

St. James' Vestry Meeting Minutes

Thursday, January 8, 2009

In attendance: Janet Fischer, Jan Brandt, Penny Trant, Jan Scrutton, Tim Young, Jim McConnell, Greg Miller, Scott Kennedy, Charlie Paratore, Johanne LaRocque, Kathy Crary, Sylvia Ma, and Elizabeth Hart.

Absent: Connie Rux, Scott Whitaker, and David Abernethy-Deppe

The meeting was called to order by Sylvia Ma, and Kathy Crary led the Bible study.

2009 Budget

- Two pledges have been withdrawn (the people are moving) and two pledges have been added.
- \$261,832 in pledges for the 2009 budget, \$1832 more than last year
- Have still not received the official Diocesan assessment yet
- Audit fees have gone up a little bit
- Under Buildings & Grounds, Maintenance and Repair have been combined into one category.
- Musicians includes fill-in musicians, trumpeter, etc. as well as the Music Director
- Added category for Lay Employee Benefits.
- Employees' payroll taxes includes all employees, not just lay employees.
- It is a deficit budget, but only by \$1398.
- We have 116 pledging units. We are optimistic, but keep in mind these are tough economic times, and people have lost jobs and/or retirement income. Need to let people know that if a person needs to change his/her pledge, it's OK, and to contact either Lynn Locher or Jan Brandt.
- Budget can be changed/modified at any time.
- There is \$2000 in Social Ministries/Outreach. This includes \$800 for AEMCH, but not Winter Relief (which is in Special Interest). There is other outreach money in Special Interest as well.

Motion was made to approve the St. James' 2009 Budget (Version 3) as presented. Moved and seconded. Motion passed.

Building Fund Budget

Building Pledges \$49,718

Proposed Expenses:

Parking Lot Light \$4,000

Exit Signs \$1,200
EB Rooms 1 & 6 \$3,000
(Combine these two rooms, and purchase new carpeting and paint)
Preteen/Teen Room \$2000
(Change Teen Room to EB 2, and purchase new carpeting and paint. This is to launch new teen program. Room being switched for safety reasons)
Exterior painting \$17,000
(Have one bid at \$14,575, but this does not include repairing any wood damage or other problems)
Kitchen \$15,000
(Improve plumbing, purchase garbage disposal, new stove, new freezer)
Reserve \$7,518
Total: \$49,718

Comments on Building Fund Budget

- One suggestion to was to refresh the nursery, and make it more inviting for younger children. Could include repainting and providing toys geared more for the younger set. This could be done in conjunction with the teen room so that older children will have a place to go.
- This is the first time we have had an official plan for the Building Fund.
- Bell Tower
 - Money for replacement will come from the Special Interest Memorial Funds. The Bell Tower was given as a memorial.
 - Need to have an article in the Window the describes the history of the Bell Tower. There is a member of the congregation who is familiar with its history.
 - If appropriate, perhaps a plaque should be installed on the tower.
- The Building Fund Budget will be included in budget discussion scheduled for January 25, 2009 at 10 am.

Motion was made to approve the proposed 2009 Building Fund Budget. Moved and seconded. Motion passed.

Motion was made to approve \$3750 out of the Special Interest Memorial Fund to replace the Bell Tower. Moved and seconded. Motion passed.

Budget Summary, December 2008 (preliminary)

- Operating cash is \$38,759.59.

- Concrete loan is paid off.
- Building cash is \$8729.05
- We ended the year with a deficit of \$2185.15, but we still have \$38,759.59.
- Bathroom remodel: \$12,470.28 was donated in 2008. There has been a total of \$14,470.28 donated from December 2007 through December 31, 2008. The total cost of the remodel was \$25,000. The rest of the money can come from the Building Fund.
- The \$1300.50 raised at the Book and Media Sale went to the bathroom renovation.
- Little bathroom: \$1000 was donated by a parishioner to renovate that bathroom.

Bylaws

- On the recommendation of Michael Barlowe, we will not be amending the bylaws, and instead will incorporate the changes into the Personnel Manual (Janet Fischer's project for 2009.)

Motion was made to revoke the prior motion regarding amendments to the St. James' Bylaws on Michael Barlowe's advice. Moved and seconded. Motion passed.

Update on St. James' Equity in Bob Honeychurch's House

- Bob Honeychurch sold his house for \$630,000. Original purchase price was \$485,000.
- St. James' has 24.74% equity in the house.
- Need escrow statement, receipts, and information/receipts regarding upgrades.
- According to the contract, the cost of the upgrades can be deducted from the sale price.

Annual Meeting

- Single service at 10 am.
- The meeting will be held in the Big Church after the service, then a potluck.
- Asking the vestry to please come before 10 am to help set up tables, chairs, etc. The Big Church will also need to be rearranged after the service for the meeting.

Vestry Retreat

- Saturday, February 21, 2009 is the vestry retreat at the Presentation Center in Los Gatos.

- Outgoing vestry members are invited as well as new members.
- There is a line item on the vestry for this, but will also take donations (\$45 each)

New Vestry Nominees

- Have three possible names, but need more

Appointment of Transition Team and Search Committee

- Co-chairs will be appointed by the vestry. Co-chairs need to be organized – they need to make things happen.
- Characteristics for members
 - Team players, consensus builders, forward looking
 - No preconceived agenda as much as possible
 - Openness to discussion and all points of view
 - Representative of the whole group
 - Vestry liaison can be appointed after committees are set.
- Sylvia Ma will be sending out letters asking people to accept or not accept appointments to the teams.
- The members of the two committees will be commissioned at the 10 am service on Sunday, February 8, 2009.

Motion was made to accept the slate of candidates to the Transition Team and Search Committee pending their acceptance to the appointments. Moved and seconded. Motion passed.

Minutes

- One correction to the December minutes: the cost of the lighting project was \$475.
- The December 11, 2008 vestry meeting minutes were approved as corrected.

Cluster Reports

Lead Team – as submitted

- Sylvia Ma has done the annual review of the Music Director, Katherine LaRose.

Worship and Faith Formation

- One correction to the report: David Abernethy-Deppe celebrated the Christmas Day service.

Social Ministries and Congregational Care – as submitted

Communication and Evangelism – as submitted.

Parish Life – as submitted.

Facilities

- Charlie Paratore has re-done the little bathroom
- All the re-keying has been done.
- The Newark Sai Center did not complete the C2RR training, and their insurance did not name St. James'. Our agreement with them has concluded.

Kathy Crary led the closing Eucharist in the Big Church.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry