

**MINUTES
OF A REGULAR MEETING OF
THE VESTRY OF
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**
a California nonprofit religious corporation

February 9, 2021

A regular meeting of the vestry of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the “Parish”), was held via Zoom conference at 6:30 p.m. on Tuesday, February 9, 2021 pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector	X		Nelson Crandall, Treasurer and Clerk of the Vestry
Andrew Pudan, Junior Warden (2023)	X		Tina Grubbe
Bart Coddington, Senior Warden (2021)	X		Jon Showalter
Benjamin Davis (2021)	X		Dee Roe
Chris Rowen (2022)	X		Deacon Joan Anderson
Debra Spencer (2023)		X	
Francis Bayaca (2021)	X		
Kathy Butler (2023)	X		
Joanna Phillips (2022 ²)		X	
Michael Hudson (2021)	X		
Nancy Shephard (2022)	X		
Win Fernald (2023)	X		
Vacant (2022)		X	

The order of presentation of the items below does not necessarily reflect the order of discussion of the items at the meeting.

OPENING

Mother Tracy called the meeting to order at 6:32 p.m. and led the opening prayer. For a devotional exercise, the vestry performed a Lectio Divina on Luke 3:3-18.

¹ Term ends in December in the year indicated.

² Eligible for election to complete the balance of the term indicated in December 2021.

After the devotional exercise, the vestry and the Clerk entered a breakout room for an executive session. Michael Hudson joined the meeting during the executive session. The executive session ended at 7:53 p.m.

APPOINTMENT OF JOANNA PHILLIPS TO THE VESTRY

Upon motion duly made, seconded, and unanimously carried, the following resolutions were adopted:

RESOLVED, that Joanna Phillips is appointed to fill one of the vacancies on the vestry, to serve until the vestry elections at the next annual meeting of the Parish in December 2021.

RESOLVED FURTHER, that Joanna Phillips is appointed to the Internal Ministries Support Team.

CREDIT CARD USE POLICY

Before the meeting, Mother Tracy circulated the proposed Credit Card Use Policy attached as Exhibit A. The draft policy was prepared by the Vestry Administration Team and modified by the Finance Committee. Mother Tracy summarized the proposed policy and the persons to whom the cards would be issued. Upon motion duly made, seconded, and unanimously carried, the following resolutions were adopted:

RESOLVED, that the Credit Card Use Policy is adopted as presented.

RESOLVED FURTHER, that the Vestry Administration Team is authorized, subject to the supervision of the vestry, to resolve questions concerning interpretation of the Credit Card Use Policy and to resolve matters concerning the credit cards that are not otherwise addressed in the Credit Card Use Policy.

AUTHORIZATION TO OBTAIN CREDIT CARDS

After brief discussion, and upon motion duly made, seconded, and unanimously carried, the following resolutions were adopted:

RESOLVED, that the Treasurer of the Parish, Nelson Crandall, is authorized to apply, on behalf of the Parish, through the Santa Cruz County Bank online application, for credit cards to be issued to the following employees of the Parish with the following credit limits:

Name	Position	Card Limit
Lisa Freeman	Aptos Community Youth Program Director	\$5,000.00
Diane Scofield	Helpful Shop Manager	\$500.00
Chrys Sparks	Office Manager	\$2,000.00
Mathew McCabe	Sexton	\$2,000.00

RESOLVED FURTHER, that the total limit for all cards shall be \$10,000.00.

RESOLVED FURTHER, that Nelson Crandall is authorized to take such additional actions and execute such additional documents, including bank forms of certified resolutions, as are appropriate in his judgement to implement the intent of these resolutions.

Joanna Phillips joined the meeting at this point.

ARCHITECTURAL IMPLICATIONS OF ST. JOHN'S MISSION & HOPES

Mother Tracy polled the meeting to determine when would be a good time for the vestry to review the Architectural Implications of St. John's Mission & Hopes document in more detail. The consensus of the meeting was that Tuesday, February 23 at 6:30 would be most convenient.

GENESIS II

Mother Tracy led a discussion of the Parish's possible participation in Genesis II. Genesis II: Re-Vision and Renew is a denominational ministry redevelopment initiative aimed at strengthening parishes for the work of launching new ministries in their neighborhoods. Discussion focused on:

- the benefit of participating
- time commitments
- concern about whether there are enough people in the congregation willing to devote the time required
- the role of the vestry, which would be to support but not lead the program

The consensus of the vestry was that the External Ministry Support Team should meet and discuss whether they think they can recruit, energize, and empower a team.

TREASURER'S REPORT

Nelson Crandall reported that the Finance Committee was not prepared to recommend that the vestry adopt a budget that relies on using cash made available from the \$38,000 Paycheck Protection Program loan the Parish obtained. Some members of the committee were concerned that the Parish might need that cash to meet short term operating needs (float). Further consideration of the budget adopted at the January 24 meeting was therefore postponed until the March vestry meeting.

REPORT OUT

The consensus of the vestry was that the following items should be reported to the Parish on Realm:

- Appointed Joanna Phillips to fill a vacancy on the vestry until the parish election in December
- Approved a policy governing parish credit cards to be issued to some staff members
- Scheduled a special meeting for February 23 to better articulate a vision for a completed campus
- Decided to continue to explore participation in the nationwide Genesis II program for developing dynamic local community service ministries

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included too long, harmonious, moving, useful budgetary details, trusting, good work, accomplished, interesting for a first meeting.

ADJOURNMENT

Mother Tracy led a closing prayer. The meeting was adjourned at 9:38 p.m.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

Credit Card Use Policy

Purchases on church credit cards are solely for the benefit of the church or to assist the employee in performing their duties as an employee of the church. Cards should only be used by the employee whose name appears on the card (cardholder). **Employees should never loan their church credit card to someone else to make a purchase on their behalf.**

Receipts corresponding to the purchases on each monthly statement should be turned in to the church's bookkeeper by no later than 5 days after the statement closing date for reconciliation. Any purchases without receipts will be considered unauthorized purchases until the receipt or satisfactory documentation is produced.

Unauthorized purchases on the card will be considered an advance on the employee's compensation and the employee will be subject to disciplinary action, including unpaid administrative leave.

Upon termination or resignation of an employee with a church card, the employee must surrender the card to the parish and the parish should immediately cancel the card. The former employee must produce all current receipts in accordance with the stated reconciliation policy.

Church Office & Administrative Credit Card

This card is issued to the church's office manager and should only be used for purchases in categories authorized by the vestry in the annual operating budget of the parish. The office manager is authorized to purchase office supplies and manage software subscriptions for the church that fall within their respective budget category limits. For non-recurring expenditures related to office and administrative matters, the office manager shall obtain approval from the Rector, Senior Warden, or Treasurer before making purchases.

For non-office and administration related purchases, the office manager should only make purchases if authorized to do so by the person with approval authority on that expense account.

Church Building & Grounds Credit Card

This card is issued to the church's sexton and should only be used for purchases in categories authorized by the vestry in the annual operating budget of the parish. The sexton is authorized to purchase consumables for the church (i.e., kitchen supplies, cleaning supplies, building maintenance supplies) that fall within their respective budget category limits. For non-recurring expenditures related to building and grounds, the sexton shall obtain approval from the Vestry Administration Team before making purchases. For building and grounds emergencies, if there is damage being caused to persons or property, the sexton should call the appropriate authorities or repair persons immediately and then notify the rector, senior warden, or treasurer for approval to complete the purchase. If there is no damage occurring to persons or property, the sexton shall obtain approval from the rector, senior warden, or treasurer before calling service or repair persons.

Helpful Shop Credit Card

This card is issued to the manager of the Helpful Shop and should only be used for purchases related to the operation of the Helpful Shop. Purchases should fall into categories authorized by the vestry in the annual Helpful Shop budget and not exceed the budget category limit without further vestry approval.

Aptos Community Youth Program (ACYP) Credit Card

This card is issued to the director of the Aptos Community Youth Program (ACYP) and should only be used for purchases related to the operation of the ACYP. Purchases should fall into categories authorized by the vestry in the annual ACYP budget and not exceed the budget category limit without further vestry approval.