



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 — May 25, 2006
Date: May 26, 2006
Next Meeting: Thursday, June 22, 2006
Meeting: 6:30 – 9:00 p.m., St. Charles House

Planned Agenda:

1. Administrative Issues
2. Use Fee Committee Update
3. Rector Report
4. Stewardship Update
5. Rector Search Committee
6. Membership Update
7. Finance & Administration
8. Sr. Warden Report

Future Meeting Schedule

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	Marilyn Callaghan	Bill Boyd	Lynzie Haynes	Steven Carleton	Jim Dewitt	Tim Catlin	Anne Emry	Grover Buhr	Lois Dresser	Sonia Warfield	Betsy McCall	Raymond Schulz	CLERGY	Fr. Rob McCann	Rev. Beth Parab	CHANCELLOR	Steve Slabach
5/25/06		X	X	X	X	X	X	X	X	X	X	X	X		X	X		X

Guests:

Canice Wu

Meeting called to order at 6:43 pm. Fr. Rob led the Vestry with an opening prayer.

Administrative Issues:

- Steven Carleton presented the minutes for the April 27, 2006 Vestry meeting.
 - o **Motion: It was moved and seconded that the minutes for the April 27, 2006 Vestry meeting are approved. The motion was approved 10-0.**
- St. Matthew's Episcopal Day School (SMEDS) Board of Trustees (BoT) meeting scheduled for May 22, 2006 was rescheduled for Monday June 5, 2006.
- The Sr. Warden reviewed upcoming events at the Parish and diocese as published at the bottom of the meeting agenda.

Use Fee Committee Update

- Tim Catlin provided historical background information on the Use Fee.
- Both Tim and Canice complimented the teams on their constructive working relationship.
- Canice presented findings to Vestry. Note: this is the same presentation given to the SMEDS BoT on Monday, May 1st, 2006.

Rector Report

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

Stewardship Update

- Raymond Schulz gave an update on the latest Stewardship campaign. There has been a solid response to the latest campaign.

Membership Update

- Betsy gave an update on Parish membership. Recent improvements have been made to tracking current membership.
- The Parish Directory with photos is nearly ready to publish.

Rector Search Committee (RSC)

- The RSC held the Parish Town Hall meeting on 5/21/06. The RSC plans to summarize the results of the Town Hall meetings in mid June. They will share with the Vestry and Parish at that time.

Sr. Warden Report

- The BoT approved a candidate to fill a vacancy and requested Vestry ratification of the candidate.
 - o **Motion: It was moved and seconded that the Vestry ratify Teresa Briggs as a member of the SMEDS Board of Trustees. The motion was approved 11-0 with one abstention.**

Finance and Administration

- The Vestry went into Executive Session at 9:19 pm to discuss a financial matter.
- The Vestry came out of Executive Session at 10:54pm.
 - o **Motion: It was moved and seconded that the Vestry resolves the following: It would be in the best interest of the church community to change the existing use fee assessment that the school pays the church. The Vestry commits itself to work with the members of the Day School Board of Trustees to transition their financial relationship from one based on a fixed percentage use fee to one based on a facilities cost sharing model. The motion was approved 8-0 with two abstentions.**

Betsy McCall led the Vestry in closing prayer.

Meeting adjourned at 10:57 pm