

**Executive Council Minutes**  
**Tuesday, July 20, 2021**  
**4:30 PM – 6:30 PM**  
**In Person and via ZOOM**

Attendance: Present Absent Excused

*Officers:*

**The Rt. Rev. Dr. Marc Handley Andrus** Bishop and President

**The Rev. Jon Owens** Chair, Class of 2022

**Sherry Lund**, Vice Chair, Class of 2022

**Marj Leeds** Secretary, Class of 2022

<i>Class of 2022</i>	<i>Class of 2023</i>
<b>The Rev. Kirsten Spalding</b>	<b>Aidan Jobe-Sea</b>
<b>Birgit Eschmann</b>	<b>Jeanette Dinwiddie Moore</b>
<b>Tom Matthews</b>	<b>The Rev. Lindy Bunch</b>
<b>Anna Haight</b>	<b>The Rev. Krista Fregoso</b>
	<b>Elaine Vallecillo-Miller</b>
<i>Class of 2024</i>	<i>Bishop's Appointees</i>
<b>Bruce Morrow</b>	<b>Edgar Woo</b>
<b>Melisa Buie</b>	<b>Bruno Peguese</b>
<b>The Rev. David Erickson</b>	<b>Ana Maria Vaquero</b>
<b>Peter Fairfield</b>	
<b>Bill Burrell</b>	
<b>Southern Alameda Rep (Vacant)</b>	<i>Convention Representative</i>
	<b>Tom Matthews</b>

*Ex-officio members:*

**The Rev. Brother Richard Edward Helmer** Secretary of the Convention

**Lane Ringlee** Treasurer of the Diocese

*Diocesan Staff:*

**The Rev. Canon Debbie Low-Skinner** Canon to the Ordinary

**The Rev. Michele Racusin** CFO

**Davey Gerhard** Director of Development

*Other attendees:*

**Christopher Hayes, Esq.** Chancellor of the Diocese

**The Ven. Carolyn Bolton** Standing Committee

**The Rev. Jane McDougale** Diocesan Disaster Preparedness Coordinator

**The Rev. Gary England** Business Consultant, Working Group for Congregational Ministries

**Amy Cook** Working Group Head for Faith Formation

**Kathleen Piraino** Executive Director, Episcopal Impact Fund

*Draft minutes - MBL*

#### **4:30 Call to Order**

Marj Leeds was unanimously appointed Acting Secretary.

#### Approval Items

- Meeting Agenda - The agenda was reviewed. An item was added related to housing allowances.
- Minutes of Meeting of June 15, 2021 were moved for approval by Lindy Bunch, seconded by Brother Richard Edward Helmer.

Minutes accepted as received and agenda approved as amended.

**4:35 Bishop's Time** – The Bishop announced Travis Stevens as DioCal's new Vocations Officer and Stanford University Chaplain. He noted that the Diocesan staff has been evolving as new staff has moved in with an emphasis on outward facing energy and responsiveness to the Parishes.

**Opening Prayer** – Eleanor Pugh led the Council in opening prayer.

**4:41 Chancellor's Time** – Don Miller moved to go into Executive Session at 4:42 with Brother Richard Edward Helmer seconding. The group exited Executive Session at 4:47

#### **4:45 Reports**

- **Financial Report**

Lane Ringlee reviewed the financial report previously provided. Some expenses are down due to travel restrictions. He then presented information on the assessment formula. The basic level subject to 5% would be increased slightly due to the CPI resulting in slightly less assessment income. Michelle Racusin reported that we have had to trim about \$100,000 from the 2022 budget due to this change in assessment noted by Lane. She also noted that the Canon for Racial, Social, and Environmental Justice will be funded via an endowment. Bishop Marc reported that there is work near completion on the job description. He also plans to convene a group of clergy who have taken part in the Sacred Ground program to gain more funding from those congregations and then go to a select group of donors for additional fundraising with plans to fill the position in 2022. There was one campus ministry line item originally planned for an increase that was reduced back to flat spending. Lane finished by updating the group on the St. Dorothy's reserve study which has been slightly delayed. Tom asked if there are concerns related to income. Michelle Racusin told the group that the budget reflects the actual assessment income in the month that it is received. In the past it was a 1/12 accrual.

- **Business Acumen Congregation Report – Rev. Gary England**

Gary England introduced this project. It is centered around understanding the business aspects that those running our congregations find to be time consuming and challenging. Gary has done some great work identifying the issues and is now working on resourcing solutions. He sees some “low hanging fruit”, such as copiers, with other items much more challenging.

- **St. Dorothy’s Rest Update** – Aidan Jobe-Sea reported that camp is in full session! The Interim Operations Manager is on the ground and running.
- **Disaster Preparedness – Rev. Jane McDougle** – item moved to later in the meeting
- **Standing Committee Report – Albe Larsen**  
At their meeting July 8<sup>th</sup> continued discussion of Diocesan institutions, the Task Force on Diocesan Leadership and other ongoing issues.
- **Nominations Committee Report**  
Birgit Eschmann reported that the work is ongoing and we are still seeking good candidates. She asked about the deadlines for this work. Brother Richard Edward Helman responded that the Nominations Committee could set their own timing as long as it still meets the other needs of the process.
- **Bishop’s Task Force on Leadership** – Sherry Lund provided an update and assured us that though things may seem quiet, work is going on behind the scenes.

**5:24 Break**

**Mees takes over.....**

### **Talking Points**

- Work is underway to fund the position of Canon for Racial, Social, and Environmental Justice via an endowment that will assure the long-term viability of the position. Work is nearing completion on the job description with plans to fill the position in 2022.
- Gary England introduced the Business Acumen Congregation Report. It is centered around understanding the business aspects that those running our congregations find to be time consuming and challenging. Gary has done some great work identifying the issues and is now working on resourcing solutions. He sees some “low hanging fruit”, such as copiers, with other items much more challenging.
- Four congregations were granted assessment relief. The next round of assessment relief will be in September.
- The Executive Council approved the next actions needed to move the Bluebird Village Project forward.
- The EC discussed the sabbatical leave resolution and referred it back to the Finance Committee for further action.