



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 — August 17, 2006
Date: August 18, 2006
Next Meeting: Monday, August 28, 2006
6:30 – 9:00 p.m., St. Charles House

Planned Agenda:

1. Jane Harter Welcome
2. Rector Report
3. Buildings and Grounds
4. Finance & Administration
5. Use Fee Committee Update
6. Stewardship Update
7. Rector Search Committee Update
8. Sr. Warden Report
9. Administrative Issues

Future Meeting Schedule

Monday, August 28, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, September 28, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, October 26, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, November 16, 2006	6:30 – 9:00 p.m.	St. Charles House
Thursday, December 14, 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>
8/17/06		X	X	X	X		X	X	X	X	X		X		X	X		

Guests:

Jane Harter
Chris Dillon

Meeting called to order at 6:45 pm. Rev. Beth led the Vestry and guest in a brief service in the St. Charles House chapel.

Jane Harter Welcome

- The Sr. Warden introduced Jane Harter, Interim Head of School at St. Matthew's Episcopal Day School (SMEDS). Jane gave us a brief review of her background as well as a recap of her first few weeks at SMEDS.
- Trustee Day at SMEDS is 9/20/06 to visit school/classrooms while in session. Jane extended the invitation to the Vestry and invitations will go out when school begins.

Rector Report

- Fr. Rob delivered his Rector's report. The following items were covered
 - September Liturgy/Program and time change for service (now 10:15 am)
 - First Tuesday of month will be Candlelight Service of Taize at 7 pm
 - Noon Wednesday Eucharist service has been cancelled due to low participation
 - Gospel of Mark with Michael Reardon on 9/24/06
 - Half day in Harmony with Nature in our Garden on 9/30/06
 - Church School update from Rev. Beth
 - Prepare/Enrich
 - CALL – CDSP
 - Kudos for our new web site to Tom Hammer from the Diocesan Director of Communications
 - Final class taught by Fr. Rob on Early Church is next week
 - Interim Rector and Interim Head of School now meet each Tuesday at 9:15 am
 - Bishop Marc Andrus to visit St. Matthew's on 1/21/07

Buildings and Grounds

- Grover provided an update on the Garden Guild's volunteer work around the church grounds. They have donated approximately \$7,000 during the last several months.
- Two bids have been received from contractors to replace the furnace. Bids are quite different and will require more investigation. Work could be completed this fall.
- A leak in the church basement appears to be coming from the sprinkler system. Excavation may be needed for the repair.

Finance and Administration

- External financial audit is ongoing.
- Work has been done on external benchmarking with other parishes in the Diocese regarding staff costs vs. program costs. Our staffing costs are 56% of total budget. Our programs are funded at the 1-2%.
 - o **Motion: It was moved and seconded that the Vestry approve the release of \$2040.00 from the dedicated equity account for Buildings and Grounds to cover the remaining cost of the St. Charles House dining room sideboard. The motion was approved 9-1.**
- The Vestry went into Executive Session at 9:20 pm to discuss an administrative matter.
- The Vestry came out of Executive Session at 10:03 pm.
- The Vestry will resume discussion of the remaining agenda items at another meeting scheduled for Monday, 8/28/06 at 6:30 pm in St. Charles House. Topics for discussion will be:
 - o **Use Fee Committee Update**
 - o **Stewardship Update**
 - o **Rector Search Committee Update**

Grover Buhr led the Vestry in closing prayer.

Meeting adjourned at 10:08 pm