



# 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 — October 26, 2006  
**Date:** October 27, 2006  
**Next Meeting:** Thursday, November 16, 2006  
**Meeting:** 6:30 – 9:00 p.m., St. Charles House

---

### Planned Agenda:

1. Administrative Issues
2. Congregational Vocation Committee (CVC) Report
3. Auditor's Report
4. Stewardship Committee Update
5. Head of School Search Update
6. Finance and Administration
7. Rector's Report
8. Warden's Report

### Future Meeting Schedule

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		
10/26/06	X	X	X	X	X	X	X	X	X	X	X	X	X			X		

**Guests:**

Tom Doherty  
Mike Savasta  
Chris Dillon

Meeting called to order at 6:33 pm. Grover Buhr led the Vestry in opening prayer. Betsy McCall joined the meeting at 9:30 pm.

**Administrative Issues**

- Steven Carleton presented the minutes from the 8/28/06 and 9/28/06 Vestry meetings
  - o **Motion: It was moved and seconded that the minutes be approved. The motion was approved 8-0.**

**Congregational Vocation Committee Report**

- Tom Doherty provided a report on the Congregational Vocations Committee (CVC). Anne Emry did not attend this portion of the meeting.
  - o Members of the CVC are Tom Doherty, Grover Buhr, Tim Catlin, Whitney Simonds, Ginger Fortmiller, Elizabeth Weatherby
  - o Tom presented the process for those who aspire to Holy Orders
  - o Two parishioners are currently undergoing evaluation by the CVC, Anne Emry (priest) and Doe Yates (deacon)
  - o Smaller teams are assigned to each aspirant to help them through the process:
    - Anne Emry - Tim, Whitney, Ginger
    - Doe Yates - Tom, Grover, Elizabeth
  - o Tom will send the CVC's full report on Anne to Steven to distribute to the Vestry at least one week prior to the November Vestry meeting. The goal is to vote on Anne's postulancy at the next Vestry meeting.

**Auditor's Report**

- Mike Savasta, the Parish's accountant, presented the 2005 audited financial statements to the Vestry.
- The 2006 audit will be conducted in February 2007 and ready for presentation to the Vestry in March 2007.

**Head of School Search Update**

- Chris Dillon provided the Vestry an update on Day School Head of School Search

- 16 applications received in August 2006 (12 men, 6 women), narrowed to 8 semi-finalists in September. 4 finalists selected in October.
- Search Committee expects to recommend finalist in November for ratification by the Vestry at next month's meeting.

### **Stewardship Committee Update**

- Raymond Schulz provided the Vestry an update on this year's Stewardship drive
- Letters/pledge cards went out to both prior pledgers and non-pledgers last week
- \$160K in pledges to date!
- 41 callers are currently signed up and will receive their call lists this week

### **Finance Update**

- Lynzie reviewed progress on audit compliance
  - o Finance audit is complete (presented to Vestry at this meeting)
  - o Internal audit underway (report will be made at next Vestry meeting)
- Lynzie presented the monthly financial report (balance sheet, statement of activities). This report will be consistently delivered each month in this standard format.
  - o **Motion: It was moved and seconded that the Vestry approve the reclassification of designated funds in the amount of \$12,000.00 from the St. Charles House Garden fund to the St. Charles House Restoration fund at the request of the donor (subject to receiving written request from donor). The motion was approved 11-0.**
  - o **Motion: It was moved and seconded that the Vestry approve the release of the Lai designated funds in the amount of \$3,644.33 to be allocated to support current Sunday School expenses. The motion was approved 9-3.**
- The Vestry went into Executive Session at 9:39 pm to discuss a compensation matter.
- The Vestry came out of Executive Session at 9:43 pm.
  - o **Motion: It was moved and seconded that Sonia Pahl be paid the balance of her compensation for the month of August. The motion was approved 12-0.**
- The Vestry went into Executive Session at 9:45 pm to discuss a finance matter.
- The Vestry came out of Executive Session at 9:51 pm.

## **Rector Report**

- Fr. Rob delivered his Rector's report. The following items were covered:
  - Shared Sunday schedule through December for preaching/celebrating and 9 am Sunday Forum programs
  - Fr. Rob suggested adding a Christmas Eve service at 7:30 pm between the 4:30 pm and 11:00 pm services
  - Richard Schaper tentatively scheduled for 2/11/07 9 am Sunday Forum
  - Fr. Rob on vacation beginning 1/25/07
  - Baptisms planned during Bishop Marc Andrus' visit to St. Matthew's on 1/21/07
  - Fr. Rob and other parishioners to attend Anti-racism workshop on 11/3 and 11/4

## **Warden Report**

- The Parish closed on the purchase of the former Rector's home on Wednesday, 10/18/06 and was immediately placed on the market. The first open house was last Sunday, 10/22/06. The broker's tour was on Tuesday, 10/24/06.
- Sr. Warden provided 10/23/06 St. Matthew's Episcopal Day School (SMEDS) BoT meeting update
  - o Bill Boyd and Lynzie Haynes attended meeting
  - o Use Fee and Executive Committees will begin finalizing work on Use Fee in November. Goal remains to be complete by end of this Vestry year.
- 2007 Vestry
  - o Five Vestry positions will be open for next year's Vestry.
  - o One candidate has expressed interest and will be submitting a bio for review
  - o Vestry reviewed list of candidates, rank ordered and will be approaching in the next week. Vestry slate needs to be ready by November 15 to meet December Tau Cross publishing deadline.

Raymond Schulz led the Vestry in closing prayer.

**Meeting adjourned at 10:49 pm**