



Vestry Meeting Minutes
Dec 18th, 2017, 7 pm – Livingston Conference Room

Present: Rev. Audrey Miskelley, Jim Bell, Pete Smyth, Emily Lagrone, Rich Colombo, Sheri Grosjean, Molly Pfau Clopp, Maureen Horton, Jennifer Machado, Dave Mattern, Deborah Webster, Emily Hopkins

Guests: Lisa Bell Stewart, Laura Williams, Tom Stone, Francis Sturgess

Topic	Discussion	Outcome
Opening Prayer	Deborah Webster provided an opening prayer	Informational
Rector Search Committee	<p>Lisa Bell Stewart and Laura Williams reported the search process is on target, timewise and still planning for presentation of candidates to the Vestry in February. The detailed steps that will follow are planned for discussion at the Vestry retreat.</p> <p>A reminder was expressed of the importance of maintaining the confidentiality of the rector search process and committee. Please refer any questions to Rev Audrey.</p>	Informational
St Paul's Commons Updates	<p>Ground lease</p> <p>First floor lease</p> <p>Trinity Center</p>	Informational
Interim Rector Updates	<p>Rev Audrey reported on the decision to lay off the Youth-Family Minister, and the plan for transitioning those duties to the Associate Rector. Outplacement counselling will be provided to support a smooth transition. Parish feedback and concerns are welcome.</p> <p>The Trinity Heights project construction project will be ramping up this week.</p> <p>Ministry Reports are due to Sarah by Jan 4th, in preparation for the annual meeting.</p> <p>Rev Jeff reported on the current political unrest in Honduras and the impact of that turmoil on the Mission Trip. A state department travel advisory that has been issued. The Vestry discussed the advisability of withdrawing sponsorship from the mission trip based on the risks and concerns but no decisions were made.</p>	<p>Informational</p> <p>All Vestry members' must submit ministry reports by Jan 4th.</p>
Pledge Drive Report	Rich Colombo reported that 93 pledge cards have been received for a total \$315,304 received to date, some pledges still outstanding.	Informational
Nominating Committee	<p>Delegates designated at the May vestry meeting Richard Kemick, Susan Burpee Maureen Horton are delegates.</p> <p>Alternates: Gail Sheffield, Phil Webster, Emily Hopkins, still seeking one more alternate.</p>	Informational
Decisions		
Bylaw Revision	Maureen Horton, Mike Siebert, Chuck Glass met and reviewed the Bylaws to assure they reflect current practice. They were compared to the National	Moved: Pete Smythe Second: Jim Bell Motion approved

	<p>cannons and also to other churches examples. There were only minor edits recommended by the committee.</p> <p>Motion: Recommend the Bylaws as edited go to the Parish for approval at the Annual meeting.</p>																											
Rummage Sale Disbursement	<p>The Vestry reviewed the charitable donation policy approved by the Vestry this year, to assure that the policy as currently written is being followed. Some updates to the policy might be needed.</p> <p>The proceeds are \$8,300 (\$6,200 Rummage Sale, \$2,100 book sales)</p> <table style="margin-left: 40px;"> <tr> <td>\$1,000</td> <td>Winter Nights /Martinez shelter</td> </tr> <tr> <td>\$1,500</td> <td>Food Pantry</td> </tr> <tr> <td>\$1,000</td> <td>Bay Area Crisis Nursery</td> </tr> <tr> <td>\$500</td> <td>Meals on Wheels</td> </tr> <tr> <td>\$500</td> <td>Green Empowerment</td> </tr> <tr> <td>\$1,000</td> <td>Episcopal Relief</td> </tr> <tr> <td>\$500</td> <td>St Dorothy's Rest</td> </tr> <tr> <td>\$500</td> <td>Juvenile Hall Chaplain</td> </tr> <tr> <td>\$500</td> <td>Trinity Center</td> </tr> <tr> <td>\$800</td> <td>CCIC</td> </tr> <tr> <td>\$500</td> <td>CCIH</td> </tr> <tr> <td>-----</td> <td></td> </tr> <tr> <td>\$8,300</td> <td>Total</td> </tr> </table> <p>Motion: Approve the proceed disbursements as recommended:</p>	\$1,000	Winter Nights /Martinez shelter	\$1,500	Food Pantry	\$1,000	Bay Area Crisis Nursery	\$500	Meals on Wheels	\$500	Green Empowerment	\$1,000	Episcopal Relief	\$500	St Dorothy's Rest	\$500	Juvenile Hall Chaplain	\$500	Trinity Center	\$800	CCIC	\$500	CCIH	-----		\$8,300	Total	<p>Place this topic on the Future Vestry Agenda for further discussion.</p> <p>Moved: David Mattern Second: Emily Hopkins Motion approved by majority vote.</p>
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Concert Series	<p>Deborah Webster presented the final draft of the Concert Series Performance Agreement, and announced that most of 2018 is already booked for monthly concerts.</p> <p>Motion: Approve the use of the agreement as recommended for the St Paul's Concert Series performers.</p>	<p>Moved: Deborah Webster Seconded: Pete Smyth Motion Approved</p>																										
Financial Reports	<p>Jennifer Machado reported Year to date we are showing a net deficit in the operating fund of \$44,462. Income was \$32K above the YTD budget. Pledges were especially strong compared to the amount expected. Total expenses overall are \$13K lower than expected. Higher gas bills (rates have shot up) offset by timing of other costs and a lower than expected assessment. Costs have been close to budget this year, with unexpected items mostly offsetting each other. The major repainting happening now is not included in these expenses. Cost is \$19,000 and will be booked against a restricted fund. Other costs relating to Pimlico property and legal bills for St. Paul's Commons are also in special funds rather than in the operating fund.</p> <p>Motion: Approve the November 2017 financial reports as emailed.</p>	<p>Moved: Rich Colombo Seconded: Sheri Grosjean Motion Approved</p>																										

Year End Finance Reconciliation	Jennifer Machado reminded the Vestry that given the likely deficit status at year end that money from a fund will need be to be allocated to offset that deficit Motion: Use Wave/Seren funds to cover any deficit at the end of the year	Moved: Pete Smythe Seconded: Maureen Horton Motion Approved
2018 Budget	Salary increase recommendation from the Diocese for 2018 is 3.5%. Vestry are encouraged to review the most recent draft 2018 budget document sent out for your review. Motion: Approve the Diocesan salary recommendation for staff and clergy of 3.5% increase effective January 1, 2018.	Moved: Rich Colombo Seconded: Maureen Horton Motion Approved
Vestry Meeting Minutes	Molly Clopp reviewed the November minutes Motion: Approve the November 2017 meeting minutes as corrected.	Moved: Rich Colombo Seconded: Jim Bell Motion Approved
Upcoming Dates	Annual meeting Jan 28 th and Vestry retreat is the first weekend in February	Informational
January Vestry Meeting	Maureen Horton agreed to host the Vestry Meeting in January	Informational
Closing	Rev Audrey offered a short closing prayer.	

St. Paul's Commons – Development Schedule

9/18/17

Action	Timeframe	Decisions, Key Steps, Documents to Review
Commitment of remaining funding <ul style="list-style-type: none"> • 9% tax credits (9/20/17) • Commercial Funding • Additional \$400,000 in County funds (11/17) 	Fall 2017	-Board of Supervisors approval required -20 days to accept the tax credit award after approval
Local approvals <ul style="list-style-type: none"> • Lot Line Adjustment application (9/17) • Design Review Commission (12/17) • Building permit ready (2/18) 	Sept. 2017- Feb. 2018	-St. Paul's Vestry to approve lot line adjustment application -Prior to DRC, determine if any exterior changes are needed to keep construction budget
Relocation <ul style="list-style-type: none"> • Negotiate lease for temp site (1271 S. California) (9/17) • Planning & building permit applications (9/12/17) • Planning commission hearing on conditional use (10/12/17) • Remodel temp site for Trinity Center use (Oct.-Dec. 2017) • Trinity Center moves to temp site (1/18) 	Sept. 2017- Jan. 2018	-Finalize & enter lease. -Who will be responsible for utilities? Repairs? Insurance? Guarantee?
Construction Contract <ul style="list-style-type: none"> • Select construction management consultant (9/17) • GC bidding (10/17) • Negotiate construction contract(s) (12/17) 	Sept.-Dec. 2017	-Confirm relationship of CM with St. Paul's -Finalize scope and budgets for housing and community center TIs. -Draft leases to Vestry Oct/Nov, Approval Nov/Dec To Standing Cttee Nov/Dec
Financing <ul style="list-style-type: none"> • Select investor & lender (10/17) • Approve Ground Lease (12/17) • Approve First Floor Lease (12/17) • Form St. Paul's Commons, L.P. & assign all RCD contracts (1/18) 	Oct. 2017- Feb. 2018	-Construction impact mitigation & communication protocols -Designate Church representative at Developer/Architect/Contractor meetings (Rich & Charles) -Marketing & lease-up plans -Overall property management plan
Target Closing	Feb 15, 2018	
Start Construction	Mar 2018	