

3/2023 Vestry Minutes March 28, 2003

Present: Mt. Tracy Wells Miller, Kathy Butler, Susan Von Schmacht, Liz Lindsley, Win Fernald, Anne Baker, Joanna Phillips, Antonette Wood, Debra Spencer (notes), Nelson Crandall (treasurer)

Absent: Jon Showalter, Alliee DeArmond (clerk)

The meeting began at 6:33 with formation led by Mtr. Tracy.

The vestry minutes from February and the 2022 Parochial Report were approved. Anne moved, Win seconded, and approval was unanimous to move the External Support Team charge from consent to discussion. Anne then suggested amendments. We discussed. Kathy took down the amendments and will type up the charge as amended. Win moved to approve as amended, Anne seconded. Approval of the charge was unanimous.

Amma Eliza Linley wishes to give St. John's \$7,000 to purchase new media equipment for broadcasting on the internet. The gift is in memory of her husband David Richardson. The current soundboard and speakers will remain and be used with the new equipment, which is flexible in that way. Several experts have endorsed the equipment to be purchased. Anne moved to accept the gift but stipulated that David's name should appear somewhere to indicate it's in his honor. Win seconded. We approved unanimously.

The solar panels contract with Sandbar was discussed. Mtr. Tracy screen-shared their latest email. Anne explained certain features. The contract does not cover roof damage, which Jon thought they should, but Anne and others thought roof damage was unlikely, as the roof is heavy-duty. Details were discussed. The price is close to what was expected. Anne will check to see if the initial cost is included. Win felt the conditions were reasonable. He moved and Anne seconded. Susan asked and Anne answered that we are locked in before the rates change, unless PG&E complains about anything. We gave unanimous approval.

We read the Vestry Norms that the vestry approved last year and made some edits, which Mtr. Tracy did onscreen. We discussed the meaning of "parking lot conversations" and Susan's edit, "Refrain from outside conversations that could potentially undermine discussions and decisions

of the vestry.” Kathy asked to put the RESPECT guidelines in the Norms. Anne moved to approve as amended, Kathy seconded, we unanimously approved. The Norms will be sent to the vestry and posted on the website and Realm.

Nelson reported that although January finances did not look good, February looked better. The beginning of the year is often down, he said. He mentioned that the accountant gets confused when we use the parish checking account as a pass-through. He noted some details he is still examining. The PG&E bills are really high, possibly because of a rate increase combined with the cold wet winter. Mtr. Tracy pointed out the quick-glance, snapshot top portion of the report. Anne suggested the snapshot might include the targets for the items. Nelson said the snapshot is designed to illuminate the faith fund. Mtr. Tracy asked Nelson to check with Matt about custodial supplies. Win complimented Nelson’s report. Nelson offered to help anyone who would like to gain more understanding of our finances.

The Two-Person policy stipulates that two unrelated persons must be present wherever money is involved, such as at the Helpful Shop and when counting church income. Win suggested “counting or collecting” money as an edit; Mtr. Tracy amended onscreen. Win complimented the clarity of the policy, while others expressed surprise that LEV and pastoral visitors were required to go in pairs. We discussed. Mtr. Tracy noted the Episcopal Church's "Model Policies for the Protection of Vulnerable Adults" do not require two people on a visit, but suggest it as a best practice and say that if a diocese, congregation, or organization’s policy requires that there be two adults present (as we would require with this policy), and circumstances result in someone being alone on a visit, they should notify the rector ASAP after the visit. We questioned the need for the two people to be unrelated, and the need for two people in a public space such as Sunshine Villa. We decided to keep the "unrelated" requirement for handling money but not for pastoral visits, so that couples could make pastoral visits together. Mtr. Tracy edited as we discussed. Joanna reiterated the need for Helpful Shop volunteers to be trained so they understand the two-person rules. Anne asked if we could have a bonding process with fingerprinting, etc. We edited the document to clarify that the rules apply to employees as well as volunteers. Liz proposed adding those working with children, which we did. Mtr. Tracy mentioned that in 2018, when the Helpful Shop was between managers, the vestry had agreed to

update the Helpful Shop manual based on one from the Echo Shop, the thrift store of St. Andrew's Episcopal Church in Saratoga, which clearly stated that two adults were required on all shifts and the shop should close if two adults were not present, but that update was never done. Mother Tracy will send this document back to the vestry and ask the External Team to work with Diane on updating the Helpful Shop's manual, using the Echo Shop's manual as a model. A few people felt this policy was not finished yet. But Kathy moved to approve and Antonette seconded. The motion passed with 7 yes, 1 no, and 1 abstention. Mtr. Tracy noted we can revisit the policy regarding unrelated pairs after more thought and research. Anne thanked Mtr. Tracy for editing on the spot.

Mtr. Tracy reported that Joanna may ask the new media technician, Avihai, to help out with some tech matters at the Helpful Shop. His time for those hours would be covered under the Helpful Shop's budget. He has a St. John's email address set up at media@st-john-aptos.org and is also reachable by phone.

Mtr. Tracy will send out the schedule for vestry formation and encourages those who have not signed up to do so. She reminded us we can use something other than the scripture provided (creativity is encouraged).

We reviewed the alcohol policy, which states that non-alcoholic beverages must be presented alongside alcohol and should look as attractive. Someone must monitor the serving of alcohol. The policy is on the website.

Report Out to Parish:

- Approved the solar contract signed by Mtr. Tracy
- Accepted the donation of media equipment
- Approved the Two-Person policy
- Approved the Parochial Report
- Approved the Vestry Norms [link]
- Approved the External Team charge [link]

Evaluation: civil, thoughtful, respectful, challenged to be our best.

We ended at 9:02pm.

Respectfully submitted,

Debra Spencer, acting clerk in Alliee DeArmond's absence