

St. James Episcopal Church
4620 California Street, San Francisco, CA
Minutes of the June 22, 2015 Vestry Meeting

Present: Rev. John Kirkley, Doreen Canton, Carla Borsoi, Petrina Grube, Noreen Huey, Bill Newlin, Ullrich Schwertschlag, Kathleen Walker, Ed Wilcox

Absent: Eleanor Scott

Dinner and Check-In

Approval of June 22nd Agenda and minutes of May 18th, 2015 Minutes. John Kirkley

- Agenda Approved
- The May Minutes were approved unanimously with no corrections.

Sr. Warden Report. Doreen Canton

St. James 125th Anniversary- Offsite Gala

- Date and venue set for the off-site gala; November 14 at the Presidio Café. “Save the Date” notices have gone out.
- Giselle Bosc and Ingrid Gendrault are working with the Presidio on the menu and finalizing the cost.
- Celebration to include dinner dance, a raffle, possible live auction.
- Banner celebrating 125 years to be hung from the church tower.
- Eleanor Scott is organizing a “Bouquet of Light” art event with tentative date October 18th 2-5 pm. Invite St. James and community members to interpret selected stain glass windows in various art mediums.

July 25th St. James Day

- On-site celebration St. James Day, Saturday July 25th with 3PM church service followed by a celebration in the Courtyard with food and music.
- Noreen Huey created a postcard invite to be mailed on Thursday
- Mary Balmana to co-ordinate food, Elia decorations, and Eleanor will organize a skit performed by younger children focusing on the theme of St. James and seashells.
- Bishop Marc is confirmed as well as Mary Moore Gaines and Peter Lawson.

Disaster Preparedness

- Met in early June.
- Gwen Buehrens joined and focus was on pastoral care. Gwen to reach out to the Diocese to assess how we can best support those in need at the time of a disaster.
- Next Meeting is scheduled for August 24th

Jr. Warden Report. Brad Drda

- Workday Scheduled for Saturday July 18th in preparation for the July 25th celebration.
- Brad to work with Erazm in getting the upholstered chairs and floors professionally cleaned.

Rector’s Report. John Kirkley

125th Anniversary Fundraising Proposal

- Opportunity to reach out to past and current members and friends to make a special gift to extend our legacy of worship, service and celebration. A proposed solicitation will be sent via mail and development of a list of major donor prospects in process
- Goal is for a total of \$50,000:
 - \$17,000 Stained Glass Repair
 - \$8,000 Endowment Fund (to cover solar project)
 - \$15,000 Building Fund (Parish Hall improvements)
 - \$5,000 Operating Fund (underwriting anniversary events)

- \$5,000 Outreach Fund
- Hoping to have \$25,000 committed by the July 25th Celebration. Have already received \$5,000 towards Stained Glass Windows, \$500 to the Endowment Fund, and \$1,000 to Parish Hall.
- Discussion ensued as to whether it was enough to simply ask for donations to the Anniversary Fund and note the ways it will be spent.
- Would like for 100% participation from the Vestry.

Fred's Sabbatical

- The diocese contributed \$1,500 towards Fred Sabbatical. \$1,000 will be reserved for a consultant to review the music program and make suggestions.
- Positive feedback so far on musicians filling in for Fred.

Pastoral Care Report. John Kirkley

- A brief update was given
- Gwen Buehrens is becoming more involved in Pastoral Care and also helping the Healing Ministry team

Database Transfer Update

- Huge improvement; Cloud based, allowing for remote access, more than one user and interactive.
- Membership management will allow for separate contact info for each family member while still displaying the relationship, volunteer and pledge management, service and event attendance tracking, pledge and donation management and QuickBooks Integration are among the things the new database will make easier and more manageable.

Congregational Renewal Task Force. Carla Borsoi

- Carla Borsoi (Chair), Rev. John Kirkley, Blake Hallanan, Carol Overman, and Tracy Thomas are current members of the Task Force.
- 50 Surveys received and meeting over the weekend to go over the surveys and community interviews.
- Will share highlights at the next Vestry meeting.
- Supervisor Mar spoke last weekend. 22 were in attendance of which 10 were from the community. Major topics were housing for Srs., Safety around traffic, Geary development and new rapid bus lane proposed for 2018 between Arguello and 26th Ave.

Financial Report: Henry Scarisbrick

Finance Committee:

- Met the first week of June. Current members are Warren Wong, Chair, Doreen Canton, Henry Scarisbrick, Bill Newlin,, Bill Newmeyer and Hap Rhodehamel
- Pledge Reminders sent out
- Reviewed accounting practices
- The Schwab Endowment Fund balance = \$192,758 a/o end of April. A motion was approved to continue with the current investment allocation strategy and to rebalance the fund accordingly.
- Moving to QuickBooks with new Cloud based database. Cost of \$25 per month. Will run parallel systems for a few months to make sure all is running smoothly.
- Warren and Erazm are working on the 2016 Budget and expect to have the first draft in August
- Henry has been added as a signatory to the Union Bank account. Not yet added to the investment account.
- Accounting policy Proposal to write off pledges more than 2-years old
- Meeting for Diocesan Assessment Relief is scheduled for July 6th.
- Have proposed establishing a "Giving Co-ordinator"; someone who can devote 1 hr or so a week to help track and maintain the database, and help in developing new ways of giving,

YTD Profit and Loss May 1- 30st, 2015 and May 2015 Balance Sheet

Balance Sheet

- \$19.8K in cash
- \$193.8K in Endowment Fund
- \$23K in Building Fund

Profit and Loss

Income (cash basis)

- Net Income = - \$11.8. Considering this includes a \$4K deposit for the November 14th Anniversary Event, payments due from Pre-School and CCI and continued payment of Diocesan Assessment while relief request is pending, finances are in pretty good shape.

Other Business.

- Kathleen Walker volunteered to head up co-ordinating the St. James Camping Trip

Calendaring and Adjourn:

- Going forward Vestry Meetings will be changed to Wednesday evenings at 7PM.
 - August 26th
 - September 30th
 - October 28th
 - November 16th (Monday)
 - December 9th

Prayer Buddies:

Daily or frequent check in with buddy is not expected; the mindfulness and intent to hold our buddy in prayer during the day is felt to be more important than frequency of contact.

Same Prayer Buddy Pairings Continue:

John and Brad

Ed and Harry

Petrina and Doreen

Noreen, Carla, Helen

Eleanor and Ullrich

Kathleen and Bill

Respectfully submitted,

Helen Lantz

Clerk of the Vestry

Attachments: