

St. James Episcopal Church
4620 California Street, San Francisco, CA
Minutes of the November 16th, 2015 Vestry Meeting

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

Absent: All Vestry present

Dinner and Check-In

Approval of November 16th Agenda and minutes of October 28th, 2015 Minutes. John Kirkley

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

Sr. Warden Report. Doreen Canton

125th Anniversary Gala Recap

- Great evening with existing and former members of St. James. 78 in attendance.
- Able to offer some scholarships which were appreciated by recipients.
- A lot of hard work went into the planning and organizing. Doreen thanked the committee with special thanks to Noreen Huey and to Charlie Gregg as Auctioneer for the Live Auction.
- Good music and quality food and service.
- Raised \$6,500 through the Live Auction and a total of \$7,460 in event proceeds.
- Reached our \$50K fundraising goal for the 125th Anniversary.
- Pre-sold 47 of the St. James 2016 calendar featuring the Bouquets of Light. Priced at \$15 each and expected to be ready by the end of November.

Mutual Ministry Review December 9th

- Canon Stephani Schatz from the Diocese will facilitate. Food will be served at 6:30 with the meeting beginning promptly at 7 PM.
- Doreen and John to have a conference call with Canon Stephani prior to the meeting to develop a list of guiding questions to facilitate the meeting.
- Suggestions from the Vestry include 1) How do we draw from technology to help us, 2) How do we prepare for Rector Sabbatical, 3) How do we stay in touch with what we are all passionate about in our Vestry Leadership role, especially Faith in Action and Arts within the community.

Annual Meeting- January 10th

- Need to identify an organizer for luncheon.
- Focus of the meeting will be 1) Congregational Renewal Report, 2) Faith In Action, and 3) John Kirkley's 2016 Sabbatical.
- Vestry member will be at each table to facilitate conversation.

Jr. Warden Report. Brad Drda

Bathroom Renovation

- Courtney Harrison made a presentation regarding renovation of the Parish Hall bathrooms. To obtain bids, a decision needed to be made as to the number of bathrooms preferred; 1 ADA with 2 individual bathrooms or 1 ADA with 3 smaller individual bathrooms. All will be gender neutral. The Vestry voted for the option of 4 bathrooms. Next Spring is target date for completion.

Window Renovation

- Have approximately \$20K in funds to work with.
- Estimates received include both Preservation and Restoration. There is no critical repair and the initial focus should be on protection of the exterior of the windows, especially the east facing windows. Goal is to have a proposal to present to the Vestry by the Spring of 2016.

Parish Workday

- Scheduled for Saturday December 5th 9 AM

Rector's Report. John Kirkley

2016 Pledge Campaign

- To Date received \$71,630 from 34 households. All existing Pledgers increased pledges.
- Stewardship Sunday is November 22nd with Blessing of the Pledges at the 10 AM Service followed by lunch and report from Congregational Renewal Task Force by Carla Borsoi.
- A date to be determined for Phone Tree night to follow-up on outstanding Pledges.

Faith In Action (aka SFOP/PIA)

- Petrina Grube, Roger Wickstrom, Ayanna Moore, Barbara Webb, Nancy Newmeyer shared reflections on their involvement over the past year after the 10 AM service November 15th.
- The consensus is to continue to walk with Faith in Action and see where it leads us. Up for further discussion at the Annual Meeting in January.
- If the congregation formerly supports Faith in Action, the monetary contribution requested is 1% of pledge revenue which would be \$2,000 for St. James

Approval of Clergy Housing Allowance

- \$5,000 of Clergy total annual compensation is to be designated housing allowance within the meaning of the term as used in Section 107 of the IRS Code of 1986.
- Approved unanimously by the Vestry.

Financial Report: John Kirkley for Henry Scarisbrick.

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

Balance Sheet

- \$22.9K cash (up from September)
- \$183.1 Endowment Fund
- \$48.8K Building Fund

Budget Vs. Actual

- Bottom line of +\$3,500 vs \$25K shortfall previous month. Due primarily to updating of Pledges, 125th Gala and Parish Retreat funds
- All write-offs are completed including \$25K in past due pledges
- Update Pledge Statements prepared, but not yet sent out. Hope to go out this week.

2016 Budget

- \$5K Shortfall estimated
- Contingent upon \$200K in Pledges and \$8K in Fundraising Special Events
- The 2016 Budget was adopted by the Vestry by unanimous vote.

Nominating Committee. Noreen Huey

- Members consist of outgoing Vestry members Noreen Huey, Doreen Canton, Bill Newlin and Eleanor Scott
- Tracey Thomas, Carol Overman and Anne Rieger Matthews have agreed to serve on the Vestry.

Deanery

- 3 Delegates and an Alternate: Warren Wong, Barbara Webb, Peter Krag, Colin Cooper.

Calendaring and Adjourn:

- December 9th Mutual Ministry Review (6:30PM dinner, Meeting 7PM)
- Christmas Pageant December 20th
- Advent Series led by Ayanna Moore Wednesdays December 2nd, 9th and 16th 7-8:15PM
- Second Weekend of December is National Gun Violence Prevention Sabbath Weekend and Rev. Ayanna Moore is preaching Sunday Dec. 13th

- Christmas Services 5 and 10 PM December 24th and 11AM Christmas Day
- December 1st or 3rd Phone Tree night 6-8 PM
- John away December 26-January 1st. Rev. Shari Young will preside on December 27th.
- Annual Meeting January 10th
- Vestry Retreat January 23rd. Place TBD

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: