

St. David's Church and Preschool Vestry Meeting Minutes for February 21, 2023

FINAL

Vestry

Elaine Turnbull (1/26), Rectors Warden, Anne Kellett (1/26), Vicki Greco (1/24), Loral Priest (1/24), Jr. Warden, Kathleen Hoot (1/25), Bill Blakeslee (1/26), Jane Krikorian (1/25), Treasurer, Joy Wolf (1/24), Kathy Winder (1/25) The Rev. Susan Astarita Interim Priest in Charge, Vestry Chair

Staff: Treena Roman, Parish Administrator 7 Bookkeeper, Karen Garcia Director St. David's Preschool; John Mark Harris, Director of Music

APP Team: Jan Romerdahl, Equilla Luke, Loral Priest

Vestry Clerk: Chris Timmins

A. Opening

6:37 PM

1. Welcome/Call to Order – Mother Susan
2. Establish Quorum:
PRESENT: Elaine Turnbull, Rectors Warden, Anne Kellett, Vicki Greco, Loral Priest, Jr. Warden, Kathleen Hoot, Bill Blakeslee, Jane Krikorian, Treasurer, Joy Wolf, Kathy Winder, The Rev. Susan Astarita Interim Priest in Charge, Vestry Chair
ABSENT: NONE
3. Welcome Guest David Priest.
4. Opening Prayer – Mother Susan
5. Appoint Clerk pro-tempore - Chris Timmins – Mother Susan
6. Approve January 10, 2023, Minutes **MSP**
7. Approve Consent Agenda: Read and Review all documents in the Vestry Google Doc. Any items that need discussion or clarification must be removed from consent and added to New Business Agenda.
8. There was a motion to approve the consent agenda. **MSP**

B. Old Business

1. **APP TEAM Quarterly Summary – Jan, Equilla and Loral**
 - a. **Eleven items of achievement**
 - Church Celebration
 - Vestry Retreat
 - Ministry Reviews
 - Session with investment professional
 - Three healing sessions with Eric Law
 - Audit
 - Some ministries participated in budgeting sessions
 - Two APP Discussions
 - b. **Six Recommendations:**
 - Review Investment Opportunities

- Update By-Laws (2015)
- Disruptive Behaviors
- Power Users/Priest Role diminished
- Treasurer holds three roles, 10 years is too long of a term, consider change and outside parish treasurer
- Community -Status Quo without growth. Not moving forward, Static in innovation, creativity, moving forward processes.

Discussion:

1). Non-parish Treasurer, 2). How has priest power diminished, 3). Important to look at what kind of church we are, Lenten Book Study - *Signs of life -Nurturing Spiritual Growth* to address some of these issues.

2. 2023 Vestry Nominations and Elections

Elaine announced that going forward we will be using the titles Rectors Warden and People's Warden in place of senior warden and Junior Warden.

Vote done in Writing: Each member wrote a name.

– **People's Warden:** nominees were Anne Kellett and Joy Wolf. There was a tie vote and Joy withdrew her name. **Anne was elected.**

– **Treasurer:** nominees were Jane Krikorian and Terry Farrelly. Terry was a recommendation from APP Team. (Resume attach to minutes) **Jane was elected.**

– **Vestry Clerk: Chris Timmins was elected** by show of hands.

3. Monthly Finance Report – Jane Krikorian

Income/Expenses for Jan 2022

Dec ending cash: \$65,072 (Balance Sheet: BofA + FC accounts)

Jan Church Income: \$25,162 (from P&L Church)

Jan Church Expenses: \$27,486 (from P&L Church)

Jan Preschool income: \$41,753 (from P&L Preschool)

Jan Preschool expenses: \$48,589 (from P&L Preschool)

Jan ending cash: \$61,084 (Balance Sheet: BofA + FC account)

BofA Savings Account = \$600,195

Total net income year-to-date for the Church and Preschool: (\$9,160)

Monthly Transfer (\$3,200 x 1) for Verizon Replacement Income : \$3,200

Net Income after transfers: (\$5,960)

Informational Matters:

- The Church had a negative net income in Jan of (\$2,324).
- The Preschool had a negative net income in Jan of (\$6,836).
- Total net income in Jan for Church and Preschool: (\$9,160). Adjusted by \$3,200 transfer = (\$5,960).
- Total income year-to-date for the Church and Preschool is \$66,915.
- Total expense year-to-date for the Church and Preschool is \$76,075.
- Total net income year-to-date for the Church and Preschool = (\$9,160).

- g. Total net income year-to-date for Church and Preschool: (\$9,160). Adjusted by \$3,200 transfer = (\$5,960).

(Please note: the y-t-d figures are the same as the monthly figures because we are in the first month of the year.)

Property Report

- a. David Priest and Anne Kellett gave an update on the preschool water damage issues and status of the preschool classrooms, flooring replacement and general construction plan. Current estimate is at least \$20,000 for repairs.
- b. The liability policy does not cover any of the costs because this is considered “water damage” and not flood damage.
- c. Committee discussed asking the Chancellors at the Diocese for help calling the insurance company (do we have “Business Interruption Insurance”?) but there was not a decision on who would contact the Diocese.
- d. There is a possible Property Grant available from the Diocese to help cover some of the construction costs. Priest explained her understanding that any repairs done to the actual buildings themselves could be covered and three bids would be needed to qualify for the grant.
- e. The Committee discussed how to cover the costs for repairing the water damage in the preschool classrooms. If a Property Grant is received it will be used to pay back either First Citizens or the Bank of America Savings Account.

Action Items

- a. A **motion** was made to transfer \$10,000 from First Citizens Savings Account to Bank of America Operating Account to cover preschool water damage project. **MSP**
- b. A **motion** was made to transfer \$10,000 from Bank of America Savings Account to Bank of America Operating Account to cover preschool water damage project. **MSP**
- c. A **motion** was made to transfer \$10,000 from Bank of America Savings Account to Bank of America Operating Account to cover new sound system as approved 12.20.22 by Diocese in Verizon Proceeds Plan 2.0. **MSP**

8. Stewardship update 2/14/23 – 44 Pledgers \$216,390.00

9. Preschool Report - Karen Garcia

- a. Announcement that there will be a tuition increase as of March 1.
- b. Information shared about the visit from the Licensing Board. This visit is always unannounced.
- c. A motion was made to cover the cost of \$900 for a finder’s fee for the new preschool teacher. **MSP**

10. Preschool Repair and progress Report - David Priest

See Discussion Items in Treasurer’s Report.

11. Arts Commission – Recommendation Banner Stand & Artwork – Anne Kellett

- a. A **motion** was made to prepay for a new banner stand from Almy at the cost of \$1071.00 with the understanding that donations will be asked for to cover this cost. **MSP**
- b. A **motion** was made to prepay for the enlargement of 7 photos to be displayed on the back of the church in a new exhibit about our history of rising up from the fire. Present banner to be included in this exhibit. The total cost of this is \$413.76 with the understanding that donations will be asked for to cover the cost. **MSP**

12. Lent Plans – Anne Kellett

Beginning on March 1 at 2:30 PM, Mother Susan will lead a book study (*Signs of Life* by J Sidebottom) in the library. This will be followed by a lay-lead Stations of the Cross, Followed by a Soup Supper at The Pub.

C. New Business

1. Joy Wolf is working on the Creation Care Program and will share info
2. Bill Blakeslee recommended Labyrinth repair.

D. Important Dates

3/5 St. David's Day Celebration and Commission of 2023 Vestry
3/14 Next Vestry Meeting.

E. Motion to Adjourn MSP

TIME: 8:00 PM

F. Closing Prayer – Mother Susan



Anne Kellett <akinderspace@gmail.com>

February/March Priest in Charge Report

1 message

The Rev. Susan Astarita <astacom@aol.com>
Reply-To: "The Rev. Susan Astarita" <astacom@aol.com>
To: "akinderspace@gmail.com" <akinderspace@gmail.com>
Cc: "e.turnbull@att.net" <e.turnbull@att.net>

Mon, Mar 13, 2023 at 10:46 AM

Hi Anne,

Will you please pop this report into google docs? Thanks. S+

Focus on planning Lent, Holy Week and Easter Liturgies including Easter Day

On going Staff supervision

Collaboration with Pre School and campus remediation work group

Collaboration with Pastoral Care Work Group

Attend App team meetings as Priest in Charge

Celebrate and preach three Sundays a month- some variation month to month

Supervise altar guild and children's ministries

Other duties as needed

Date: March 11, 2023

We enter a new year with hearts full of hope for the light of Christ to shine as we embrace new ministry engagements in our church and neighboring community. We welcome our new Vestry members Ann Kellett, Peoples Warden, Bill Blakeslee, and myself -Rector's Warden. Also, we recognize Chris Timmins as our Vestry Clerk.

Attended several meetings: Live/Zoom

Rector Warden's Meeting 2/8, 2/15, 3/1

Finance Meeting 2/7, 3/7

Staff Meeting 2/8, 2/15, 3/1

Vestry Meeting (2/21)

Preschool Water Damage/Property

Work to make repairs and reopen classrooms in the Ed Center have been going on. Plans for other Property maintenance being discussed.

Ministries at St. David's Church and Preschool

Ministries are being reviewed with Vestry Liaisons to be added.

Alleluia Banner Burial 2/19

Sunday School decorated an Alleluia Banner that was buried.

Shrove Tuesday Pancake Supper 2/21

Wonderful tradition of eating pancakes together.

St. David's Day Celebration 3/5

New Banner presented at the beginning of the service. Former banner placed in our new historical corner in the nave. Bagpiper was on hand as we left the service. Welsh display, Leek soup and Welsh breakfast cakes served at coffee hour.

Respectfully Submitted

Elaine Turnbull

Rector's Warden

Blessings everyone!

THE ROLE OF THE PEOPLE'S WARDEN – By Anne Kellett

“The canons of the Episcopal Church say very little about wardens other than their responsibility to ensure that worship services are continued in the absence or disability of the rector or parish priest. The term itself dates back to seventeenth century England because of the individual’s responsibility to unlock the church doors for worship and other events. The distinction between “senior” and “junior” warden or “rector’s warden” and “people’s warden” depends on the diocese, the parish and even geographical or regional customs and practice.

Putting canons and customs aside, the primary role of the warden is to serve as the lay partner of the rector or priest-in-charge in articulating the mission and vision of the parish, managing its day-to-day operations, identifying and nurturing leaders, and empowering members of the congregation to live out the Gospel in their daily lives. The role requires an open, honest and trusting relationship between warden and rector — and it is virtually impossible to fulfill if these key elements are missing or impaired.”

*By Donald Romanik president of the Episcopal Church Foundation.)
This article is part of the January 2009 Vestry Papers issue on [Ministry of Wardens](#)*

The Peoples Warden at St David’s

1. ACKNOWLEDGE GOD AND THE HOLY SPIRIT – It is with prayer and listening to the promptings of the Holy Spirit that I can take on this position.
2. COMMUNICATION – “to” the congregation and “from” the congregation – a two way channel.
 - a. Encourage the sharing of thoughts, ideas, concerns, and feelings openly and honestly.

- b. Be available – on Sundays, and during the week by phone, email or in person meetings
 - c. Strive to be an “active listener” using the tools Eric Law has given us.
 - d. Write regular articles in the Weekly Times/Gospel on various subjects. Timely news, provocative questions to consider and talk about, etc.
 - e. Hold monthly “4rth Sunday Forums”.
3. CONGREGATIONAL DEVELOPMENT – be a team leader in the Transformation of St. David’s for the present and future
- a. Help define “Who Are We at St. Davids”?
 - i. Our ministries – are they what we need to be doing and how can we improve or change them?
 - ii. What is our “Mission”?
 - iii. When appropriate, help develop a Strategic Plan for the future.
 - b. Form a “Who Are Our Neighbor’s Task Force”
 - i. What are the logical geographical boundaries that our neighbors live in?
 - ii. What are the demographics of this area?
 - iii. How is it changing?
 - iv. What are ways to engage with our neighbors in this area?
 - c. Form a “Neighborhood Assets/Needs Task Force”
 - i. What organizations are here? Churches, non-profits, governmental bodies, etc.
 - ii. What are they doing for the neighborhood already?
 - iii. Can we look at collaborating?
 - iv. What are the “needs” of this area?
 - d. Prayerfully ask the Holy Spirit to direct us in responding to the opportunities and needs.

St. David's Monthly Ministry Report to Vestry

Prepared by Jane Krikorian, Treasurer

Date: March 14, 2023

Name of Ministry: Finances

Present Mar. 7: Jane Krikorian, Anne Kellett, Joy Wolf, Loral Priest, Craig Winder, Preschool Director Karen Garcia, P-I-C Mother Susan. APP Team Members: Equilla Luke, Jan Romerdahl. Guest: David Priest

Income/Expenses for Feb 2022

| | | |
|-------------------------|----------|-------------------------------------|
| Jan ending cash: | \$61,084 | (Balance Sheet: BofA + FC accounts) |
| Feb Church Income: | \$30,721 | (from P&L Church) |
| Feb Church Expenses: | \$27,511 | (from P&L Church) |
| Feb Preschool income: | \$40,034 | (from P&L Preschool) |
| Feb Preschool expenses: | \$38,891 | (from P&L Preschool) |
| Feb ending cash: | \$67,989 | (Balance Sheet: BofA + FC account) |

BofA Savings Acct = \$597,014

| | |
|---|----------------|
| Total net income year-to-date for the Church and Preschool: | (\$4,807) |
| Monthly Transfer (\$3,200 x 2) for Verizon Replacement Income : | <u>\$6,400</u> |
| Net Income after transfers: | \$1,593 |

Church & Preschool Capitalization Amount for February = \$x,xxx

Church & Preschool Capitalization Amount y-t-d = \$xx,xxx

Informational Matters: (no action needed)

1. The Church had a **positive** net income in Feb of \$3,210.
2. The Preschool had a **positive** net income in Feb of \$1,143.
3. Total net income in Feb for Church and Preschool: \$4,353. Adjusted by \$3,200 transfer = \$7,553.
4. Total income year-to-date for the Church and Preschool is \$137,671.
5. Total expense year-to-date for the Church and Preschool is \$142,478.
6. **Total net income year-to-date for the Church and Preschool = (\$4,807).**
7. Total net income y-t-d for Church is \$886 and total net income y-t-d for Prschl is **(\$5,693)**. Adjusted by \$6,400 transfer = \$1,593.

Discussion Items

1. The Committee reviewed February Financial Reports and noted the positive income for both Church & Preschool.
2. Anne Kellett shared an Excel spreadsheet tracking the costs of remediating the water damage to the preschool from storms in January.
3. Preschool Director Karen Garcia gave her assessment of the Preschool (see Director's report).
4. Committee noted there was a two-week extension granted for St. David's to complete the Parochial Report due March 1, 2023. The Financial page of the PR is complete.

St. David's Monthly Ministry Report to Vestry

Prepared by Jane Krikorian, Treasurer

5. Per the Endowment Charter, base amount adjustment = Current Base x 7% (CPI for 2022) + bequests, etc. $\$49,740 + \$3,481 + \$\$3,000 = \mathbf{\$56,221}$. See action item #1 and see Treasurer's Folder for Endowment Fund Charter.
6. Jan Romerdahl recommended that capitalization figures be included in monthly reports.
7. After speaking with Aline Sun, Endowment Fund Management Program Director at Episcopal Church Foundation, it was clear that the Proceeds Plan money is better suited for short-term investments managed with a 3-5 year time perspective because the money is structured to be spent within that time. The Endowment Funds offered at ECF are managed with a 10-year time perspective so are not suitable for how the Proceeds Plan 2.0 is structured. Committee discussed formation of an investment committee to research short-term investment possibilities. Aline Sun is available as an advisor to the investment committee.

Action Items

- 1) **Adjust Vestry Restricted Amount of Perpetual Endowment Fund to \$56,221.**
- 2) **Form an Investment Committee to review investment possibilities focusing on 3-5 year time perspective.**

St. David's Monthly Ministry Report to Vestry

Date: March, 2023

Name of Ministry: Preschool

Chair: Karen Garcia-Preschool Director

Informational Matters: (No Action Needed)

Fiscal Update:

- February's P & L shows a net income of approximately **\$1,142.92** for the preschool.
- Although our income (enrollment) is not quite where we want it to be, our expenses in payroll are currently down as we are not paying health insurance and pension on two staff members and have only replaced one teacher instead of two.

Other Updates:

- There were concerns voiced by teachers and a parent as to the possibility of mold having developed in the downstairs classrooms. The facilities chair and committee requested mold testing to be done on the Education Center building which occurred on 3/9/23 and results have come back in "normal" ranges.
- The required lead water testing was completed on 3/7/23 and we do not expect those results back for 4-8 weeks. This was done as a new law went into effect in California that all child care centers have their water systems tested for lead.
- Repair work completed thus far on the downstairs classrooms include, removal and remediation of two layers of old flooring, asbestos removal, new flooring and coving installed, re-painting of all walls of classrooms as removing the coving damaged paint above the coving line. A wonderful extra that has been done is repainting of the flooring of the downstairs outdoor breezeway!
- Other repairs that are being considered or scheduled are replacement of all overhead fans including the broken one and one that is the same age as the broken one, finish switching out of current light fixtures to LED, (in the past we were switching out fixtures as bulbs burned out) and replacement of damaged or stained acoustic ceiling tiles and light covers. We do not have an exact move in date at this time as we are waiting for scheduling of these tasks. One proposed date is March 31st as the school was already going to be closed for a teacher in-service.
- Unfortunately we have had two COVID-19 cases here at the preschool from Classroom B which impacts the younger children's pod. Case one was reported on Saturday 3/11/23 and case two was reported this morning 3/14/23. The positive individuals have been excluded and the remainder of exposed children and staff were required to provide proof of negative home tests to return to school.
- As most of you know we had a lovely little celebration for St. David's Day on Sunday, March 5th with bagpiper, Braveheart face painting, bounce house and lawn games!

Action Items: (None)

Wants/needs/prayers:

Pray that we discern our way forward in how we will express our love, how we will serve our neighbors, and that the right new team members and families to join our community will be sought and revealed.



St. David's Day Fun!
Ms. Zyntia paints Emma's face.
Children & families enjoyed the lawn games and visiting!



The breezeway is painted like a river or creek bed! It is welcoming and appealing to our children and families leaving a nice first impression. Our classroom walls also reflect a soft blue cool palette.

Service & Justice Report to Vestry 3/14/23

1. **CCSA:** During Lent we are continuing to collect socks and children's clothing in the CCSA bin on Sundays.
2. **Interfaith Shelter support:** We supplied two dinners and one night of overnight hosts for the Shelter at Our Mother of Confidence. And Kara Crawford led a budget/job opportunity workshop on one of the Saturdays.
3. **Gray Brigade:** The trip to the Safari Park on Ash Wednesday had to be canceled due to cold, windy and wet weather. However, 16 seniors from the Cambodian Anglican Church decided to attend our noon Ash Wednesday service and were blessed to receive ashes from Mother Susan. We hope to plan some other activity with our two senior groups – perhaps a visit to a Balboa Park museum (one that is free on a Tuesday) or having them join us on a Friday for a fun gathering (TBD).
4. **ECS Gala:** Debby has not received any suggestions for a gift basket that St. David's could donate for the Gala on May 13. **Could the Vestry help with this idea?**

Submitted by Debby Park, 2/12/23



EDSD

Monthly Operational Report COURAGEOUS LOVE

| | |
|--------------------------------------|--|
| Your Name (Person submitting report) | Loral Priest |
| Your Email | loralp@earthlink.net |
| Church Name and City | St Davids San Diego |
| Name of Clergy | Susan Astarita |
| Date of Report | 03-15-2023 |

| Attendance | 0 | 1 | 2 | 3 |
|------------|---|---------------------|---|---|
| | # | Item | This Month | Same Month Last Year |
| | 1 | Total Attendance | 166 total monthly attendance | Online services due to Covid with 67 live views for the month |
| | 2 | Child & Youth Form. | Sunday school in person and online from 9:30 to 10:10, Girl scout troops (2) meet monthly Play Ball a weekly Preschool group Tutoring from Longfellow School on M,T, W,Th Children's Sunday 2/12 with children's sermon | |

| | | | |
|---|-----------------|---|--|
| 3 | Adult Formation | <p>Weekly Senior Center meeting both at church and for outings</p> <p>2/5 Jason Evans is Canon for Mission for the Episcopal Diocese of San Diego preached and led several parish members on a blessing tour of our campus and into the neighborhood.</p> <p>2/19 Sermon by The Rev. Dr. John Koenig Teaching Sermon How We Received Our New Testament</p> <p>Shrove Tuesday Pancake Supper.</p> <p>Ash Wednesday 7am and noon services and also Ashes To Go to 33 people</p> <p>Holden Evening Prayer Mondays in Lent February 27- March 27 5:30 p.m.-6:00</p> | |
| 4 | Newcomers | Visitors 2/12 (2) 2/21 20 for Ash wednesday | |
| 5 | Special Event | | |

Upcoming events special to the congregation

St. David's Day celebration on March 5, 2023 with Special church service followed by a festival with Preschool families.
Wednesdays in Lent, Bible study "Signs of Life – Nurturing Spiritual Growth in your Church" by Jay Sidebotham led by Mother Susan, followed by Lay led Stations of the Cross, followed by Gather together at The Pub
DOK Quiet Day – March 25, 8 am -2 pm in Ed Ctr, 11:30 am – noon in Sanctuary

Comments, including Pastoral, Financial, Facilities, Personnel, and anything else:

The water seepage damage repairs continue in the basement Preschool rooms. In February (2) layers of flooring were removed. The asbestos glue was removed (with county fully notified) and the air testing showed no evidence of remaining asbestos. (2 pictures below show the work in progress). The classrooms are still operating upstairs in the Mission Center. The move back to the basement rooms is pending completion of painting, repair/replace ceiling fans, and change to LED lighting.

Please attach the required financial statements.

[02.23-A.-Profit-&-Loss-by-CLASS.pdf](#)
[02.23-B.-Balance-Sheet-Church-&-Preschool.pdf](#)
[02.23-C.-Profit-&-Loss-Budget-Perf-CHURCH.pdf](#)
[02.23-D.-Profit-&-Loss-Budget-Perf-PRESCHOOL.pdf](#)
[02.23-E-Profit-&-Loss-by-MONTH Ch&Pr.pdf](#)
[02.23-F.-Profit-&-Loss-Budget-Perf-Ch&PS.pdf](#)
[PXL_20230225_172621584.jpg](#)
[PXL_20230301_022911851.jpg](#)

Signature

Facilities Use Report to Vestry for March, 2023

While repairs are continuing in the downstairs preschool classrooms, Preschool Playball on Wednesday mornings, Senior Center on Friday mornings and Coffee Hour on Sundays are meeting in the Education Center.

Regularly scheduled outside groups:

Tutoring/Longfellow – M, T, Th 3:30-5:30 pm in Library, Wed 1-4 in Ed Center

Beach Area Beginner AA – Tues 7 pm in Ed Ctr

AI- Anon – Wed 12:30-2:30 pm in Library

AA Women's Class Act – Wed 6:30-7:30 pm in Ed Ctr

Forest Park HOA - Thurs (bi-monthly) 5:30-7 pm in Library

AA Men's – Thurs 7-9 pm in Sanctuary

AA Mixed – Fri 8-10 pm in Ed Ctr

Special Outside Group:

DOK Quiet Day – March 25, 8 am -2 pm in Ed Ctr, 11:30 am – noon in Sanctuary

Special Church Activities:

Holden Evening Prayer – Mondays 5:30-6 pm in Sanctuary

Lenten Book Study – Wednesday 2:30-3:30 pm in Library, Stations of the Cross
3:30-4 pm in Sanctuary

Submitted by Debby Park 3/12/23