

**St. James Episcopal Church
4620 California Street, San Francisco, CA
Minutes of the October 28, 2015 Vestry Meeting**

Present: Rev. John Kirkley, Doreen Canton, Petrina Grube, Noreen Huey, Eleanor Scott, Ullrich Schwertschlag, Kathleen Walker, Ed Wilcox

Absent: Carla Borsoi, Brad Drda, Bill Newlin

Dinner and Check-In

Approval of October 28th Agenda and minutes of September 30th, 2015 Minutes. John Kirkley

- Agenda Approved
- September Minutes approved with no corrections or changes.

Jr. Warden Report. Brad Drda (Absent)

- No Report
- Need to schedule a workday before the holidays.

Sr. Warden Report. Doreen Canton

Bouquets of Light October 18th 2-4: Eleanor Scott

- While the event was under-attended, it felt like a big success, celebrating the community and the artists of St. James.
- Raised some money for restoration of the windows.
- Chuck Lantz took photos of the arrangements and windows and Ron Willis/ViaMedia will put together a calendar for sale at the gala and during the holidays.
- Plan to make it an annual event to be held during coffee hour.

125th Anniversary Gala. Doreen Canton

- 48 tickets sold to date towards goal of 80
- Scholarships available
- Items for the Live Auction secured to date: 1) 1 week time share in Cabo San Lucas donated by Giselle Bosc, 2) Bishop's Ranch Weekend, 3) Golf package donated by Presidio Golf Club- \$500 value, 4) Putting together a package to include massage donated by Joanie Francis, wine, candles, etc. 5) Elia Pochron donated Creative Canopy space for a party with music by DJ Brandon and invites by Noreen, 6) Charles Neal to donate wine. Will continue to work on a few more auction items. Charlie Gregg to be auctioneer.
- Email reminder of the event to go out this week including advertising of auction items.

Parish Meeting Scheduled for January 10th, 2016

- Topics to include 1) Follow-up on Congregational Task Force work and survey, 2) John Kirkley's Sabbatical, and 3) Mutual Ministry Review.

Vestry Retreat

- January 30th 9 AM-5PM. Place to be determined.

Mutual Ministry Review.

- Review of mutual work of Vestry and the Rector.
- Hope to schedule in early December, 2 hour meeting with diocesan representative in attendance.

Rector's Report. John Kirkley

Faith In Action (aka SFOP/PIA)

- Petrina Grube, Roger Wickstrom, Ayanna Moore, Barbara Webb, Nancy Newmeyer, and Ellen Lentz have been involved and primarily working on affordable housing initiatives.

- Earlier in the month, St. James co-hosted Affordable Housing forum with St. Ignatius. About 40 attended. Speaker discussed the four Affordable Housing ballot initiatives A, F, K and I.
- November 15th a forum will be held after the 10 am service with the St. James group reporting back to the congregation about their involvement and work to date. Daniel English, SFOP Organizer, will be present. Eleanor Scott volunteered to be in charge of coffee hour.

2016 Pledge Campaign

- Campaign underway and 16 Pledges received to date totaling \$42K.
- Email reminder to be sent out next week.
- November 22nd is Stewardship Sunday. Carla Borsoi and the Congregational Task Force will report on results of the survey. Planning of lunch in process.

Parish Retreat.

- 47 booked (Minimum is 44)
- Activities include Poetry Workshop, Book Club, Knitting, Saturday morning Art project, and Interactive Murder Mystery game Saturday night led by Bill Newlin.

Rector's Sabbatical.

- Four Months July-October 2016.
- Planned to date: family trip the end of June, one month in Indiana with family, 3 weeks in France in August visiting a friend, meet Andrew in London for European trip, month of October at Bishop's Ranch as prayer leader in Residence.
- The Finance Committee recommended earnings from the Endowment Fund go towards payment of replacement Clergy during Sabbatical.
- Focus on period of mid-August thru October for replacement clergy-Sundays and one weekday. Next step is for John and Vestry to review "shortlist" from Diocese and decide who would be the best fit for St. James.

Financial Report: John Kirkley for Henry Scarisbrick.

- Bill Newlin and Hap Rhodehamel will work on updating pledges and getting Pledge Statements out next week.
- Diocesan Assessment and Relief up to date.

YTD Profit and Loss September 1- 30th, 2015 and September 2015 Balance Sheet

Balance Sheet

- \$18.4K cash (up from August)
- \$182.7 Endowment Fund
- \$47.6K Building Fund
- \$7,600 Accounts payable

Budget Vs. Actual

- \$125.9K in Pledges YTD and reflects write-off of past due pledges.
- Shortfall of \$25K is due to past due pledges
- Cash Reserves are weak

2016 Budget

- Line Item 1650- With CCI transitioning from Non-Profit to For Profit, Rent is still uncertain. Warren Wong conducted a survey of market rents and determined average market rent of \$3/\$4 psf with \$5psf the high end. Based on location and condition of space, Warren recommended \$3.50 psf with 20% discount the first year. \$3,000 per month for the first 6 months increased to \$3,300 after 6 months.
- Results in \$5K deficit.
- Need to verify amount of next year's assessment. \$42K currently in the Budget is probably on high end.
- Budget to be finalized next month.

2016 Employee Benefit Cost Share Policies

Annual Vestry approval of Medical plans, adopt or decline coverage of over age children and determine who is responsible for paying premiums of part-time employees (20 hrs or less). By unanimous vote, the Vestry voted as follows:

- Medical Plan offered through the Dioceses to be paid in full for fulltime employees. Adopt same plan for 2016 currently in place for 2015- Kaiser EPO Plan 80.
- Decline coverage of over age children
- Adopt the employee cost-share policy for part-time employees (20 hrs. or less).

Nominating Committee. Noreen Huey

- Members consist of outgoing Vestry members Noreen Huey, Doreen Canton, Bill Newlin and Eleanor Scott
- One definite, one potential and Eleanor is pursuing a third.

Deanery

- 3 Delegates. Warren Wong and Barbara Webb are definites. Peter Krag is currently an alternate and will possibly be a delegate with an Alternate Delegate to be determined.

Calendaring and Adjourn:

- Going forward Vestry Meetings will be changed to Wednesday evenings at 7PM
 - 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.

John and Petrina
 Ed and Eleanor
 Helen and Kathleen
 Noreen and Doreen
 Ullrich and Carla
 Bill and Brad

Respectfully submitted,
 Helen Lantz
 Clerk of the Vestry

Attachments: