

# St. James' Vestry Meeting Minutes

## Thursday, January 14, 2010

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

Absent: Penny Trant

Guest: E.J. Hilliard

Sylvia Ma called the meeting to order and Kathy Crary led the opening Bible study, on Psalm 103 and Matthew 6:25-33.

### Election of Senior Warden

- Since we do not have a rector, the vestry must elect a senior warden
- Jan Scrutton was elected by unanimous vote of the vestry present at the meeting.

### Appointment of Stewardship Committee Chairperson

- Lynn Locher has resigned her appointment as Stewardship Committee Chairperson
- Members of the committee are Gail Blalock, Charlie Dickinson, Sandra Motley, Brad Hoffman and George Vlastelica.
- Motion was made to appoint Gail Blalock as chairperson of the Stewardship Committee. Moved and seconded. Motion passed.

### Injury and Illness Prevention Administrator

- The Injury and Illness Prevention Manual needs to be implemented – including having meetings (with minutes taken) and training for paid staff.
- An administrator needs to be appointed, who will be under the Facilities cluster.
- Motion was made to appoint Bryon Bader as the Injury and Illness Prevention Administrator. Moved and seconded. Motion passed.

### Ombudsperson

- St. James' used to have at least one ombudsperson. The last administration eliminated this position and the last person to serve in this capacity was Maggie Shalar.
- The ombudsperson serves as a liaison between a parishioner and the warden/clergy if the parishioner wishes to remain anonymous.
- People can still talk to the wardens/clergy directly
- Do we have parishioners who do not feel they can come to the vestry? Or who feel intimidated?

- An ombudsperson is a neutral party – not aligned with the vestry or clergy. There is a guarantee of confidentiality for a parishioner.
- The ombudsperson does not advise and cannot fix a problem, but can voice a person's concern and can refer the issue to a higher authority.
- This position is a signal to the parish that the vestry cares what parishioners think.
- This is something to consider in 2010 – need to ask prior incumbents for feedback, as well as develop guidelines. Also need suggestion of one or two people to fill that role.

#### Financial Reports

- December year end – Operating Fund \$37,180.02; Building Fund \$24,556.18; Special Interest \$201,830.51 (including rector housing fund)
- First time in a long time that our pledges came in under what was pledged – the Operating Fund was \$2,174.88 in the red, and the Building Fund was \$10,412.31 in the red.
- Our major expenses are the Diocesan assessment, salaries, and insurance.
- Diocese has given a break to all the parishes in 2010, and reduced the Diocesan assessment. The assessment helps pay for payroll processing, diocesan salaries, etc. Some of the money goes to the national church.
- Pension costs included cost for Kathy Crary and David Abernethy-Deppe for approximately 10 weeks of 2008.
- Fees (like insurance, telephone and internet, etc.) have gone up
- Getting almost no interest on all of our accounts
- Office supplies – almost \$300 was due to counterfeit checks

#### 2010 Budget

- No radical changes from previous drafts
- Several people have made a shift in their pledges from Building to Operating
- Deficit budget of \$7907.49
- Pledges are down from last year, but people have been generous with their time and talent; and have donated money for shoes, Winter Relief, etc.
- The budget is based on six months for Kathy Crary and six months for the new rector
- Budget can be revised by the vestry at any time
- Motion was made to adopt the 2010 Operating Budget as presented. Moved and seconded. Motion passed.

## Building Budget

- The carry forward to 2010 is \$24,556.18.
- Donations included \$460 for chairs and \$1200 for a tractor mower.
- Kitchen expenses (so far) are \$1518.01 for the stove and \$546.55 for the dishwasher
- The total is \$24,556.18 (carry forward) + \$35,478.00 (pledges) = \$60,034.18
- Still looking for used good used fireproof cabinet. We have \$520 from Endowment for the purchase.
- Still have money (\$205.00) left over after purchasing folding chairs. It was suggested to purchase a cart for holding the chairs with the remaining money.
- At least two new computers are needed, one for the new rector and a new accounting computer. New pledge software is also needed.
- It was proposed to move \$3000 from the 2009 carry forward into the Special Interest Little Church renovation reserve and \$3000 into the Special Interest Stained Glass Window reserve. If there is enough money available at the end of 2010, then an additional \$3000 per fund should be moved into each fund.
- Waiting on rewiring estimates
- Need to vote on the Building Budget before the annual meeting. Vote will be done via e-mail.

## Vestry Handbook

- Jan Brandt is working on the following to add to the handbook: Vestry clusters may approve expenditures up to \$200 without full vestry approval, but expenditures over \$200 require full vestry approval.
- The treasurer needs to have receipts within the quarter that the expenses occur
- Need to find a better way to write up big projects (for example, the Youth Space)

## Special Interest Outreach

- Have received a request from the Sunrise Village dinner preparation teams for \$300 to help cover the cost of food.
- Since this is related to Abode Services, is it possible to move \$300 from Winter Relief to Outreach?
- Motion was made to transfer \$300 from Special Interest Winter Relief to Special Interest Outreach for Sunrise Village dinners. Moved and seconded. Motion passed.

## Donation to Winter Relief

- After moving the \$300 for the Sunrise Village dinners, there is \$1236.55 in Special Interest Winter Relief.

- Motion was made to donate \$736.55 to Abode Services Winter Relief from Special Interest Winter Relief. Moved and seconded. Motion passed.

#### Donation to Episcopal Relief and Development (ERD) for Haiti

- Motion was made to donate \$1000 from Special Interest Evangelism to ERD for Haiti relief. Moved and seconded. Motion passed.
- If anyone from the congregation would like to donate to Haiti, they should donate directly to ERD, via mail or online. A flyer will be in the green pages with information on donating.

#### Ducks for Bucks

- It was approved to have Brad Hoffman and Tom Blalock run another Ducks for Bucks campaign.

#### New Organ/Piano for Little Church

- Motion was made to give up to \$2500 as seed money for a new organ/piano for the Little Church from Special Interest Memorial Donations. Moved and seconded. Motion passed.
- Members of the congregation may also make donations

The December 10, 2009 vestry meeting minutes were approved as presented.

#### Annual Report

- The preliminary report has been sent out
- There are some holes, so please review you sections and send revisions to Janet Fischer

#### Calendar

January 22 – Ray Abernethy’s service in Castro Valley

January 24 – Budget presentation

January 31 – Annual meeting

February 6 – Vestry retreat. Janet Fischer will print out 2010 calendar for retreat

February 16 – Shrove Tuesday pancake supper

February 17 – Ash Wednesday services at 7 am, 12 noon, and 7 pm

On December 12, 2009, the vestry approved Kathy Crary’s Letter of Agreement via e-mail.

On December 12, 2009, the vestry approved the Church Deployment Office Parish Search Request via e-mail.

The vestry received David Abernethy-Deppe's monthly time/mileage reports.

In Appreciation, from Sylvia Ma

- Thank you to the vestry, the clergy – Kathy Crary, the Junior Warden, the Clerk and Treasurer, and for the support from E.J. Hilliard

The vestry thanks Sylvia Ma and Janet Fischer for all of their hard work these past two years.

Cluster Reports

Parish Life – as submitted

Facilities

- There is a leak in the roof. Estimated cost is \$475.00
- Motion was made to spend up to \$500 to repair the roof. Moved and seconded. Motion passed

Communications and Evangelism

- McCutcheon concert is Monday, January 18. Ticket sales are behind from last year.

Social Ministries and Congregational Care

- Purchased knit caps and gloves for Winter Relief with the extra money from the money donated for the Thanksgiving breakfast.

Kathy Crary led the Eucharist.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry