

## **Vestry Meeting Minutes**

### **1/26/2014**

Present: The Rev. John Kirkley, Barbara Webb, Petrina Grube, Carla Borsoi, Bill Newlin, Doreen Canton, Noreen Huey, Eleanor Scott, Elia Pochron, Mary Balmana

Absent: Giselle Bosc and Ullrich Schwertschlag

Discussion that format of meetings would change. The initial part would be reflection on the readings or sermon as the case may be. During this time, the Vestry would eat. This would be followed by 90 minutes of meeting

### **Report on Vestry retreat**

We should draw on things we are passionate about and that should be the focal part of our work. Reviewed the flip chart papers (which will be summarized at a later time). The two we reviewed are "What are we passionate about?" and "What do we want to carry forward?"

The other meeting change/suggestion is to begin with a parking lot. This is a place to put personal ideas or conflicts that prevent us from being truly present. People can feel free to share aloud or quietly so that they can put these aside for the duration of the meeting.

At the retreat, the idea was to break into small groups to discuss the Gospel. This may be something to do as part of the initial section of the meetings.

Discussion continued about items we are passionate about and how they can be made manifest.

Thanks to John and Barbara for their work on this event. The Vestry agreed it was great for reflection.

Mary shared a little bit of position feedback on the sermon.

Conversation about action - reflection - sharing cycle and how do we develop this as an outgrowth of the programs we create based on our passions. There were several comments that we need to move beyond the bulletin, but get to a point of "witnessing" these items to others. This idea of sharing needs to seep into other groups within the church. We should be shouting it from other areas, like youth. It should form part of the DNA.

John then explained that finance will be something done more at the end of the meeting than the beginning. **Bill** then mentioned that the finance team will meet and report back. In the event that the finance team is coming to a Vestry meeting, there may be occasions that they would report first.

Minutes from last meeting in December reviewed. One correction needs to be made, that the

Parish voted on the changes to the Vestry numbers. **Rev. Kirkley** took this as a to-do item.

Meeting began in earnest and the agenda reviewed.

Added to agenda were calendaring, Vestry Jesus experiments, and Passionate Sunday.

### **SJP audit**

This will be discussed at next preschool boarding meeting. There hasn't been an audit of the preschool since the capital campaign six years ago. The preschool is prepared to do it, just going to discuss at this next board meeting.

### **SJ audit**

**Bill** remarked that we have received our audit for 2012. He will report more at a later time. They are trying to ensure the 2013 one happens sooner and faster.

### **2014 Budget**

Bill reviewed budget with projected deficit of \$7800. There is some cushion for us to work with, but Bill will continue to keep an eye on it.

It was noted that we are not paying our assessment to the Diocese since we overpaid last year. We overpaid because we had to pay it while we waited for assessment relief approval.

Bill also commented that the 2013 budget was approved with a deficit of \$1000, but we have \$5000 gap. The adjustments should be finalized closer to Pie Sunday.

Bill reviewed specific budget line items from costs and revenue. He will continue to monitor health care.

We are also transferring \$9K from the interest income to the building fund. We need to be mindful of the building fund. This does not come out of the P&L.

A side conversation erupted about the parking situation. The SFUSD has changed the rules with regards to renting space on their property. We have Sutro school until the end of the school year, and can likely use Star of the Sea for the summer, but will need a new solution for the next school year. The fees SFUSD has proposed run into the \$1000s. It's possible that St. Anne's may be a possibility. We can also investigate some opportunities. The rest of this side bar conversation was tabled and should be revisited at another meeting.

Returning to budget, Rev. Kirkley noted that pledges are only at about \$197K. There are a couple outstanding, but a large donor moved to a new church.

If we adopt this budget, the Vestry was cautioned, there would be a need for a fundraising event to bring in \$2 - 3K tied to our passions. There were some questions if this would be fundraising for a specific event or for just the budget. It cleared up that this would be for the general budget. Even with this loss of pledge income, Bill suggested we move forward and pass the budget. From a cash flow perspective, it was suggested to go back and review people who didn't meet their pledge commitment from 2013 and ask them to make good.

Budget was unanimously approved.

**Rev. Kirkley** was to follow up and ensure that all the payroll changes were made, and retroactive to Jan 1, 2014.

### **Elections**

Helen Lantz was unanimously elected as clerk.

Bill Newlin was unanimously elected as treasurer. It was noted that he is willing to serve another year, but we need to do some succession planning for anyone who can take this on. Bill will have one more year on Vestry after a handover to help who ever assumes the Treasurer role in 2015.

Doreen Canton was unanimously elected as junior warden.

We are thankful to all of them.

We should be intentional with vestry recruitment for next year and look for folks who can take on the Junior Warden role without feeling like a deer in the headlights.

Thanks to Barbara Webb who has agreed to be Senior Warden for a second year.

### **Newcomer & Potential Member List**

Mary sent email to Roger and Bethany in their role as shepherds. Jaimon has joined another church.

Comments were made about the need to reach out to newcomers sooner.

Three newcomers have become members: Mary O'Neal, Rebecca Nicolson, Eugenia Perez.

Reviewed list, and identified people to follow-up with.

Agreed we need to have a social event for families with young kids - perhaps Gregg and Korbuly/Ellis families could host. Mary asks that if we have a connection with someone we should reach out. Noreen noted that we had planned a newcomer event that has zero RSVPs,

but that we should try something again.

Some discussion of moving name badges to an easier place.

Where to put children's badges was another item, and the worship team will be asked to look into a brief dismissal of the children for Sunday School by Rev. John Kirkley.

### **Furniture**

Church is being re-arranged so that more pews are in front.

### **Earthquake Insurance**

Do we want a rider for earthquake insurance, which would cost \$5 - 10K?

St James has survived two major quakes and there would be a large deductible  
Church was retrofit in 1988.

The Vestry agreed we can't afford it and that this isn't the time.

Please note: No vote was held on this topic, but this was the general consensus.

### **Raising the Insurance Deductible**

The Vestry voted unanimously to raise the insurance deductible.

### **Financial Report**

This was reviewed at the annual meeting. There are a number of wonky things.

There was a large contribution for the organist, which makes income look greater.

The larger than needed payment to the assessment looks odd.

We had underpaid on sabbatical and benefits, but are now current.

We have a small profit on 2013, which should disappear by Pie Sunday, once any remaining bills are paid.

2013 pledge statements went out. John/Bill to look at prior year receivables and determine what needs follow ups.

Noreen asked about pledge statements and what is contained in them. The entry of the dollar amounts doesn't always equal pledge. The issue is that it all depends on how it is keyed in, so we may need to determine a new process for this.

Transfer of operating fund to a new bank. The majority of the money will be done as a single check, with a small remaining amount in case of any final bills. **Bill** to contact Erazm on 1/27/2014 to get this to happen.

## **Calendaring**

Vestry meeting schedule for the remainder of 2014 settled as:

Feb 23  
Mar 16  
Apr 13  
May 18  
Jun 15  
July - no meeting  
Aug 24  
Sep 21  
Oct 19  
Nov 16  
Dec 14

The lunch portion of the meeting will be broken into three parts (set up, food, clean up). **Barbara** will send around a list of dates and duties for people to sign up.

Pie Sunday is scheduled for March 23rd.

**Eleanor** said she would make a pie chart of Vestry passions.

**Rev. Kirkley** also said he would look into having Erazm create a Google or Yahoo group for communication. There were some concerns raised from a few folks about ensuring it would work. Fair enough ;)

## **Jesus Experiment**

Some revisiting of this. 30 day practice of gratitudes and prayers. What supports us on our spiritual growth. Vestry agreed to pair off and figure out how to work best with your prayer buddy.

We can rotate at each Vestry meeting. Initial list:

John - Ullrich  
Mary - Eleanor  
Doreen - Giselle  
Carla - Elia  
Noreen - Bill  
Petrina - Barbara

Each pair should do what works best for the two of them to do this practice.

## **Business that should be revisited in the future**

Parking lot situation

Family party idea

Social event for whole church

Developing sharing as a practice for our various successes within the church and its programming

Fundraising Event

**Closing Prayer**

Thank you!

Respectfully submitted,

Carla Borsoi