

# St. James' Vestry Meeting Minutes

## Thursday, February 12, 2009

In attendance: Janet Fischer, Jan Brandt, Molly Lubwama, Jim McConnell, Tim Young, Jan Scrutton, Dean Valentine, Scott Kennedy, Mary Casas, Penny Trant, Sylvia Ma, Charlie Paratore, Greg Scheuffele, David Abernethy-Deppe, Kathy Crary, and Elizabeth Hart.

Sylvia Ma called the meeting to order.

Kathy Crary led the opening prayer, a reading from Exodus. The discussion centered on how the reading speaks to you about leading change.

Prayers for -

- Norm Day, who is near death
- Elizabeth Hart's mother, who is also dying
- Penny Trant's brother Nat, who underwent an emergency appendectomy and is now back home
- Jan Pearson, who will be undergoing cataract surgery
- Katherine LaRose, who will have another eye surgery on the 18<sup>th</sup>

Welcoming New Vestry Members

- If you normally have a joint e-mail address, please establish an e-mail address of your own for vestry business. Vestry business is sometimes sent via e-mail.
- New vestry members are already on the vestry e-mail list. You should check your e-mail daily.
- Janet Fischer sent a copy of the St. James' Bylaws via e-mail
- A copy of the vestry contact list was distributed
- Sylvia Ma sent out an updated ministry list via e-mail
- To get a key to the church, you must first take the C2RR training, which also includes a background check. It is free through February 28<sup>th</sup>. After you have completed the training, you must give Jan Brandt a copy of the certificate of completion before receiving a key.
- There is a mailbox for each vestry member in the copy room. It is a good idea to check your mailbox at least once a week.

Election of Senior Warden

- Normally the Senior Warden is appointed by the rector. In the absence of a rector, however, the vestry elects the Senior Warden
- Sylvia Ma has agreed to run for a second term as Senior Warden
- Motion was made to elect Sylvia Ma as Senior Warden by acclamation. Moved and seconded. Motion passed.

### Election of Junior Warden

- Janet Fischer was nominated as Junior Warden.
- Motion was made to elect Janet Fischer as Junior Warden by acclamation. Moved and seconded. Motion passed.

### Appointment of Treasurer and Clerk of the Vestry

- Motion was made to appoint Jan Brandt as Treasurer. Moved and seconded. Motion passed.
- Motion was made to appoint Elizabeth Hart as Clerk of the Vestry. Moved and seconded. Motion passed.

### Discussion of Vestry Clusters

- The last few years the vestry has been arranged by clusters. The clusters serve as liaison between the different ministry groups and the full vestry.
- The clusters are:
  - Lead Team – made up of the rector, senior warden, junior warden, treasurer and clerk
  - Social Ministries and Congregational Care
  - Parish Life – coordinates fun events, such as the camping trip, pancake supper, etc.
  - Facilities – includes work parties and the Memorial Garden
  - Communications and Evangelism – includes publicity, announcements, and the newsletter. Evangelism needs work
  - Worship and Christian Formation
- Would prefer not to have two new people in a cluster
- Would like to have the clusters formed by the vestry retreat (February 21<sup>st</sup>)
- Send your first, second and third choice for cluster to Sylvia Ma. You can request a cluster you have already been on.

### Rector House Equity

- A copy of the Housing Agreement was distributed. The agreement can be interpreted in different ways.
- St. James' has 24.74% interest in Bob Honeychurch's house
- Bob Honeychurch's calculations give a total of \$139,887.87
- Under the contract, the cost of staging and capital improvements (depreciated over 10 years) can be deducted.
- Also under the contract, Bob is responsible for all repairs and all insurances (e.g. Fidelity Home Warranty)
- Fence replacement was done because 2 sides of the fence fell down.
- Floor refinishing – done to refinish the hardwood floors because of damage
- The Diocese does not want to get involved unless there is an actual dispute. For example, if we send a demand letter and Bob does not agree the Diocese would arbitrate at that point.

- The controller of the Diocese did say that the vestry should have been informed regarding the maintenance and upgrades beforehand.
- Janet Fischer presented three scenarios of the calculation of the equity share.
- The concerns are with these four items: the home warranty, the roof repairs, the D and K Floors repairs, and the floor resurfacing. Janet will recalculate with these four items, and send out the information via e-mail.
- The Housing Agreement needs to be clearer, stronger next time.

#### Facilities Users

- Problems
  - There have been some problems with the way the chairs are being put back in the closet, even though there are instructions posted in the storage room, a chair rack for the padded chairs and wooden brackets on the floor for the metal chairs. The padded chairs should be used first, then the metal chairs.
  - Kitchen items – certain items, such as paper plates, cannot be stored in the kitchen as outside groups use those supplies.
  - People are still smoking near the buildings
- Have redone the Facilities Use Agreement
  - Groups are required to have insurance
  - Have completed re-keying to prevent access to the pantry, offices, etc.
- We can give groups a 30-day notice to quit at any time
- Janet Fischer will write a letter to the user groups reminding them of the rules regarding the chairs, use of the kitchen, smoking, etc.

#### Vestry Retreat

- The vestry retreat is Saturday, February 21. For those who wish to carpool, meet in the parking lot at 8 am. The retreat should be done by 4 pm.
- Connie Rux and Greg Miller, two former members from the previous vestry, will be coming.
- The agenda has already been sent out via e-mail.

#### Bishop's Visit

- The Bishop's visit is Sunday, February 22. The Bishop will meet with the vestry at 3 pm in the Vestry Room, and will meet with the confirmants at 3:30.
- The reception is at 4 pm. The Reception Committee is making the arrangements. The Bishop will speak, and there will be a question and answer session.
- At approximately 5:15 a service with confirmation will be held in the Big Church.

- The Alleluia Banner will be “buried” in the Columbarium during Lent, until it rises again at Easter.

#### Shrove Tuesday Pancake Supper

- The pancake supper is Tuesday, February 24. Food will be served from 6:00-7:30 pm. The men cook for this event.
- We have invited the Philippine Independent Church
- We have received some donations to cover the cost of tickets for those who cannot afford to purchase them. Talk to the clergy if you need a free ticket.
- Need youth and the vestry to help serve. If you can help please be at the church by 5:30

The three Ash Wednesday services are at 7 am, 12 noon, and 7 pm.

#### Area Ministry Team Meeting/Deanery meeting

- The meeting is March 15, 2009 from 2-4 pm at Holy Cross in Castro Valley
- The meeting is to brainstorm with Deanery reps and vestry and begin a discussion to create, rescue, and breathe life into youth ministry, not as six independent parishes but as a Deanery.

#### Memorial Garden

- Motion was made to transfer \$1000 from the Special Interest Memorial Fund to the Memorial Garden Endowment Fund. Moved and seconded. Motion passed with one abstention.

#### Winter Relief

- There is \$3209.13 in Special Interest Winter Relief. Would like to keep \$500 for seed money for next year, and give the rest to the Abode Services (formerly Tri-City Homeless Coalition) for Winter Relief.
- Motion was made to give \$2709.13 to Abode Services for Winter Relief. Moved and seconded. Motion passed.

The January 8, 2009 vestry meeting minutes were approved as presented.

Endowment Board gave \$359.65 to the maintenance of the Little Church, and \$517.46 to the operating fund.

#### Cluster Reports

- One of the responsibilities of vestry members is to write a cluster report each month.

Lead Team – as submitted. It was a good annual meeting. Thanks for your help.

Parish Life – as submitted

## Facilities

- The new bell tower has been completed. Cost was just under \$4000, and the money came from the Memorial Fund. The bell weighs 200 pounds, and was made in 1945 in Japan.
- Have been working with 2 plumbing contractors to determine what is and is not possible with the upgrades/renovation of the kitchen
- The vacuum cleaner and leaf blower no longer work and need to be replaced.
- Parish Hall floor has a new wax job
- Re-keying process is almost complete
- Bark chips will be installed on February 21, before the Bishop comes
- The new sexton is doing a great job
- There is a locking mailbox next to the office for people to make payments.

## Communication and Evangelism – as submitted

### Treasurer's Report

- 4 main components to the budget: Endowment, Building (capital projects), Special Interest (restricted money) and Operating (which assessed by the Diocese)
- For clusters: the level you can authorize without vestry approval is \$200 per single expense. You cannot authorize your own or your spouse's check request.
- Need receipts for reimbursement
- Jan Brandt needs the name and address of who the check is to be made out to.
- There is also a budget for the Building Fund this year.
- Special interest account balances are not budgeted
- Spent more money than we took in in January
- Trying to get a committee going again for the stained glass window. An additional \$20,000 (approximately) is needed to pay for the structural support required for a stained glass window.

### Parochial report

- Kathy Crary has been working on the Parochial report.
- Included in the report are services at St. James', Eucharistic visits, total membership of the congregation, and average Sunday attendance.
- The deadline is March 1, but it will be late.
- This will be presented at the March vestry meeting.

The McCutcheon Concert made \$2928.71. We received approximately \$400 worth of food donations.

The closing prayer was led by Sylvia Ma.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry