

**Minutes of the Vestry Meeting
Tuesday, December 13, 2011**

Present: Beto Casellas, Nelson Frick, Sue-Ellen Johnson, Beth Leonard, Holly McCullough, Larry Mendoza, David Mintz, *Junior Warden*, Grace Schmidt, *Senior Warden*, Wyn Schuh, Jonathan Trail, Bill Shreve, *Treasurer* and Lavonne Bieber, *Clerk*

Via Phone - The Rev. Janet Wheelock, *Interim Rector*

Guests: Helen Wooldridge, *Preschool Director* and Kirsten Smith

Grace called the Vestry meeting to order at 7:20 p.m.

Bill led us in Lectio Divina reading Luke 1:26-38

Item of Business #1 – November Minutes

Motion: To accept the November Minutes
Moved: Beth Leonard
Seconded: David Mintz
Passed unanimously

Item of Business #2 – Senior Warden

Grace noted the importance for us to try to stay on time and to the agenda. If we feel that further discussion is needed on a particular topic we should move to discuss further at the next meeting or assign a sub-committee to review further.

Item of Business #3 – Preschool

- a) Helen provided two documents for the Vestry's review. The first was a comparison of tuitions for similar Preschools in the area and the second was a list of Challenges we face. We first reviewed the Challenges. Helen put together a wonderful document which outlined 1) What families want; 2) Facility limitations; 3) Reasons for withdrawals of students during the year; 4) Where our support families have gone; 5) Efforts over the years to enhance the Preschool's desirability; and 6) Marketing strategies that were successful, unsuccessful and strategies implemented this year. Basically, we cannot offer what people need and we are limited to make changes due to space. In conclusion, she noted that the economy continues to greatly impact our enrollment. It affects what preschool families need, can afford and can eliminate in this downturn. After much discussion, Larry and Beth volunteered to work with Helen in finding ways we might be able to give the Preschool more exposure.
- b) Helen reviewed the document which outlined the tuition for similar programs at the Presbyterian Early Learning Center, Montecito, Los Altos Children's Center and St. Timothy's. Helen recommended that for the 2012-2013 school year that we do not increase the tuition.

Motion: To accept Helen's recommendation to not increase the tuition for the 2012-2013 school year.
Moved: David Mintz
Seconded: Larry Mendoza
9 yeas and 1 abstain - Motion passed

Item of Business #4 – Search Committee Update

Kirsten distributed a draft of the Parish Profile. She noted that the Parish Profile is like a love letter to our future Rector. She asked that the Vestry review to make sure it reflects our future. Does it reflect who we are and who we want to be? How does it read if you were a newcomer? She asked that all comments be sent to Cindy by Sunday, December 18, so that they can incorporate the changes. It was suggested that they highlight the comments provided by the Vestry so that we can identify what changes were made. It was also suggested that we have a separate meeting

of the Vestry and Search Committee to review the profile instead of trying to review during our monthly Vestry meeting. Grace will follow-up with Cindy.

Item of Business #5 – Treasurer’s Report

- a) Bill reported we spent more than we took in during the month of November. Our revenue was \$44,921.89 (approximately \$11,000 below plan) and our expenses were \$62,104.00 (\$3,326 above plan). Year-to-date excess cash in the general fund decreased as a result by \$17,182.11 to -\$1,505.65. Expenses were up because this is the first month that reflects the hiring of Beth Parab. Her salary was not in our budget, and she has been spending to raise up our children and youth ministries. Revenue was below plan because of pledge (-\$3000), Preschool due to the lower than anticipated registration (-\$5000) and plate because we budgeted too much income from plate (-\$900).

- b) Balance sheet Diocesan Investment Trust (DIT) Account has not been reconciled because the DIT statement is only sent quarterly. We have sent two deposits to this account totaling \$75,000 from the Tom Parks Memorial Fund.

- c) On the expense report budget line for Contingency/Capital Reserves, you will see we budgeted \$16,545.87 (6% of pledge income). Normally, in a year when pledges meet or exceed the pledged amount, we would transfer this money into the restricted account for capital expenses, but since other income is running below budget, I do not plan to make this transfer. If December, pledge income is above plan (as it usually is as some people bring their pledges up-to-date), we should end the year with a slight surplus in the general fund. Last year we ran a deficit. Any surplus will reduce this deficit on the balance sheet. This deficit shows as account 2900 GF Principal, -\$45,073.18.

- d) **Restricted Accounts:**
There were no significant changes to restricted accounts except the transfer of \$37,500 from the Tom Parks Fund to the Diocesan Trust and the transfer of \$950 from the Children’s Guild to Godly Play.

- e) **Unanticipated Expenses:**
PARKING LOT: The doctors have gotten 2 bid for the parking lot repair.
Bid 1 from Galedrige Construction
Cuesta Medical: \$19,420
 - a. Remove and replace failed asphalt (325 ft²) with new 4” layer
 - b. Overlay 9,000 ft² with 2” asphalt
 - c. Sealcoat and restripeEasement: \$35,170
 - a. Remove and replace failed asphalt (6000 ft²) with new 4” layer
 - b. Crackfill all cracks and overlay 50,000 ft² with 2” asphalt
 - c. Sealcoat and restripe**Church: \$52,890**
 - a. Remove and replace failed asphalt (9,710 ft²) with new 4” layer
 - b. Crackfill all cracks and overlay 30,000 ft² with 2” asphalt
 - c. Sealcoat and restripe
Bid 2 from ASI Asphalt Surfacing
Medical Building: \$12,300
 - a. Remove and replace failed asphalt (750 ft²) with new 4” layer
 - b. Clean and seal 31,000 ft² with single coat sealer
 - c. Restripe
 - d. Remove and replace broken curb (15 ft.)**Church: \$12,975**
 - a. Remove and replace failed asphalt (950 ft²) with new 4” layer
 - b. Clean and seal 23,000 ft² with single coat sealer
 - c. Restripe

d. Remove and replace broken curb (36 ft.)

CARPETING EDWARDS HALL: (See report presented last month)

Cost for quality carpet tiles, baseboards, and acoustic panel reinstallation with new fabric, \$16,000.

RECOMMENDATION:

I suggest we go ahead with ASI Asphalt Surfacing (\$12,975 or less) and Refurbishing Edwards Hall (\$16,000 or less) to be paid from the Tom Parks Fund.

- f) It was noted at last month's meeting, it was decided that we should wait on approving the carpet for Edwards Hall until we had an inspection of the facilities to see what other things may need to be attended to. Sue- Ellen will follow-up with Steve Swayze to see if we can get a report by the January Vestry Meeting.

Motion: To accept Treasurer's Report
Moved: Holly McCullough
Seconded: Beto Casellas
Passed unanimously

Motion: To approve up to \$13,000 for the ASI Asphalt Surfacing of the parking lot.
Moved: Nelson Frick
Seconded: Sue-Ellen Johnson
Passed unanimously

Item of Business #6 – Stewardship

- a) Jonathan reported that they had a couple of conference calls to review the names of those who have not turned in a pledge card. The names were divided up amongst those on the call to follow-up with each person. Last year we had 75 pledges and so far this year we have 52 totaling \$300,000, which we have budgeted for \$451,000. We have 20 pledges outstanding, which if everyone pledge the same amount as this year, we would an additional \$100,000 to make up the difference. Grace suggested we think about how we can raise our revenue. Nelson suggested if everyone increased their pledge an additional \$20 per week, we could make up the difference. It was decided that we need to make an announcement at church on the 18th to communicate the shortfall and to encourage those who have not pledged to do so and to invite people to increase their pledge. Nelson, Jonathan and Grace will make the announcement at the 7:45, 9:00 and 10:30 service respectively.

Item of Business #7 – Interim Rector

- a) Due to Janet having laryngitis, she noted that she would submit a written report to the Vestry.

Item of Business #8 – Vestry Candidate

- a) Sue-Ellen and Beto reported we have 2 definite candidates and 2 that are still praying about it. They asked if there are any other candidates to let them know. We need to have a slate by the next Vestry meeting so we can communicate the nominees and provide their bios prior to the annual meeting.

Item of Business #9 – Anything Else

- a) Annual Meeting
b) Retreat Agenda
c) Children's Guild Money Process

There being no further business the meeting adjourned at 9:47 p.m.

Motion: To adjourn
Moved: Larry Mendoza
Seconded: Nelson Frick
Passed unanimously

Respectfully submitted,
Lavonne Bieber, Clerk