

The Episcopal Diocese of El Camino Real
Board of Trustees

Minutes of the Regular Meeting
Thursday, April 28, 2022 – Zoom Meeting

P A Voting Members

- The Rt. Rev. Lucinda Ashby, *President*
- The Rev. Kristine Johnson, *Vice President*

2022

- The Rev. Mary Blessing
- Mr. Joe Heston, *appointed*
- The Rev. Ian Delinger
- Mr. John Cribb

2023

- Mr. Win Fernald
- The Rev. Maly Hughes
The Rev. Kristine Johnson, *see above*
- Vacant*

2024

- The Rev. Laurel Coote
- The Rev. Tina Heidmann
- The Rev. Julie Nelson
- Mr. Steven Sosnowski

P A Non-Voting Members

- Mr. Jeff Diehl, *Secretary*
- Ms. Joanna Shreve, *Treasurer*
- Mr. Steve Kottmeier, Esq., *Chancellor*
- Mr. Joe Head, *Finance Committee Chair*
- Ms. Shonna Close, *Standing Committee Liaison*
- The Rev. Canon Martha Korienek, *CTO*
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Visitors

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AG-1 Call to Order and Reading of Norms

The April 28, 2022, regular meeting of the Board of Trustees of the Episcopal Church in the Diocese of El Camino Real was called to order at 2:02 p.m. by the Rev. Kristine Johnson, *Vice President*. The Secretary confirmed that a quorum was present.

Bishop Lucinda opened the meeting with prayer. Win Fernald led the Board in *lectio divina* on Exodus 32:7-14, the story of the golden calf. The Board discussed how this scripture calls us into a sense of balance. It demonstrates how we can rely on others to call us back to ourselves and keep us balanced. The discussion was rich and deep.

The Board followed the *lectio* with a reading of the Norms.

AG-2 Approval of Agenda and Minutes

- 2.1 Agenda for April 28, 2022, meeting (Attachment A).
- 2.2 Acceptance of Minutes of the Regular Meeting on March 24, 2022. The secretary noted that the Minutes were missing the voting record for resolution RM20220032405. The vote was Yes: 11; No: 0; and Abstain: 0.

Resolution RM20220042801	Moved: Coote	Seconded: Nelson
Resolved , That the Board of Trustees adopt the Minutes of the March 24, 2022, meeting as corrected.		
Yes: 9	No: 0	Abstain: 1

AG-3 Bishop's Report

Two cohorts in progress for the School for Ministry: 18 in the English-speaking cohort; and 6 in the Spanish-speaking cohort. The Diocese of San Diego has requested to join us and the Diocese of Northern California as a third member.

Spring Renewal begins tomorrow evening with a celebration of Canon Brian Nordwick. The party packs have been delivered to participants. The Rt. Rev. Sean Rowe will be the keynote speaker on Saturday. He will be speaking on the topic of the church we are becoming.

The Bishop participated this past week in an action on the issue of deportation and separation of families. Five of the six California bishops participated.

The staff have been attending professional and networking conferences across the church. The Bishop will attend her concluding College for Bishops gathering in May.

The Community Trailblazer is set to begin work this summer. The letter of agreement is still in the works, so more information will be forthcoming.

The Bishop will be traveling this summer to General Convention and Lambeth.

The Bishop has been translating congregational development materials for the Latino congregations.

The Bishop, the Property Chair, and the Chancellor has been interviewing buyers for the St. Mark's property. The property is being purchased for development into single family homes to include several affordable homes. The price exceeds the minimum set by the Board of Trustees. The sale will close in about two months. All aspects of the transaction are confidential.

AG-4 Canon's Update (refer to Attachment B)

Canon Martha reviewed clergy transitions and new interim clergy. She highlighted her service to congregations and vestries for mutual ministry reviews and noted that she is leading two courses of the Storied Pilgrimage series.

AG-5 Committee Reports**5.1 Finance (refer to Attachments C & D)**

5.1.1 The Treasurer is looking forward to having January – March reports in the May Board meeting. The start of the audit has been delayed until the week of May 16. Fair Share is tracking well, but there are a couple of congregations that the Treasurer will check in on.

The budget process is getting underway under the leadership of Sue Ramar. The committee will present the trial budget at the June Board meeting and the final draft at the August Board meeting.

7.2 Property

Joe Head reported that a purchaser for the St. Mark's campus has been selected and has submitted a purchase contract. The contract is under review with the diocese's property legal team. It is anticipated that the purchase will be completed by the end of July.

St. George's, Salinas, has entered into a contract with CHISPA. CHISPA has submitted their plans to the City of Salinas for initial permitting review.

AG-6 New Business

6.1 None.

AG-7 Deanery Reports

7.1 Santa Clara Valley Deanery. No report.

7.2 Monterey Deanery. No report.

7.3 San Luis Obispo Deanery. Celebration for Deacon Lee Barford this Sunday.

AG-8 Meeting Summary and Items for Next Meeting

8.1 Three (really Two) items for RealEpiscopal eNewsletter

8.1.1 The budget process is beginning and invitations for budget requests will be delivered shortly.

8.1.2 St. George's is moving forward with a plan with CHISPA to construct affordable senior housing on their property in Salinas.

8.1.3 Two is enough.

8.2 Words in Passing

8.3 Items for May 26, 2022, Meeting at 2:00 pm.

8.3.1 Lectio Leader – the Rev. Mary Blessing

8.3.2 Action Items

- Convention theme
- Community Trailblazer
- St. Mark's status
- Aid-Parish Plan

8.4 Closing Prayer

The Bishop closed the meeting in prayer. The meeting was adjourned at 3:34 pm.

Respectively Submitted,

Jeff Diehl
Secretary

APPROVED

APPROVED

APPROVED

Attachments:

A – Agenda

B – Canon’s Update

C – Highlights of the Finance Committee Meeting, April 21, 2022

D – Fair Share, March 2022

Attachment A

Agenda

The Episcopal Diocese of El Camino Real Board of Trustees
Regular Meeting Agenda
April 28, 2022 2:00 pm on Zoom
Agenda items in **bold** are decision items

- AG-1 Call to Order
Roll Call and Quorum *Jeff Diehl*
Opening Prayer
Lectio Divina – Exodus 32:7-14 *Win Fernald*
Reading of norms *Bp. Lucinda*
- AG-2 Call for agenda additions *Kristine Johnson*
Approval of Minutes
Regular Meeting 3/24/22 *Jeff Diehl*
- AG-3 Bishop’s report *Bp. Lucinda*
- AG-4 Canon’s Update *Canon Martha*
- AG-5 Committee reports
5.1 Finance *Joanna Shreve/Joe Head*
5.2 Property *Joe Head*
- AG-6 New business
- AG-7 Deanery reports
- AG-8 Meeting summary and items for next meeting *Kristine Johnson*
Three items for newsletter *Jeff Diehl*
Items for next meeting – May 26, 2022 2:00 pm on Zoom
Lectio volunteer for next meeting
Words in Passing
Closing Prayer

Attachment B

Canon's Update

Canon Martha Korienek
BOT Report
April 2022

All is continuing to go well in our diocese with transition ministry. All Saints', Palo Alto, is in the final stages of their discernment for their new priest. St. Timothy's, Mountain View, has a dedicated Search Committee which is working on their parish profile as well as a new interim, the Rev. Nick Roosevelt. Good Samaritan, San Jose, is in the final stages of putting together their parish profile, and will hopefully post their position in the near future. St. Luke's, Atascadero, is working with Bishop Ashby to complete their parish profile. St. John's Chapel, Monterey, has a new priest-in-charge, the Rev. Vincent Raj. Saint Andrew's, Ben Lomond, continues to do well with their long-term supply priest, the Rev. Craig Vance. Saint Andrew's, Saratoga, posted their parish profile and job posting and are in the process of receiving applications from clergy. With eight parishes in transition, I have been busy, but it continues to be a joy to get to work with these congregations!

Since my last report to you I have facilitated three Mutual Ministry Reviews as well as a parish Leadership Retreat. The Mutual Ministry Reviews are particularly rewarding because I get to hear many stories about the work of the Holy Spirit in our churches, as well as the multiple ways in which our people love God and love each other. Next month I will be leading a conversation at St. Andrew's, Saratoga, on the topic of Bias Awareness, in preparation for their interviews of clergy applicants. All Saints', Palo Alto, went through the same conversation, and I believe it was fruitful and helpful to them. I look forward to thinking through this important component of discernment with the leaders at St. Andrew's.

The two courses of *Storied Pilgrimage with Race* that I am leading continue to go well. The monthly session, which is open to clergy and laity, has had three sessions (it will have been four by the time we meet), and people are beginning to open up which is leading to rich conversation. The biweekly session, which is for clergy only, and with the express intention of having them complete the program this spring so that they can offer this course in their own community in the fall, is going very well and the feedback that I'm getting from the clergy is that they are grateful for this time to be together and for the chance to grow in anti-racism.

At the moment, I am working on Spring Renewal; I hope you are planning on coming, and I hope you enjoy the experience.

Faithfully,
Canon Martha

Attachment C

Highlights of the Finance Committee
Meeting, April 21, 2022

Episcopal Diocese of El Camino Real

Highlights of the April 21, 2022 Finance Committee Meeting

Financial Reports for March

Our accountant, Kirk Nilson, has been working very diligently to prepare reports and documents for the audit of our 2020 and 2021 financial records. As we explained last month, it was agreed that we would change over our software from Great Plains to QuickBooks and that Kirk would be transferring the records from 2020 and 2021 to QuickBooks for the auditors. He had hoped to complete this work before April 1st but has found it much more challenging than he expected, as apparently there were a large number of transactions done through clearing or non-operating accounts. This has made it difficult to finalize a reconciliation with the closing balance at the end of December 2019. Kirk, consulting with the bishop, Joe Head and our auditors, has asked for, and received, a three-week delay on the April deadline. It is hoped that Hayashi Wayland will be able to meet with us at Sargent House on May 16th to start the work on the audits of 2020 and 2021. It is expected that the finalization of the audit will take place as originally scheduled in August 2022.

Just before the April 21st meeting of the Finance Committee, Kirk made the effort to run some April reports from Great Plains. However, they were not complete and we agreed that we should not furnish these incomplete reports to the Board for their April meeting. Kirk is expecting to be able to have up-to-date balances for the closings of January, February and March, and complete reports for April 2022 ready for the Board's May meeting.

The members of the Finance Committee were in full support of the work that Kirk and his staff have been doing, and were appreciative of the complexity of the issues resulting from the task of cleaning up the financial records of 2020 and 2021 before they are presented to the auditors.

The Finance Committee is grateful to the Board members for their understanding and patience as we prepare for a much improved process for the audits of 2020 and 2021 than what we experienced with the audit of the 2019 finances.

Investments

Sue Ramar reported that our March reports from State Street Bank show a continued decline of about 6%. This was expected when considering how the markets have been operating this past month. She (and the Treasurer) will be attending (virtually) a seminar by State Street Bank next week as they report on how they feel the market is moving. Sue and Joanna will bring what they learn back to the Board next month.

PPP

Unfortunately, the saga of the PPP loan forgiveness continues. David Starr is receiving several phone calls a week because we are now in default of about \$30,000 of unpaid loan. We are contesting the fact that this part of our PPP loan was not forgiven. The bank is suggesting that \$62,000 of our loan that was applied for was to support three of our missions which the bank does not recognize as diocesan entities. We learned in February that the SBA had set up a process where we can apply for remediation of any "unforgiven" loan. We applied for this remediation in a timely manner (February 12), received a ticket number, and then told to expect a text/email/phone about a "remediation" appointment. This has yet to happen. The Treasurer will be contacting the SBA again (with repeated efforts, if necessary) to see if we can speed up our remediation meeting.

Budget for 2023

The members of the Finance Committee will be serving as the Budget Committee again this year. Because of the timing of the General Convention and the Lambeth Conference, we will be starting this process in early May, in the hopes of presenting a draft budget to the Board by their June meeting.

Attachment D

Fair Share, March 2022

