

**Executive Council Minutes  
 Tuesday, June 21, 2022  
 4:30 PM – 6:30 PM  
 via ZOOM**

Attendance: Present Absent Excused

*Officers:*

- The Rt. Rev. Dr. Marc Handley Andrus Bishop and President - P
- The Rev. Jon Owens Chair, Class of 2022 - P
- Sherry Lund, Vice Chair, Class of 2023 - P
- Marj Leeds Secretary, Class of 2022 - P

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

*Ex-officio members:*

- The Rev. Brother 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 - P
- The Rev. Michele Racusin CFO - P
- The Rev. Gary England Vice Chancellor - P
- Stephanie Martin Taylor Working Head Group for Communications - P

*Other attendees:*

- Christopher Hayes, Esq. Chancellor of the Diocese - P
- The Ven. Carolyn Bolton Standing Committee – P
- The Rev. Dr. Deborah O. White, Standing Committee - P

**4:30 Call to Order and Opening Prayer**  
The Rev. Krista Fregoso led us in opening prayer

**4:32 Consent Items**  
Bill Burrell motioned and Elaine Vallecillo-Miller seconded the approval of the meeting agenda and the minutes of the May 17 meeting. The motion passed.

**4:33 Potential Canon Changes**  
The Rev. Br. Richard Helmer, BSG, Secretary of Convention discussed a gap in the canons related to the minimum quorum requirement for annual meetings. The proposal they are considering is a minimum of 20% of the average Sunday attendance from the previous year. There is also a suggested change to explicitly state that the Chancellor provides advice to both the Diocese and the Bishop. These proposals should come back for the next EC meeting.

**4:38 Standing Committee Report on Nominations**  
The Rev. Dr. Deborah White, President of the Standing Committee, provided an update of the Regional Dean proposal. Each Deanery will be asked to nominate three clergy by September 15<sup>th</sup> to serve as the Regional Dean. The Bishop will make the final decision on the Regional Dean for each Deanery.

Rev. Deb then reviewed the work of the Bishop's Task Force on Leadership Development based on the report provided prior to the meeting. She went into detail on the changes to the nomination process, in particular the plan for the Executive Council to manage the nominations for EC members to be voted on at the Convention in the fall. These names would be provided to the Nominations Committee. There would still be the option of self-nomination. Discussion moved to the process that would work best to make this happen for the Executive Council. Jon Owens then solicited volunteers. Bishop Marc reminded the group of the recommendation for Leadership Training.

**5:10 Bishop's Time**  
Bishop Marc Andrus asked our prayers for the General Convention, the Lambeth Conference and the Conference of Parties.

**5:12 Break**  
Jon Owens introduced Steven Depont-Kalani, a new member of the Executive Council representing the San Francisco Deanery.

**5:30 Chancellor's Time**  
Chancellor Christopher Hays was delighted to report that he had nothing to report.

**5:34 Financials**  
**Financial Report** – Michele Racusin reviewed the financial reports. The P&L summary was reviewed. Finances are going as per plan. Expenses are under budget with some of this being timing related. Line of Credit report does not include any surprises. Assessment Relief status was reviewed.

**Expense Policy** – Lane Ringlee noted upon taking over the reins as Treasurer that the Diocese lacked a formal Expense Policy. He has worked with the Finance Committee to look at examples of policies and develop a proposal for an Expense Policy for Diocal. Lane suggested that we each review the policy for final approval at the July meeting.

Budget – Lane reported that the budget has gone through the standard process. Michele Racusin then discussed the details. The income was slightly better than originally thought as the congregations seemed to have weathered the Covid storm better than expected. Assessment income is up by \$200,000. Jeanette asked how money from the sale of St. Cuthbert's is accounted for. Michele responded that it would be moved into an endowment that would then be used as agreed by the Executive Council and Bishop. We then moved on to expenses which Michele covered on a line by line basis. Sherry Lund noted that the most recent quote from Bishop's Ranch would require another \$7000 for the Executive Council line item. Elaine Vallecillo-Miller noted that the \$1000 for Disaster Preparedness needs to be put back in the budget. Rev. Krista Fregoso questioned whether the \$1000 for Women's Ministry is actually the Women's Clericus. Michele will follow up on these issues. Birgit Eschmann moved and Tom Matthews seconded approval of the budget with the noted changes. The motion passed.

Rev. Krista Fregoso asked if the payroll tax credit will be pursued. Michele clarified that this payroll tax credit is for those who were paid but did not actually work during the pandemic. Michele will follow up to be certain we are not missing an opportunity.

**6:50 Canon to the Ordinary**

Canon Debbie Low-Skinner reported that

1. DCG is looking at 6 fragile congregations to have property value estimates made
2. We have agreed on a payment schedule and plan with Newbiggin House who is doing the Vital and Thriving Work
3. The St. Cuthbert's property has had a couple of viewings from other religious organizations.
4. Covid Guidelines remain in effect, in particular the wearing of masks.

**6:55 Talking Points**

1. Potential Canon changes were presented
2. Discussed process for identifying nominees for Executive Council to be voted on at Convention
3. Did a detailed review and approval of the proposed 2023 budget.
4. The deadline for nominations of Regional Deans is September 15
5. Covid precautions remain in effect with a reminder of the requirement to wear masks.

**7:00 Prayer and adjourn**

Bishop Mark Andrus led us in closing prayer. The meeting adjourned at 7:00 pm.

Respectfully submitted,



Marjorie Leeds  
Secretary, Executive Council

Next Meeting: Tuesday, July 19, 2022 4:30pm -6:45pm.  
Please note that there will not be a meeting in August