



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 — September 28, 2006
Date: September 29, 2006
Next Meeting: Thursday, October 26, 2006
6:30 – 9:00 p.m., St. Charles House

Planned Agenda:

1. Administrative Issues
2. Rector's Report
3. St. Charles House Update
4. Buildings and Grounds
5. Finance and Administration
 - Finance Update
6. Stewardship Update
7. Rector Search Committee Update
8. Warden Report
9. 2007 Vestry

Future Meeting Schedule

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

Guests:

Lisa Bottom-Duvivier

Meeting called to order at 6:45 pm. Fr. Rob and others led the Vestry in opening prayers of support for Rev. Beth as the birth of her child approaches.

Rector Report

- Fr. Rob delivered his Rector's report. The following items were covered:
 - 9 am Sunday Forum programs for 2006 are set. A group of 20 parishoners gathered to determine criteria and make suggestions for themes & speakers for future Sunday Forum events
 - Baptismal Preparation Team includes five members to support Saturday education classes the day before baptisms
 - Celebrate the spirit of St. Francis Day this weekend with a "Half Day in Harmony with Nature" in our garden on Saturday, 9/30/06 from 10 am – 2 pm and the Feast of St. Francis and blessing of the animals on the lawn at the 10:15 am with the Day School in attendance
 - Revision of the facility fee schedule was requested. Grover Buhr's committee will provide input and recommendations
 - The Sarum Blue set of Vestments for Advent has been purchased (through many generous donations) and will arrive xx/xx/06
 - Sign Committee has signed off on the new sign structure. A letter to the Editor by Fr. Rob regarding signs has been published in the "Living Church"
 - Thanks to the League for Service for their financial support of the Gospel of Mark on 9/24/06
 - Michael Reardon (Gospel of Mark performer) is available to do a Passion performance on Good Friday evening. Lois Dresser will see if the Thrift Shop can underwrite this event
 - Bishop Marc Andrus to visit St. Matthew's on 1/21/07
 - Clergy in place while Rev. Beth is on maternity leave:
 - Emergencies go to Fr. Rob first
 - Deacon Bob has agreed to be on call if Fr. Rob cannot make it
 - Rev. Lois Hoy will be assisting priest on Sundays mid November to Christmas
 - Other help will be requested as needed

St. Charles House Committee Update

- Lisa Bottom-Duvivier provided update of the St. Charles House 10 year Master Plan
- Cooperation with hospital has begun as garden and labyrinth is progressing
- Lisa presented three projects that could be completed between now and 2008
- It will be necessary to replace the slate roof by 2016 (age will be 100 years)
- Lisa requested that the Vestry consider supporting this plan as well as a capital campaign to support it

Finance Update

- Lynzie reviewed the updated budget and balance sheet for August 2006
- Lynzie presented a 10 year study of St. Matthew's financial situation that will be used as a basis for the Stewardship finance message

Stewardship Committee Update

- Raymond Schulz provided the Vestry an update on this year's Stewardship drive
- 49 callers are currently being recruited by 7 Supercallers; total callers committed to date is 21
- Training for callers will be week of 10/2/06 to prepare for 10/16/06 campaign launch

Buildings and Grounds

- Budget completed for 2007 (\$117K does not include sexton)
- Data collection underway to document sexton duties
- Shower in Charles House apartment 2A (Rev. Beth's) needs to be replaced
- Expect church furnace replacement project to be started in 2006

Rector Search Committee (RSC) Update

- David Haynes has agreed to join the RSC
 - o **Motion: It was moved and seconded that David Haynes be appointed to the Rector Search Committee. The motion was approved 10-0. Lynzie Haynes abstained.**

Warden Report

- Sr. Warden provided 9/25/06 St. Matthew's Episcopal Day School (SMEDS) BoT meeting update
 - o School is nearly at capacity with student population
 - o New finance office manager on board

- Use Fee update given to BoT. Goal is to be completed by end of this Vestry year. The timeline necessary to enable achieving this goal will require a joint BoT/Vestry meeting in early November
- Head of School search committee has begun interviewing candidates. Search Committee members will begin having dinners with candidates in early October
- Church is in contract to purchase the former Rector's stake in the home owned jointly by the parish and the former Rector
 - **Motion: It was moved and seconded that the parish pay 60% of the Section 1 termite work in conjunction the purchase of the property at 335 23rd Ave, San Mateo, CA. The motion failed by a vote of 9-2.**
 - **Motion: It was moved and seconded that a resolution for the purchase of real property be adopted permitting the Sr. Warden to sign all documents necessary to complete the purchase of real property at 335 23rd Ave, San Mateo, CA. The motion was approved by a vote of 11-0.**

2007 Vestry

- Five Vestry positions will be open for next year's Vestry.
- One candidate has expressed interest and will be submitting a bio for review
- Current Vestry is requested to bring candidate names forward for discussion at future Vestry meeting.
- Vestry slate of candidates to be published in December 2006 Tau Cross

Grover Buhr led the Vestry in closing prayer.

Meeting adjourned at 10:45 pm