



# 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, March 28, 2017 at 7:00pm PT. The meeting began with a prayer led by Fr. Wilson.

## Attendees

Attendees included Fr. Maurico Wilson, Alice Brilmayer, 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

All members were present

## Approval of the Minutes

George Strait motioned we the December 2016 Minutes be approved as amended; Alice Brilmayer seconded. Ayes - 8; No Nays; Abstention - 1

Pam Kruse Bukingham motioned the January 2017 Special Meeting Minutes be approved as amended; Mel Behrendt seconded. All Ayes; No Nays.

Alice Brilmayer motioned the Retreat January 2017 Minutes be approved as amended; Bill Davis seconded. All Ayes; No Nays.

George Strait motioned the February 2017 Minutes be approved as amended; Mel Behrendt seconded. All Ayes; No Nays.

The Annual Meeting Minutes were reviewed and minor edits were made. These minutes will be submitted for approval during the next Annual Meeting.

## Old Business

The Rental Space is fully rented. Full rental income will begin on April 1, 2017.

- January 1, 2017 - Episcopal Senior Services began renting
- February 1, 2017 - St. Paul's Episcopal School began renting
- April 1, 2017 - Episcopal Diocese of California begins renting.

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

The Nancy Bradford trust: the money that's coming from the house, they asked the court somewhere, over 600k, should be in our account, it will be direct deposit. We are still waiting for the for this update.

Fr. Wilson would like the Vestry to consider a portion of the Bradford trust be used to establish The Nancy & Virginia Bradford Outreach Fund. This fund would be St. Paul's tithing the Bradford gift for outreach in Oakland.

Church Website - The Vestry would like to Thank and Congratulate the Website Committee on its successful launch of our updated church website.

## New Business

### Feasibility Study for Capital Campaign – George Strait

George reviewed the materials previously provided by the Expanding Horizons and notes from the Vestry retreat. A discussion regarding our list of priorities for the feasibility study. George requested Vestry members provide him with their thoughts on what would be priorities to be considered to him.

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.

## 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).

Bill plans to have estimates for the Vestry to consider and decide on during the next meeting in April.

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

### Finance Report - Tom McGarrell

The full February financials previously distributed were reviewed. Among the things mentioned were the annual pledges received to date are not what was budgeted.

He reported that he requested from our Registered Financial Advisor a green portfolio and a blue portfolio. After reviewing the blue portfolio, Tom has a few questions that he has seen in the portfolio and has requested clarification.

Bill Davis motioned that St. Paul's move from the green portfolio to the blue portfolio subject to the review of Investment Committee; Sandra seconded. All Ayes; No Nays.

There will be a Friend of Music mailing going out next week. The letter will be personalized and requesting a donation. The quick pay icon will be included on the letter.

We also need to have the icon added back to the church bulletins.

Rector's Report - Fr. Wilson

2016 Parochial Report

Pam motioned that we approve the 2016 Parochial Report as amended; George Strait seconded. All Ayes; No Nays.

Holy Week Music

Chris Kula has prepared a music budget for the Holy Week music cost. Alice motion we approve \$2100 for the budget of Holy Week Music and it be paid by the David Farr Fund; Bill Davis seconded. All Ayes; No Nays.

Parish Kitchen

Fr. Wilson presented an estimate to replace the oven and freezer in the parish kitchen. James Kadleck motioned that we authorize the funds (\$1,649.50 for freezer & \$13,211.65 for stove) to complete this purchase and we try to sell to the old stove; Alice seconded. All Ayes; No Nays.

Vestments

Discussion was held regarding the vestment. Bill Davis motioned we approve \$14,000 to purchase vestments from Bradford Trust once received; Irene seconded. All Ayes - 8; Nays - 1.

Rector requests authorization to contact a tax attorney regarding our Oil & Gas wells.

**Adjournment**

The Vestry meeting adjourned at 9:42pm. The meeting ended with a prayer by Fr. Wilson.

The next Vestry Meeting will be held at 7pm, Tuesday, 4/25/17, in the St. Paul's Chapter Room.

James Kadleck

Clerk of Vestry

4/25/2017

Date of approval