

**Executive Council Meeting
Tuesday, September 21, 2021
4:30 PM – 7:00 PM**

Attendance: Present Absent

Officers:

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

Richard Patenaude Chair, Class of 2021 **A**

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

Mees Tielens Secretary, Class of 2021 **P**

Class of 2021:

Bruce Morrow A

Eleanor Prugh P

Don Miller A

The Rev. Merry Chan Ong P

Class of 2022:

Marj Leeds P

Birgit Eschmann P

Tom Matthews A

Anna Haight P

Class of 2023:

Aidan Jobe-Sea P

Jeanette Dinwiddie Moore P

The Rev. Lindy Bunch P

The Rev. Krista Fregoso P

Sherry Lund P

Elaine Vallecillo-Miller P

Bishop's Appointees:

Edgar Woo P

Bruno Peguese A

Ana Maria Vaquero A

Ex-officio members:

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

Lane Ringlee Treasurer of the Diocese **P**

Diocesan Staff:

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

The Rev. Michele Racusin CFO **P**

Other attendees:

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

Albe Larsen Standing Committee **P**

Rev. Beth Phillips, Esq.

4:32 Call to Order and Opening Prayer

4:33 Consent Items

- **Meeting Agenda**

Eleanor Prugh moves to approve the agenda. The motion passes.

- **Minutes of Meeting of July 13, 2021**

Birgit Eschmann moves to approve the minutes. The motion passes.

4:34 Bishop's Time

Bishop Marc lauds the work the Committee on Dispatch has been doing on this year's Diocesan Convention. It will be a virtual convention organized around the themes of racial reconciliation, creation care, and evangelism, with Ruby Sales as guest speaker. The only event on Friday night is an orientation for the technology that will be used. There are also tech orientations happening before Convention as detailed in this week's diocesan newsletter.

The (virtual) clergy retreat is happening next week.

Bishop Marc will be heading the Presiding Bishop's (virtual) delegation to the UN Climate Summit in Glasgow.

4:43 Chancellor's Time (Executive session)

The chancellor points to the clergy connect newsletter this Thursday, where there will be a model vaccination policy congregations can use for their employees. Please contact Christopher Hayes with any questions about the use of these policies.

Staff members are excused from the meeting and exit the Zoom room (Canon Debbie Low-Skinner and Rev. Michele Racusin). Seeing no objection, Executive Council enters executive session at 4:47pm in order to receive a report on a confidential HR matter. Brother Richard Edward Helmer moves to end executive session and Executive Council exits executive session at 4:47pm.

Jon Owens moves Executive Council authorize Bishop Marc and his staff to explore realignment or costs to have an HR professional on staff. The council discusses financing, congregational involvement, and the particular focuses of HR professionals. The resolution is amended and Jon Owens moves Executive Council authorize Bishop Marc and his staff to explore realignment or costs to have an HR professional on staff and bring information back to Executive Council at the December meeting. The motion carries.

Rev. Racusin and Canon Low-Skinner reenter the Zoom room at 5:44pm.

5:44 Financials

- **Financial Report**

Lane Ringlee presents the financial report to Council. The Finance Committee has evaluated The Church of the Epiphany's request for an extension of a line of credit for \$150,000, to be used to renovate their rectory in order to use said rectory for rental projects.

Lane also highlights the work Rev. Racusin is doing presenting the 2022 budget process to the various deaneries and suggests she give a similar presentation at the yearly Executive Council retreat.

5:50 Reports

▪ St. Dorothy's Rest Update

Aidan Jobe-Sea reports there is strong interest in booking, with some instability caused by uncertainty around the Delta variant. SDR's financial outlook is following in accordance with the business plan. The reserve study has been deferred until next year to accommodate the number of bookings.

▪ Standing Committee Report – Albe Larsen

Albe reports on the three times SC has met since our July meeting and the ongoing work of renewing relationships with diocesan institutions (such as Clausen House, St. Dorothy's Rest). This is Albe's last meeting as liaison of Standing Committee and the Council thanks her for her service.

▪ Bishop's Leadership Task Force Update

Sherry Lund reports on the steady progression of this task force.

▪ Assessment Committee

Assessment relief applications so far expected from Transfiguration, San Mateo (\$22,850), St. Anne's, Fremont (\$6,088), All Saints, San Leandro (\$17,000), St. Cuthbert's (\$3,250), with a total so far of \$49,188. All those parishes except All Saints are repeat applicants and thus may only ask for half of the full assessment amount.

5:50 Break

6:00 Action Items

▪ Resolution on Clergy Sabbaticals – Sabbatical Working Group

This resolution is in its final form. Brother Richard Edward Helmer moves that the Council ratify the submission of the resolution in its present form.

● Resolution #7 Standardized Templates for Key Common Personnel and Administrative Documents

This resolution was referred to Executive Council by the Committee on Resolutions, as it fell within the Council's jurisdiction. Beth Phillips presents the resolution and a discussion about the pros, cons, and legal consequences of providing standardized templates for individual congregations follows. Jon Owens moves that Diocesan staff return with a proposal for such templates, including the costs, at the November meeting. The motion is amended: Jon Owens moves that Diocesan staff return with a proposal for such templates, including the three documents as included in Resolution 7, at the January Executive Council retreat. The motion passes.

▪ Merging of St. Michaels, Concord and St. John's, Clayton plan

Canon Debbie reports on the good work of Rev. Miskelley in overseeing the merger of these two congregations, to be based in Concord post-merger.

▪ Executive Council Board Vacancies (3)

We need to fill a recently vacated seat; there is one year left in the term with the possibility of serving a full three-year term afterwards.

6:45 Wrap-Up

▪ **Deanery Reports**

The Peninsula, San Francisco, Alameda, and Contra Costa deaneries all met recently to prepare for convention. Contra Costa also discussed the Sacred Ground program and outreach to Afghani refugees. Marin will meet at the beginning of November and has taken on a joint deanery project to retire medical debt of low-income people in Northern California (see marindeanery.org).

▪ **Submitting requests for Assessment Relief is Sept. 30, 2021**

7:23 Closing Prayer

Next Meeting:

Tuesday, October 19, 2021 – Regular Meeting

Respectfully submitted,



Mees Tielens
Secretary of Executive Council