



## The Episcopal Church of St. Matthew

1 El Camino Real, San Mateo, CA 94402 - (650) 342-1481

### MEMORANDUM

**To:** Vestry Members  
**From:** Steven Carleton, Secretary  
**Subject:** Vestry Meeting Minutes — March 30, 2006  
**Date:** March 31, 2006  
**Next Meeting:** Thursday, April 27, 2006  
6:30 – 9:00 p.m., St. Charles House

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#### Planned Agenda:

1. Administrative Issues
2. Bishop Search Update/Deanery Report
3. Rector Report
4. Finance & Administration
5. Sr. Warden Report
6. Communications
7. Rector Search Committee

#### Future Meeting Schedule

Thursday, April 27, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, May 25, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, June 22, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, July 27, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, August 17, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, September 21, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, October 19, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, November 16, 2006	6:30 – 9:00 p.m.	St. Charles House

**Attendance:**

	VESTRY													CLERGY		CHANCELLOR	
	Marilyn Callaghan	Bill Boyd	Lynzie Haynes	Steven Carleton	Jim Dewitt	Tim Catlin	Anne Emry	Grover Buhr	Lois Dresser	Sonia Warfield	Betsy McCall	Raymond Schulz	Fr. Rob McCann	Rev. Beth Parab	Steve Slabach		
3/30/06	X	X	X	X		X	X	X	X	X	X	X	X	X	X		

**Guests:**

Craig Martin  
John Stephenson

Meeting called to order at 6:38 pm. Bill Boyd led the Vestry with an opening prayer.

**Administrative Issues:**

- Steven Carleton presented the minutes for the March 9, 2006 Vestry meeting.
  - o **Motion: It was moved and seconded that the minutes for the March 9, 2006 Vestry meeting are approved. The motion was approved 9-0.**
- Vestry calendar has changed. May 4 meeting changed to April 27, 2006.
- SMEDS BoT meeting scheduled for March 27, 2006 was rescheduled for next week, Monday April 3, 2006. Ensure two Executive Committee members are present and all Vestry members are welcome and encouraged to attend.
- Discussed status of by-law amendment proposal from 2005 regarding ability to provide a substitute for Rector if he/she is not available to attend a BoT meeting.

**Bishop Search Update/Deanery Report:**

- Craig Martin provided update on Bishop search process and encouraged all to visit: <http://bishopsearch.org>
- During the Annual meeting in January 2006, the parish elected 7 Deanery representatives and 3 alternates. Our parish is entitled to 8 representatives to the Deanery. Vestry agreed to review vote count from Annual Meeting election and promote the alternate with the most votes as a Deanery representative.

**Rector Report**

- Fr. Rob delivered his Rector's report (attached)

## **Finance and Administration**

- Steven Carleton covered the Stewardship report to the Vestry on behalf of John Stephenson
- Treasurer reviewed actual spending to date vs. 2006 budget. Income increase in January due to lump sum SMEDS use fee payment.
- School finance committee report – audit completed by new auditing firm. New firm has provided benchmark data from other K-8 schools and charted SMEDS in comparison.

## **Sr. Warden Report**

- Marilyn wants to assemble the various committees formed at March 9, 2006 Vestry meeting. Meeting kickoffs are targeted by end of April 2006.

## **Communications**

- Web site has been updated. Please visit [www.episcopalstmatthew.org](http://www.episcopalstmatthew.org) and provide any feedback to Steven Carleton.
- Ivy Leaf and Tau Cross should contain Vestry/Clergy contact info. Ensure .pdf files posted on web site are not indexed to prevent access by search engines.

## **Rector Search Committee (RSC)**

- RSC had orientation meeting on 3/20/06 with Canon Hansen to discuss Rector Search process
- RSC follow up meeting held on Sunday, 3/26/06 to meet with former Rector Search Committee members to conduct lessons learned. Meeting was productive with Sr. Warden and Raymond Schulz attending from the Vestry.
- Leadership elections to be held on Monday, 4/17/06.

## **Other issues**

- Church offices to be closed on Monday and Tuesday 4/17 & 4/18/06 for carpet installation.

Anne Emry led the Vestry in closing prayer.

**Meeting adjourned at 10:25 pm**