

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 December 10, 2025

MEMBERS PRESENT

The Rev'd Dr. Shane Scott-Hamblen
Clerk – Steve Gribben
Mark Peterson
Susan Brown
Tom Nicholson

Jill Draffin
Pat Albers

MEMBERS ATTENDING BY PHONE

Elizabeth Henry
Ali Haghjoo

MEMBERS ABSENT

Brian Robinson
Cathy Dunlap
Jim Headley
Jamie Mead

1. Opening

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

1.2 September 2025 Vestry Minutes approved by unanimous vote with one minor edit requested.

2. Rector's Report

2.1 **Thank yous.** Father Shane gave thanks for support for several past events: Requiem Remembrance, Veterans Sunday, and the Alternative Gift Fair.

2.2 **Reports to Maile.** Father Shane reminded Vestry to turn in reports to Maile, as well as him.

2.3 **Budget Staff and Bonuses.** Father Shane questioned whether we should give staff bonuses, at Christmas or another time of the year.

2.4 Girl's Choir. Father Shane noted that he is trying to keep Ruth Cobb engaged on the Girls Choir project. She has informally requested to be paid the same amount that we are paying to other part time consultants. Tom offered to provide airline miles to fly Ruth out for an in-person interview.

2.5 Bylaw Review Request. Father Shane requested that our bylaws be reviewed to make sure that we are following our corporate governance policies. Jill agreed to review the bylaws in the new year. Father Shane also asked if the bylaws could be amended as necessary, with any such amendments to be approved at the church's annual meeting.

2.6 Vestry Nominations and Treasurer. Mark and Cathy to step down in new year. Pat and Father Shane noted that we need to find a Treasurer for 2026. Steve tasked with researching and confirming the schedule of upcoming Vestry member departures.

2.7 Events. Father Shane noted all upcoming events: December 14 Advent Lessons and Carols; Christmas Eve at 5:00 pm. Christmas Morning 9:30 am.

3. Assistant Treasurer's Report (Treasure's 2025 Budget Report Provided)

3.1 Property Tax Increase. Pat, Mark and Jill noted that county assessed property taxes have increased as a result of non-church activity on the property. The entire religious exemption has been taken away for the time being. We are awaiting a re-assessment on the property, with the hope that our religious exemption will still apply to a majority of the facility.

3.2 Chase CD. Our CD will roll over in the new year. Pat questioned whether we should check to see if we can do better than a 3.7% interest rate for a 5 year commitment. Mark suggestion that Stacy have authority to roll the CD forward if she does not hear otherwise from the Vestry.

3.3. Lessons and Carols Service. Pat noted that there are extra singers coming for this event. She also noted that we need to be more firm with how we set budgets for special events.

3.4 Budget Review (2025 actual financials relative to 2025 projected financials). Mark reviewed the Treasurer's report, highlighting a few areas where projections differed from actual events.

3.5 Motioned made to pass the November financial report. The motion was seconded and approved unanimously.

3.6 Rector's Discretionary Fund Line Item. Mark proposed adding a Rector Discretionary Fund line item under the Mission category. Father Shane suggested using a \$4,000 plug number. This is for discretionary donations to people in need.

3.7 Upcoming 2026 Budget Vote. Father Shane noted that a budget vote to be taken at the January Vestry meeting for 2026.

4. Senior Warden.

Mark noted that he received a draft of the Option Agreement pertaining to the real estate project, and he sent a copy to Knighthall for review. Knighthall requested a meeting to follow up.

5. Junior Warden Report (Report provided)

5.1 Seashore. Jill noted the Seashore wants to offer a skate camp. The Vestry discussed whether to accommodate this request. It was decided that the liability is likely too great to agree to this without added compensation or added insurance coverage.

6. Building and Grounds (No report today)

6.1 Altar Handrails. Father Shane noted that handrails leading up to the altar have been purchased and a handyman has been contracted to put them in.

7. Jim Headly / Growth and Membership (No report today)

7.1 Instagram. Father Shane noted that we are moving forward with an Instagram campaign.

8. Communications.

8.1 General Comments on Banners/Communications Budget. Susan reported that she is continuing development of banners. She further noted that half of the communication budget is spent on promoting musical events, and perhaps this should be weighed as we think about next year's budget.

8.2 Communication with Parish on Campus Revitalization. Susan noted that we may want to reach out to the Parish to ask them what they think we should do to revitalize the campus in the event the real estate project can be announced.

8.3 Data Collection. Susan asked if we should have a card at our events asking "How did you hear about us?" Father Shane supported this idea. Jill also suggested including in the bulletin, "Would you like to be added to our mailing list?"

9. Education (Report provided)

9.1 Livestream. Ali reported that we did a national cathedral livestream the night prior to the Vestry meeting. He noted that we probably should have started advertising the event earlier. Susan noted that Mission and Outreach should be working hand in hand with Communications with respect to these types of events and beyond.

9.2 Alternative Gift Fair. All of the children's ornaments were sold at the Alternative Gift Fair.

9.3 Santa Update. Santa to appear after the 5pm service on Christmas Eve.

10. Hospitality (Report provided)

11. Mission Outreach

11.1 Alternative Gift Fair. Ali noted that Katie worked hard to make the fair happen. We raised over \$3,500 at the fair from the sale of merchandise and from direct donations. (Several people donated directly to Mission and Outreach during the fair.)

11.2 Donations to Adopted Family and Moms OC. We raised over \$2,400 for our adopted family. And we also donated \$500 in bus passes to Moms OC.

12. Real Estate Project.

12.1 Finalizing Knighthall Agreement. Tom noted that we are in the process of getting an agreement finalized with Knighthall. We are also dealing with some title issues, which we hope to get resolved within the next 90 days.

12.2 Request to Engage Architect. Tom requested to engage Mark Kinar from Bassinian on an hourly basis in 2026 as part of the 2026 budget. Mark would advise on the plans proposed by Kighthall. He would also help with the overall plan for the campus.

13. Stewardship (Report provided)

14. Other Business. Steve brought up a final point regarding the flag located at the front of the Church, on the basis of an inquiry from a parishioner. A discussion was had regarding whether the inclusion of additional flags would make sense. The Vestry decided not to add further flags at this time.

Next meeting scheduled for January 14, 2026 at 5:00 pm.

The meeting was adjourned.