



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 — April 27, 2006
Date: April 28, 2006
Next Meeting: Thursday, May 25, 2006
6:30 – 9:00 p.m., St. Charles House

Planned Agenda:

1. Administrative Issues
2. SMEDS Religious Curriculum Update
3. Rector Report
4. Use Fee Committee Update
5. Finance & Administration
6. Rector Search Committee
7. Sr. Warden Report

Future Meeting Schedule

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	<i>Marilyn Callaghan</i>	<i>Bill Boyd</i>	<i>Lynzie Haynes</i>	<i>Steven Carleton</i>	<i>Jim Dewitt</i>	<i>Tim Catlin</i>	<i>Anne Emry</i>	<i>Grover Buhr</i>	<i>Lois Dresser</i>	<i>Sonia Warfield</i>	<i>Betsy McCall</i>	<i>Raymond Schulz</i>	CLERGY	<i>Fr. Rob McCann</i>	<i>Rev. Beth Parab</i>	CHANCELLOR	<i>Steve Slabach</i>
4/27/06		X	X	X	X		X	X		X	X	X	X		X	X		X

Guests:

Rev. Stacy Williams Duncan

Meeting called to order at 6:41 pm. Fr. Rob led the Vestry with an opening reflection.

Administrative Issues:

- Steven Carleton presented the minutes for the March 30, 2006 Vestry meeting.
 - o **Motion: It was moved and seconded that the minutes for the March 30, 2006 Vestry meeting are approved and that future meeting minutes be completed using more clarity regarding acronyms and bullet point structure. The motion was approved 8-0.**
- St. Matthew’s Episcopal Day School (SMEDS) Board of Trustees (BoT) meeting scheduled for April 24, 2006 was rescheduled for next week, Monday May 1, 2006.
- The Sr. Warden reviewed upcoming events at the Parish and diocese as published at the bottom of the meeting agenda.

SMEDS Religious Curriculum Update

- Rev. Stacy Williams Duncan provided a presentation of the SMEDS religious curriculum that will be implemented in the fall of 2007 (attached).

Rector Report

- Fr. Rob delivered his Rector’s report (attached).
- Rev. Beth announced that she has 15 students signed up for this spring’s Communion class. The class is aimed at children ages 6-12 and runs for six weeks, held Sunday afternoons from 4-5 pm.

Use Fee Committee Update

- Tim Catlin provided an update on the activity of the joint Use Fee/Shared Facility Expense committee.
- The Vestry went into Executive Session at 8:35 pm to discuss a finance matter
- The Vestry came out of Executive Session at 9:00 pm

Finance and Administration

- The Treasurer reviewed the status of Stewardship and Endowment accounts and distributed the current Parish balance sheet.
- The Sr. Warden reported that St. Matthew's has received a bequest from the estate of Phyllis Molinari in the amount of \$50,000.
- A draft of the new Parish Personnel manual is being reviewed and is near completion.

Rector Search Committee (RSC)

- The RSC held a meeting on 4/17/06. Steven Carleton (Vestry Liaison to RSC) attended the meeting. The RSC elected the following officers at the meeting:
 - o Co chairs Craig Martin and Mitzi Daly
 - o Treasurer: Whitney Simonds
 - o Secretary: Judy Stephenson
- The RSC will meet again with Canon Hansen on 5/8/06 to prepare for the Town Hall meeting they will run on Sunday, 5/21/06.

Sr. Warden Report

- The Sr. Warden wants the various committees to meet ASAP to begin work on their ministries. These committees are essential to conducting the work of the parish that is necessary as we prepare St. Matthew's for our next Rector. The Sr. Warden will send a reminder to committee chairmen.
- The Sr. Warden requested that the Vestry begin to identify potential candidates for next year's anticipated Vestry openings.
- The Vestry went into Executive Session at 9:46 pm to discuss a personnel matter.
- The Vestry came out of Executive Session at 10:00 pm.
- The Sr. Warden advised the Vestry that she will bring an important topic to the 5/1/06 BoT meeting agenda. The Day School by-law amendment proposal that the Vestry approved in 2005 (regarding the ability to provide a substitute for the Rector if he/she is not available to attend a BoT meeting) needs to be addressed by the BoT and the Sr. Warden will request the BoT consider and vote on this amendment at the next BoT meeting.
- The BoT approved a candidate to fill a vacancy and requested Vestry ratification of the candidate. The Vestry did not have enough information (bio, background, interviews, etc.) to vote on the candidate. The Vestry will schedule discussion and, if appropriate, a vote for the 5/22/05 Vestry meeting.

- **Motion: It was moved and seconded that the Vestry approve \$500 to support the 2006 professional development of our music director, Nat Berman. The motion was approved 10-0.**

Other issues

- The Vestry would like to recognize, thank, and congratulate Ann Emry for putting together a spectacular Parish Guide for Newcomers.

Bill Boyd led the Vestry in closing prayer.

Meeting adjourned at 10:03 pm