



# St. Paul's Episcopal Church Vestry Meeting Minutes

## Call to order

A meeting of St. Paul's Episcopal Church Vestry was held in the Chapter Room at St. Paul's Episcopal Church on Tuesday, April 25, 2017 at 7:02pm PT. The meeting began with a prayer led by Fr. Wilson.

## Attendees

Attendees included Fr. Maurico Wilson, Bill Davis, Irene Plunkett, Pam Kruse Buckingham, Mel Behrendt, George Strait, Yuri Sikkema, Sandra Anderson, James Kadleck and invited guest, Tom McGarrell.

## Members not in attendance

Alice Brilmayer

## Approval of the Minutes

Bill Davis motioned the March 2017 Minutes be approved as amended; Mel Behrntd seconded. All Ayes; No Nays

## Old Business

Bradford trusts: No update since last meeting - \$9.6 million trust Virginia Bradford Trust is in the process of being distributed, out of this our portion is approximately half a million.

The Nancy Bradford trust: the money that's coming from the house, \$694k should be in our account, it will be direct deposit. We are still waiting for the for this update.

Clausen House 50<sup>th</sup> Anniversary is this year. They are looking for sponsors at different levels for their gala, for \$5k that would give us a table for 10. Being one of the founders of Clausen House, we should consider it.

## New Business

### Feasibility Study for Capital Campaign – George Strait

George reviewed the St. Paul's Episcopal Church Background Statement previously provided by the Expanding Horizons and requested that everyone review it and provide feedback to him. A discussion regarding priorities of the capital campaign, if one were to be pursued.

### Website - James Kadleck

Minutes have been added to the new church website. There are still a few adjustments need to the website. James will be working with the website committee to get them completed.

## Reports

### Buildings & Grounds - Bill Davis

Bill reviewed the materials previously provided with the estimates for various repairs planned for this summer (Updating Sexton's Apartment, Floor patching, Garden façade, Courtyard concrete, etc).

George Strait motioned that we approve \$20,026 +10% contingency from the Capital Campaign funds to repair the Sexton's apartment. James Kadleck seconded. All Ayes; No Nays.

Bill Davis motioned that we approve \$87,500 from the Capital Campaign fund to repair garden façade and perform patching of church floor by Teevan and \$19,000 for Kardell to perform the remaining items. George Strait seconded. All Ayes; No Nays.

St. Paul's Episcopal School - Church and School will be coordinating our schedules for the summer repair work. The school is having he windows facing the church replaced this summer.

### Finance Report - Tom McGarrell

The full March financials previously distributed were reviewed. We are under performing the budget by approximately \$25k. Pledges received to date are \$191k and we have budgeted \$205k. Expenses are on budget. The Organ Restoration Fund line item on the Balance Sheet will be added back because a parishioner has contributed toward it.

A discussion was held regarding the QR code for donations and places it could be displayed during service. We need to have it added back to the church bulletins. Maybe laminate it and place in the envelope holder of the pews or print it on the back of the offering envelopes. The laminated QR code needs to be tested. Sandra Anderson is preparing text and going to test the laminated QR code.

Recently departed Stanley Stidham left his estate to St. Paul's Episcopal Church. The church will need to cover the remainder of expenses incurred by the estate, which expected to be final in May 2017. Stan loved the music at St. Paul's and one thought was to put part of the estate into David Farr Music Fund and the part into the Organ Restoration Fund. The approximate value of Stan's estate is \$8k after expenses. James Kadleck motioned the residual funds of Stanley Stidham's estate be placed in the David Farr Music Fund with the option to determine final distribution between David Farr Music Fund and Organ Restoration Fund after all funds have been received. Bill Davis seconded. All Ayes; No Nays.

Our RIA is working to move our portfolio from a green to a blue level.

Friend of Music sent a letter out during Holy Week that was well received.

### Rector's Report - Fr. Wilson

#### Holy Week

Holy Week went very well.

*St. James Oakland*

St. James is primarily a Spanish speaking church that the Bishop has requested Fr. Wilson and St. Paul's assist with their discernment. St. Paul's clergy will be working during the summer while they go through their discernment period. Fr. Wilson will be assisting them during his sabbatical.

*National Association of Episcopal Schools (NEAS)*

Rector has been appointed to the board of NEAS.

**Adjournment**

The Vestry meeting adjourned at 9:01pm. The meeting ended with a prayer by Fr. Wilson.

The next Vestry Meeting will be held at 7pm, Tuesday, 5/23/17, in the St. Paul's Chapter Room.

James Kadleck

Clerk of Vestry

May 23, 2017

Date of approval