

St. James Episcopal Church
4620 California Street, San Francisco, CA
Minutes of Vestry Meeting, May 25, 2016

Vestry members present: Petrina Grube, Ed Wilcox, Kathleen Walker, Carla Borsoi, Carol Overman, Brad Drda, Ullrich Schwertschlag, Ann Rieger-Matthews, Tracey Thomas, the Rev. John Kirkley.
Guests: Barbara Webb and the Rev. Ayanna Moore

The meeting started with an Open Reflection on the role of Silence.

John Kirkley opened the meeting by indicating an order of events

- * Allan LeBlanc was expected to arrive later.
- * We began by addressing the Agenda and the Minutes from April.
- * John delivered the Rector's Report with a change in the capital projects.
- * **The minutes for the 4/27/16 vestry meeting were approved.**

Barbara Webb and Rev. Ayanna Moore on Faith in Action

Barbara and Ayanna both detailed the exhaustive and comprehensive work they have done as part of FIA. They have met with other faith committees from San Francisco and the Peninsula around "what keeps you awake at night?"

1. Housing crisis
2. Immigration
3. Violence against people of color

They both delivered multiple data points about the number of homeless people currently estimated in San Francisco, including the elderly and children, as well as very shocking information about the very few San Franciscans who can afford market rate housing and still pay less than 50% of their pre-tax income. They have met with numerous groups, including supervisors, attended seniors and disability advocates meetings, and worked with tenants rights organizations. They are building relationships with other clergy and other Episcopal churches. Ayanna spoke eloquently around the theme of 'making the invisible visible.' John concluded the presentation by asking FIA to put something in writing to share with the congregation about their work, and to see this network fill a critical gap, rather than just functioning as a grass roots organization for the Richmond district alone.

Financial Report

John delivered the financial report, as Allan LeBlanc had not yet arrived.

- * YTD - by end of April, approximately \$31k in bank against \$6,600 in accounts payable.
- * We are basically maintaining where we have been for cash flow. \$72k at Union Bank.
- * Still continuing to run a short fall, about the same rate as last month
- * On schedule for the revenue side
- * Expense side, nothing out of the ordinary.

The Finance Committee met:

1. Committee does both finance and investment
2. Reviewed investment guidelines, did a reallocation of investment portfolio. These transactions are completed, which was long overdue, nearly 2 years. Allan LeBlanc and Robert Eldred led this effort.
3. Action for 2017 budget: Finance Committee recommends a \$3,600 per month rent amount for therapists at 4614 California Street in 2017. Vestry approved the recommendation.
4. A Resolution was put on the table for discussion:

***All therapists seeing clients at the 4614 California Street address need to be Lessees and include the Episcopal Diocese of California as additional insured on their liability insurance policies beginning January 1, 2017.** The Resolution passed.

Membership Committee Report - Petrina Grube

- * Membership Committee met (Carla Borsoi, Kathleen Walker, and Petrina Grube).
- * Petrina indicated the committee is a bit short on members and would welcome suggestions of anyone interested.
- * Focus is to welcome newcomers using social media. Would like to see something about community life, and suggested that the Parish Life committee could post about upcoming activities.
- * A focus of "welcoming" is the first encounter a newcomer has when they come to St. James. Suggested prayer requests on pew cards - an idea from Roger's parents' church ;)
- * Need system for welcoming and then following up. Thought that during Sabbatical, would be good idea to have a 'buddy system.' John suggested this would be quite easy given the new database.
- * Petrina also thought it was valuable to reach out to other congregations about how they connect with newcomers.
- * Suggested a 'feature story' of "How I Came to St. James." Carla said she would be willing to write this.
- * Discussion around what works to interest Millennials. A new family brunch was listed for 7/9 at Julius Kahn park, as a playdate/picnic type of event. Additionally, new member spaghetti dinners for end of summer activities and before school starts again.

Parish Life Committee Report - Tracey Thomas

- * Met 2 weeks ago and started a massive kitchen clean-out project. 'Building infrastructure, improving signage, and re-stocking the kitchen.' Goal is to have this complete by mid-late June.
- * Three events are planned:
 1. Appropriate send-off for John
 2. Sarah Montoya's goodbye
 3. Welcome Jim Ward
- * New plan - each member of the committee will be responsible for making sure that coffee hour is covered during a 6-8 week block of time. Also, they will be responsible for stocking the kitchen so basic coffee hour set up is ready to go.
- * Small group, shared meals is the next priority. "Parish Shared Meal."
Ann asked all committee heads to validate that chosen dates on the calendar are still good. Erazm can assist in advertising events.

Stewardship Committee Report -delivered by Ann Rieger-Matthews

The team is now firmly in place: (Gwen Buehrens, Robert Eldred, Doreen Canton, Sandra Dratler and Ann Rieger-Matthews).

- * Gwen has already made calls to follow up with people who have not yet pledged.
- * The list was reviewed, and now at 82 pledges for \$178, 310. We are only about \$8,800 off from last year and 2 pledges down. Goal is to get to at least the mark from last year, with 5 people left to contact.
- * Robert Eldred followed up with the woman who will discuss gift planning for St. James, and she will be coming to the parish to preach and meet with interested people.
- * The Mind the Gap fundraiser was a great success! 20 baskets were sold and around \$5k was raised.
- * Looking at a date of November 12 for a more comprehensive fund raising event.

Rector's Report and Christian Education

- * Clergy ROTA for the rest of the year has been done and liturgy is planned through November.
- * John meeting with clergy for lunch to firm up schedules and pastoral care.
- * June 19 is John's last day preaching prior to Sabbatical.
- * He met with Roger Setterfield to discuss pre-school service, and it was agreed to cancel this for the duration of the Sabbatical.
- * June 5th is first meeting of Christian Ed for children, youth and adults.
- * Tentative Godly Play is set for the fall.
- * Sarah and John met with families about her departure.
- * The Mission Trip at the Bishop's Ranch is the week of 6/20, Monday departure, early Friday return.
- * Men's and Women's Groups are on hiatus for the summer.

St. James Preschool Capital Project Update:

1. Schematic of classrooms plus a scope of work is in place.
2. Idea to remove the wall in the Turtle classroom.
3. Remove the bar in the kitchen.
4. Would like a washer/dryer in the furnace room.
5. Re-configure the Rabbit Room for 2 toilets.

Not a radical alteration. Pre-School to pay out of their own capital fund. This also opens up space to have 3 more children attend the school.

***The Vestry made a motion and approved the St. James Preschool's capital project as presented.**

Meeting was adjourned with prayer, confirmation of next meeting date.

Submitted by Carol Overman, Clerk