report today)**

**8. Communications.** Susan reported that we need to be doing more video posting to attract viewers. Father Shane noted that Susan should speak to Lucas about video promotion. Susan also noted that

we should get a banner for Christmas events, including the alternative gift fair and lessons and carols. Ali asked if we are going to have Father Christmas on Chirstmas Eve.

## 9. **Education** (Report provided)

9.1 **Adults.** Nothing new to report.

9.2 **Children.** Jill noted the cost of the circulium.

## 10. **Hospitality** (Report provided)

10.1 Elizabeth noted her appreciation for the support of all of the people helping with food. She also noted that we are able to attract many of the volunteer's for the choir by having snacks after church.

10.2 Pat suggested having a pot luck at the evening concert December 14<sup>th</sup> at 4:00pm.

## 11. **Mission Outreach** (Report provided)

11.1 **Alternative Gift Fair.** Noted as scheduled for Sunday Dec. 7<sup>th</sup>.

11.2 **Adopt a Family.** Ali noted that we we have raised \$335 in cash for Walmart and Target gift cards so far.

11.3 **Red Wagon.** We are now focused on Thanksgiving food.

11.4 **Canterbury Irvine.** Ali suggested that we invite students to the Dec. 14<sup>th</sup> event.

11.5 **Mission Budget Allocation.** Katie Nicholson bought \$100 worth of bus passes.

## 12. **Stewardship** (Report provided)

12.1Cathy provided highlights of her report. We are expecting that we will be down 5 pledges this year by comparison to last year.

12.2Jill suggested two banners for Christmas at two locations.

No other business.

Next meeting scheduled for December 10, 2025 at 5:00 pm.

The meeting was adjourned.