

St. Paul's Episcopal Church, Oakland

Vestry Meeting Minutes

Wednesday, October 26, 2011

Chapter Room

I. Call to Order and Opening Prayer

The Rev. Mauricio Wilson called the meeting to order at 7 p.m. on Wednesday, September 28, 2011 in the Chapter Room.

II. Attendees

The following Vestry members were present: Rufus Berry, Lane Ceric, Charles Doyle, Claudette Ford, Paula Hawthorn, Sarah Smith and The Rev. Mauricio Wilson.

Via Conference Call: Maura Lane, Philip Merrick, Trudy Hsu

Guests/Observers: Teresa Lindberg; Parish Administrator.

III. Approval of the Minutes of the Previous Meeting

VOTE Claudette Ford moved that the September 2011 minutes be accepted as submitted; Sarah Smith seconded. Passed by unanimous voice vote.

IV. Old Business

100/141 Anniversaries: Fr. Wilson spoke with Leslie Campbell regarding the Wednesday cocktail event at 7 p.m. The cost of the event will be \$45 per person exclusive of wine – total cost is looking at \$5750 for about 100 people. Leslie will connect with Maura next week to discuss the details of cards, etc. For those who don't want to come, there will be at the Sunday event. Paula thinks this should be a fundraising event and \$100 is not too much to ask. The Evensong service would be free, but the cocktail portion will be charged. The funds would go to outreach – pick three groups, get specific needs and then decide which one. The celebration will cover a whole week: Sunday, Jan. 22 – Sunday, Jan. 29.

Ministry Action Plan: One more meeting on Liturgy and Music on 11/13. Once this is over then Fr. Wilson, Liz and Ayanna will meet to put together the final document hopefully before the end of the year. This is going to be a living document that will help us focus on our goals.

Capital Campaign: Great kickoff event - lots of positive feedback. \$244,200 to date from 15 members. A number of lead gift families have not yet been visited. The next step is to have the folks who already pledged trained to go visit other families. If everyone is trained we'll be able to get 109 families scheduled for next week. The annual campaign and the capital campaign will both be discussed at the visits – emphasis on annual to get the pledge as soon as possible. A weekly update will be sent by Mel to the Vestry. The visits are done in teams. All the annual pledges rec'd to date are increases over last year.

V. Leadership Development (formerly the Nominating Committee)

See the written report (adding Charles Doyle to the class 2012).

VI. School Report

The school should be breaking ground for the new gym in mid-November. Claudette was mentioned in the school's Facility Committee report to their board for making a recommendation that helped them out.

VII. Finance

Trudy went over the statements. Some expenses are over due to increased participation (e.g. coffee hour, adult fellowship).

Investment Manager – Trudy proposes that we keep Merrill Lynch as the investment management firm. Maura is concerned that there was a large loss in September and feels that ML did not do a good job. However, St. Paul's did not give ML leeway to make changes until a decision is made about who the official manager will be.

2012 Budget will hold the line in most categories. The pledges will be set at 10% of the current pledge level.

For 2012, there is a 2.4% cost of living increase per Diocesan.

VOTE Trudy moved that Merrill Lynch be designated St. Paul' investment management firm for our Endowment Fund; Claudette seconded. Passed by unanimous voice vote.

VOTE Trudy moved that the Investment Committee evaluate Merrill Lynch as well as interview other investment firm options over the next 6 months and report back to the Vestry; Lane Ceric seconded. Passed by unanimous voice vote.

VIII. Buildings & Ground Committee Report

The church boiler has a rupture in the line that delivers the gas. It cannot be used until repaired or replaced.

Claudette has called a meeting for Nov. 5 at 9:30 a.m. to start to address the immediate building needs. There will be a presentation by Teevan, a building project management firm, which just finished a restoration project at St. Paul's Episcopal Church in Burlingame. It will be a presentation of what the process to restore St. Paul's might be like. The Burlingame parish referred them to us via the Rev. Anne Jensen.

Fr. Wilson recommends that the Vestry approve the use of the existing building funds to repair/replace the boiler and the choir room window surround.

VOTE Paula moved \$95k be allocated to the replacement of the church boiler (\$55k) and the repair of the window surround (\$40k). The Buildings & Grounds committee is with charged implementing this project. Rufus Berry seconded. Passed by unanimous voice vote.

IX. Rector's Report given in Executive Session

Clausen House's fundraising dinner is on November 12. Fr. Wilson would like to purchase a table for \$2500 with Axel Nelson Fund. Fr. Wilson invite members of the church who are active in Clausen House to the dinner.

VOTE Rufus moved that the church purchase a table for the Clausen House fundraising dinner with \$2500 from the Axel Nelson Fund. Claudette seconded. Passed by unanimous voice vote.

The Vestry entered into Executive Session

X. Closing Prayer and Adjournment

Fr. Wilson led a closing prayer and the meeting was adjourned at XX:XX p.m.

Minutes respectfully submitted by: Teresa Lindberg