



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 28, 2006
Date: August 29, 2006
Next Meeting: Thursday, September 28, 2006
Meeting: 6:30 – 9:00 p.m., St. Charles House

Planned Agenda:

1. Stewardship Update
2. Rector Search Committee Update
3. Use Fee Committee Update
4. Sr. Warden Report
5. Administrative Issues

Future Meeting Schedule

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													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		
8/28/06	X	X	X	X		X	X	X	X	X	X	X				X		

Guests:

None

Meeting called to order at 6:45 pm. Bill Boyd led the Vestry in an opening prayer.

Stewardship Committee Update

- Raymond Schulz provided the Vestry an update on this year's Stewardship drive.
- Campaign will be announced on 9/10/06
- Campaign will be focused from mid October to mid November to avoid conflict with Thanksgiving and Christmas
- Vestry members to email Raymond NLT 8/31/06 with nominations for Stewardship core team (trainers) and Stewardship Committee (callers)

Rector Search Committee (RSC) Update

- Candidates to replace two departed RSC members have been approached
- Irene Miura has agreed to join the RSC
- Awaiting confirmation from Ann Sortwell to join RSC
 - o **Motion: It was moved and seconded that the Irene Miura and Ann Sortwell be appointed to the Rector Search Committee. The motion was approved 10-0.**

Finance Update

- The Vestry went into Executive Session at 7:16 pm to discuss an administrative matter.
- The Vestry came out of Executive Session at 7:43 pm.

Vestry Minutes Update

- The Vestry discussed the level of detail to be included in the meeting minutes. Decision made to summarize items discussed rather than attach documents to the meeting.

Use Fee Committee Update

- Use Fee Committee met Monday, 8/14/06
- Sr. Warden summarized Use Fee Committee meeting
- Tim Catlin detailed items that Committee agreed upon
- The following goals in resolving Use Fee issue were agreed to by the Committee:
 - o Solution should be clear, dependable, transparent and logical decision
 - o Solution should be a new solution that is completed by the end of this calendar year (including any necessary By-laws changes)

- Solution should be more creative around how items get paid
 - Solution must be designed to survive changes in both the Vestry and the Board of Trustees
- The following were discussed as goals, but it was decided that these are not goals, but would be benefits of achieving the above goals:
 - Reduced contention between church and school
 - Reduced amount of funds paid from school to church
- Committee agreed that expense share ratio should be between 75/25 and 80/20
- Discussed deferred maintenance/capital improvements portion of proposed calculation
- Summarized capital improvements of facilities from 1995 to present
- Committee will continue to meet regarding optimal solution for this portion of shared expense and possible transition plan to new structure

Anne Emry led the Vestry in closing prayer.

Meeting adjourned at 10:15 pm