

# St. James' Vestry Meeting Minutes

## Thursday, September 10, 2009

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

Sylvia Ma called the meeting to order and David Abernethy-Deppe led the Bible study, on James 2:1-10, 14-17.

### Stewardship Report

- October 11<sup>th</sup> is the Leadership Luncheon, for ministry leaders, vestry, clergy, and their significant others.
- October 18<sup>th</sup> is Dedication Sunday, with a brunch after each service.
- Are there any names for the new Stewardship chair after Lynn Locher steps down? No definite suggestions yet. Sylvia Ma will talk to some people.
- Pledge cards
  - This year there will be a place on the pledge card that people can mark indicating that they are not ready to pledge right now. That way they will still be able to turn in the card.
  - Pledge cards will be brought up for a blessing.
  - It was suggested to have a standing Communion. A table and basket can be placed at the front during Communion so that people can bring their pledge cards up at that time.

### Transition Team Report

- Working hard on the parish profile. First draft has been written, and editing is being done.
- Next meeting is September 22<sup>nd</sup> at 7 pm in EB1
- The team is planning on presenting the rector survey results to the whole congregation.

### Kitchen Upgrade Project

- The new stove should be delivered Monday afternoon. Charlie Paratore will be hooking it up.
- Plans for the old stove? It is a good stove, but designed for a restaurant where it would be on all the time. Could sell the stove on Craigslist, contact groups that deal with used restaurant equipment, and/or check with Abode Services.

- The new stove cost approximately \$1500.
- Have 3 bids from 3 different contractors that range from \$955 to \$1520 for installation of garbage disposal, faucets, and dishwasher. Bids do not include cost of dishwasher itself.
- Facilities should look at the bids, give a recommendation, and send via e-mail for vote.

#### Painting Project

- There are 3 bids on the painting project, including Charlie Paratore's company.
- Facilities will send out information on the bids via e-mail, listing contractors as A, B, C, and not identifying contractors by name.

Charlie Paratore installed additional lighting in the main church for the choir.

#### Inventory

- Still aiming for the inventory to be completed by November 1<sup>st</sup>.
- Send all information to Laura Winter, who will consolidate it all.
- Need to clarify if stained glass is covered by the insurance policy.
- Take pictures of everything.
- For the cluster reports in October, give an update on what has been done regarding the inventory.

#### Women's Retreat

- Retreat is at Bishop's Ranch from Friday evening October 23<sup>rd</sup> through Sunday, October 25<sup>th</sup>. Theme is "Knit Together With Love"
- Cost is \$184.00 for 6 meals and 2 nights. There are scholarships for those who need it
- There are openings for 18; 10 people have expressed interest.
- Kathy Crary has already put 20% down.
- Motion was made to allocate \$200 from Special Interest 2630-72 Women's Day of Renewal and apply it to scholarships for the Women's Retreat. Moved and seconded. Motion passed.

There will be a supply priest October 25, 2009.

#### Deanery Vestry Retreat

- The Southern Alameda Deanery Vestry Retreat is scheduled for January 22-24<sup>th</sup>, 2010.
- This means we would have to have the annual meeting January 17<sup>th</sup> in order to have new vestry members attend. That is also the week of the McCutcheon Concert (January 18<sup>th</sup>). It would be difficult to get the

financials ready by that date and difficult to get ministry leaders to have reports ready (reports would have to be due mid-December).

- Cost is approximately \$200 per person. St. James' cannot afford that.
- It was suggested that some of the current vestry members be sent as delegates on Saturday, January 23<sup>rd</sup>, move the annual meeting to January 31<sup>st</sup>, and have a one-day vestry retreat February 6<sup>th</sup> (Presentation Center at Los Gatos if possible).

#### DioCal Convention

- The convention is scheduled for October 17<sup>th</sup>, with an event starting Friday, October 16<sup>th</sup> in the evening.
- Deanery reps attend, and are the voting members from the parish. Other parishioners may attend, but they do not vote.
- There is one resolution so far.
- The convention is highly educational, intriguing, and very interesting. You learn more about the bigger church, and hear about other churches' issues.
- The budget is a big issue. Pledges are down in congregations.
- 2010 assessment is based on our 2008 finances.

#### Calendar

There are several women at Flatlanders

9/13 – Evening service and youth group

9/15 – Windows deadline

9/17 – Vestry nominations committee meeting at 7:15 (Sylvia Ma, Janet Fischer, Jim McConnell, Tim Young, Kathy Crary, and David Abernethy-Deppe)

9/19 – Work party

9/20 – Baptism scheduled, but may have to be canceled due to family emergency; Usher training

9/22 – Transition Team meeting, 7-8:30 pm

10/4 – Blessing of the Animals at St. Anne's. Blessing of the artwork donated by John Maloney during the Faith Formation hour in EB1

10/8 Vestry meeting

#### Artwork

- Some of the donated artwork is in need of re-framing. We are going to be doing the re-framing.
- Would like to use some of the Memorial Donation money to purchase frames. A set of pictures will go in EB1, other pictures will go elsewhere.

- Motion was made to allocate up to \$300 from Special Interest 2630-08 Memorial Donations to re-frame the artwork donated by John Maloney. Moved and seconded. Motion passed.

Letter Folding Machine – is it broken or do we just not know how to use it? It seems to be broken. Scott Kennedy will take a look at it.

The August 13, 2009 vestry meeting minutes were approved as presented.

#### Financials

- Jan Brandt did a presentations at the services regarding the counterfeit checks. Two parishioners have also been affected. The common thread seems to be AEMCH. The bank has not yet credited us for those checks.
- Have fallen behind in pledges for both the Operating Fund and Building Fund. September/October have traditionally been lean.
- Some people have completely stopped pledging, some have changed pledges, and some have stopped pledging for a time.
- Need a suggestion of someone who would be willing to run a book sale fundraiser the beginning of December – we need the money.
- There are people who pay all at once at the end of the year, but the bottom line is pledges are down because income is down. Jan Brant is concerned.
- Reminder – even the Special Interest money needs to have check request forms filled out

#### Budgeting Framework

- Budget framework can be based on the actual money spent in a year or the current year's budget could be used. If the framework is based on the actual money spent in a year, then a group that does not use money one year may find that the money does not appear in next year's budget.
- Have to remind groups that if they want money in the Operating budget they have to ask for it.
- Some expenses are out of our control, or are set.
- Clusters – look at money spent and budgeted for the different groups in your cluster.
- A dedicated budget meeting is scheduled for Wednesday, November 4<sup>th</sup> at 7:30 pm.

#### Cluster Reports

#### Lead Team – as submitted

- Almost done with employee evaluations. Should be done by next week.
- New Facilities Use Agreements have been sent out; 3 have been returned
- Scott Kennedy will pick up keys from the bridge group the last day they are here.

#### Worship and Christian Formation

- The dedication of the youth space is on Sunday after the 10:30 service. There will be ice cream and root beer floats for everyone.
- The youth group will meet from 7-8:30 pm the second Sunday of the month following the informal service at 6:00 pm.
- Looking for blinds to match the ones in EB1
- Worship committee so far is Janet Fischer, Marilyn Rose, Jan Scrutton, Mike Scrutton, clergy and the music director.

#### Social Ministries and Congregational Care

- Tim Young and Mary Casas worked on the food pantry and bagged groceries.
- Items needed for the pantry are listed in the green sheets

#### Parish Life – as submitted

#### Communications and Evangelism

- Need to catch up on signs
- Jim McConnell talked with Greg Miller about the phones
- Greeters meeting are set for the second Sunday of the month at 9:15.

#### Facilities

- Passed fire inspection – no violations found
- In the winter, when Art Gallardo cannot work outside as much, could he do some interior painting? He is concerned about losing hours.

Tim Young led the closing prayer.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry