

**MEETING OF THE VESTRY  
ALL SAINTS CHURCH, PASADENA**

January 19, 2025

PRESENT            Greg Adams, Blaine Cavena, Rainer Colombo, Barbara Andrade DuBransky, Elisabeth Eilers, Chris Folz, Nicole Gatto, Bill Gould, Al Hughes, Cruz Jackson, Cathy Keig, Walter Little, Dan McCarrel, Karen Meier, Janet Carol Norton, Gloria Pitzer, Billie Rainer, Andie Reid, Erica Tamblyn, Monique Thomas, Lorynne Young

EXCUSED            Jonathan Berry, Connie Chung, Tony Jackson, Eliza LeMoine, Jonathan Stoner

ALSO PRESENT     Amanda Baughman, Mark Chase, Thomas Diaz, Melissa Hayes, Keith Holeman, Samantha Kramer, Sarah Nolan, Tim Rich, Susan Russell, Erin Sacco Pineda, Verna Zamora, Kathy Onoye

The meeting was called to order at 12:16 p.m. by the Senior Warden and the Priest-in-Charge in the Learning Center and via Zoom. Tim Rich then offered an opening prayer.

Hughes welcomed the visitors. He acknowledged the wonderful spirit of the church during these difficult times.

Little led the vestry in reading the Mission Statement aloud together and also acknowledged the Tongva land.

**BUSINESS ITEMS**

Approval of the Consent Agenda

- Report of the Clerk: It was moved and seconded, and the vestry unanimously approved the December 14, 2024 special meeting minutes. It was then moved by Pitzer, seconded by Folz and the vestry unanimously approved the January 12, 2025 special meeting minutes.
- Committee Reports: Tamblyn shared that the Building & Grounds Report will be given at the next vestry meeting. It was moved by McCarrel, seconded by Pitzer and the vestry unanimously approved the committee reports as submitted.

Giving Report

Nolan reported that January has not run as expected with the Altadena Eaton fire. Deep dive will be limited. To date we have \$2,446,533 in pledge income from 447 households. We are looking at parishioners who were not affected by the fire and might be able to raise their pledge. Thus far we have about \$80,000 online donations to the fire relief fund from about 400 donors. We need to find out how many were affected by the fire and how it will impact our church. Discussion and questions followed.

November Financials

Sacco Pineda reported that the net operating fund balance, which turned negative in August, has continued to become more negative. We expect income to exceed expenses in December

and we await those results, both to see if we will end the year with a positive fund balance and also to determine how much will need to be released from other funds to manage the operating budget deficit in 2025. Giving was lighter than expected in November. Pledge income is behind budget by \$263K year to-date, which is the most significant factor impacting the projected year-end operating fund balance.

The conversion to the new church management software (ChMS) has been underway since July. In November we started to incur costs associated with the new software. We expect the overlapping period where we are paying for both the old and the new systems to continue for about six months. The costs of the ChMS are allocated between Congregational Development (member data management), Giving (donor data management), and Administration (accounting). The net operating loss year-to-date is \$1.4 million, which is about \$220k behind budget. This means that if December expenses approximate the budget, we need to collect \$220K more income than budgeted for December in order to end the year with the budgeted \$800K deficit.

Following questions, it was moved by Cavena and seconded by Eilers, and the vestry accepted the November Financials.

#### Discussion of Projected Year-End

Sacco Pineda reported that December income was good and income and expenses were within expectations. Expenses stayed on track. Because income was significantly less than projected for the year, the deficit for 2024 will be more than projected. This affects planning for 2025.

#### **UPDATE ON ASC DISASTER RESPONSE**

Rich commended the staff and parishioners for the work being done. It has been tireless, beautiful, All Saints at its best. Nolan did amazing work with the distribution center. It served a need at the beginning of the crisis but is now closed. We are moving to connecting people with resources. Diaz shared that folks have a great emotional need and we are offering three groups for those who lost their homes or have property damage, those who are evacuees, and those who were in safe zones but are traumatized. These are support groups, not therapy. They will focus on how to deal with trauma. Additionally, a group of callers are connecting with parishioners in the affected areas of Altadena, north Pasadena, and Sierra Madre, and we are looking for processing companions who can help people who are struggling to navigate the process of accessing resources and move forward. We have also had an outpouring of licensed therapists and social workers. Rich commended the staff for their amazing work.

Rich shared that he has been in touch with the priest in charge at St Barnabas, as well as the Pasadena Jewish Temple and Center. He shared the stages of grief and emotional involvement.

#### **UPDATE ON SACRED GROUND INITIATIVE AND CONNECTION TO RJAB RECOMMENDATIONS**

Russell reported on their presentation in the Forum this Sunday. The National Church has developed curriculum to provide a safe space for people to talk about the history of privilege. We will start later than originally planned, but we are starting. It will be successful with the vestry involvement. She will send the PDF to the vestry.

## **WARDENS' REPORTS**

Little thanked everyone working on our community tragedy. Little feels that we are leaning into our best selves.

Hughes sees the possibilities that we will achieve together. Colombo offered to be a driver if needed.

## **PRIEST-IN-CHARGE REPORT**

Rich reported that we are re-organizing and reimagining the operation here. He thanked those involved in the work. We are having conversations with parishioners who want to talk on a weekly basis. Rich has talked with Howard and hopes to have a celebration of her ministry. We have a great budget group. We are talking about renewing our Sunday Forum series and Jane Olsen is helping with her contacts. We are grateful to RJAB and ABLR (Advisory Body for Liturgy and Representation). Weicheng Zhao worked tirelessly with the advisory board on the MLK celebration and it is great model of collaborative work.

## **LOOSE ENDS**

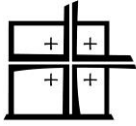
- Tamblyn was thanked for providing lunch today.
- Cavena reminded Hughes that we need a motion for the schedule of vestry meetings per bylaws. It was moved by Cavena, seconded by Folz and unanimously passed the resolution.
- Thomas commended the MLK Celebration. It was fantastic. Kudos to Melissa Hayes, Weicheng Zhao, RJAB and Mark Chase for a wonderful collaborative service.
- Norton commended the Christmas services. It was amazing and spectacular. We need to take care of ourselves. The families are so excited to have Amanda Baughman as director of Children, Youth and Families ministry.

## **COMMENTS**

Parishioners had an opportunity to comment.

The regular meeting was adjourned at 1:30 p.m. with a closing prayer by Mark Chase and the vestry moved into Executive Session.

Respectfully submitted,  
Kathy Onoye



ALL SAINTS CHURCH

## **VESTRY MEETING SCHEDULE 2025**

Hybrid meetings are held in-person and via Zoom

January 19

February 16

*Annual Meeting: February 23*

March 16

*Vestry/Staff Conference: TBD*

April 6

May 4

June 1

June 29 (July meeting)

August 3

September 7

October 5

November 9

December 7

**Vestry Committee Reports**  
January Meeting 2025  
Addendum to January 19, 2025 Vestry Meeting

**NO REPORT:**

Congregational Development  
CYF  
Finance/Giving (report sent as separate document)  
Pastoral Care Healing & Health  
Peace & Justice  
Personnel

**BUILDINGS & GROUNDS**

*Minutes of the meeting held on Zoom on December 12, 2024*

**Committee Attendees:** Rachel Barker, Kristin McDonald, Phil Naecker, Erica Tamblyn, Ryan Wijesinghe  
**ASC Consultant/Staff Attendees:** Verna Zamora

**Opening Prayer:** led by Erica Tamblyn

**Minutes Approval:** Meeting Minutes from November - Approved

**Agenda Items:**

- Discussion of proposed policy for MWBE or MBE contracting
  - Erica to provide update on discussion at Vestry
  - How do we want to respond?

ERICA WILL COMMUNICATE TO VESTRY THAT MWBE/MBE POLICY DRAFT IS GOING THROUGH B&G FOR PRESENTATION. PER RYAN – THESE TYPES OF POLICIES ARE TYPICALLY USED FOR PUBLIC WORKS BECAUSE IT’S PUBLIC MONEY. IDEA TO TURN IT INTO A STANDARD OPERATING PROCEDURES FOR PROJECT REQUESTS FOR PROPOSALS – IE: OVER \$10K OR \$15K – OUTREACH IN THE FORM OF EMAILS/PROJECT DESCRIPTION – WHEN PROJECTS ARE NEEDED, WE’LL GO OUT TO BID. IF WE HAD TO DO THIS KIND OF OUTREACH ACROSS THE BOARD, WITHOUT IT BEING PROJECT SPECIFIC, THERE WILL BE A SIGNIFICANT LOSS IN EFFICIENCY AND THERE’S NOT ENOUGH “MANPOWER” TO ACCOMPLISH THIS KIND OF TASK.  
“DISADVANTAGED BUSINESS ENTERPRISE” CREATE DATABASE OF VENDORS THAT INTEGRATES EXISTING AND POTENTIAL FOR NEW BIDDING.

- Brief update on the status of the replacement of the main electrical switchgear
  - Waiting on two estimates

PROPOSAL FROM POWER CONNECTION ON THE WAY  
 PROPOSAL FOR LABOR FROM VERONICA STILL NEEDED – ERICA WILL FOLLOW UP

- “Divet” next to the dumpster enclosure

NEIGHBORS AT MORRIS AND BERGER ADVISED THAT TRANSIENTS ARE DOING DRUGS IN THE CORNER OF THE PARKING LOT (RE-WATCH RECORDING TO BE MORE SPECIFIC) – PER PHIL – CAN WE FENCE IN THE AREA? PER ERICA – THE TRASH ENCLOSURE MIGHT NEED TO BE RECONFIGURED/SECURED TOO FROM TRANSIENTS CLIMBING OVER AND RUMMAGING AROUND AND MAKING A MESS

CAN WE UPGRADE THE PORTA POTTY LOCK TO A CODE OR SOMETHING MORE SECURE TO DISCOURAGE MISUSE AS WELL?

RACHEL RECOMMENDS GLENDALE FENCE COMPANY TO BID

- Trip hazards in the parking lot
  - Planters idea from Chris Runco – NOT IN ATTENDANCE – SKIPPED FOR NOW AND WILL CIRCLE BACK NEXT MEETING
  - Failed grating - appropriate money to replace it

- Grant of easement to City of Pasadena so we can widen the sidewalk at the crosswalk ramp
  - Who can carry this forward with the City?

CITY NEEDS TO PROVIDE AN EXACT PROJECT PLAN SO WE CAN KEEP MOVING FORWARD. ERICA WILL FOLLOW UP WITH THE CITY (NOT BILL HUANG BECAUSE HE’S RETIRING, BUT SOMEONE ELSE).

- Can we create a plan for tagging and cataloging all our critical valves and other shutoffs?
  - Any volunteers or suggestions for volunteer leadership?