

**Minutes of the Vestry Meeting  
Tuesday, June 7, 2011**

Present: Beto Casellas, Nelson Frick, Holly Hem, Sue-Ellen Johnson, Beth Leonard, David Mintz, *Junior Warden*, Grace Schmidt, *Senior Warden*, Wyn Schuh, Bill Shreve, *Treasurer*, Lavonne Bieber, *Clerk* and The Rev. Janet Wheelock, *Interim Rector*

Guest: Cynthia Howard – Search Committee Chair

Absent: Larry Mendoza and Jonathan Trail

There being a quorum, the meeting was called to order at 7:15 p.m. The meeting began with Prayer.

**Item of Business #1 – Consent Agenda**

Motion: To accept the Consent Agenda this included the May Vestry Meeting Minutes; E-mail Communication Process and Vestry Norms.

Moved: Nelson Frick

Seconded: Wyn Schuh

Passed unanimously

**Item of Business #2 – Search Committee Candidates**

The Vestry spent the first part of the meeting discerning candidates to serve on the Search Committee. After reviewing a significant number of possible candidates and taking into consideration the demographics that were outlined at the May Vestry meeting they developed a list of candidates who Grace will contact and ask if they will accept our call to serve.

**Item of Business #3 – Treasurer’s Report**

- a) Bill reported that our 2011 financial picture is still excellent. We continue to get more revenue than we budgeted, and we continue to spend less than budgeted. There are a number of areas where we budgeted nothing and we are way over budget, but these are compensated by savings elsewhere. May finances continue to be very good. Our pledges are coming in ahead of plan and at a rate that is making up for the shortfall in plate income. Total revenue for the year to date is 7% above plan. Total expenses for the year-to-date are 3.3% below plan. Balance sheet cash accounts have not all been reconciled with bank statements. Some relatively small variances will result. Under Revenues: 1) May pledge revenue includes 5 months of prepaid pledge that were not credited in past 2011 reports and 2) Building use is low because CYES prepaid the full quarter in March. Under Expenses: 1) Salaries and Benefits still show large variances from budget due to accounting practices. The total for salaries and benefits is running between 1.3% over budget and 2) Office/Services: Facilities is over budget, which we are looking into the cause. Facilities/buildings are under budget, which we are also looking into the cause. Restricted Accounts – the Rummage Sale was highly successful this year. We made about \$7,300. This brings the total in the Children’s Guild account to over \$20,000. We need to create a process for authorizing expenditures from this account. Bill also noted that we have retained Richard Smith, an EDECR auditor to audit our books for 2010. This will be the first audit since 2007 and the first by this auditor. They are preparing the pre-audit documents for him now and he is scheduled to meet with Lyn Cuenca, John Ezell and himself on June 16. The audit should be completed this summer.

Janet noted that we need to review the contract with the landscaper. Bill also noted that due to the change in the copier we are running about \$300 less each month.

Motion: To accept the Treasurer’s Report

Moved: Holly Hem

Seconded: Beth Leonard

Passed unanimously

- b) Bill reported that Helen Wooldridge received two bids for resurfacing the play yard surface. It will not be necessary to remove and replace the entire surface. One bid was from Top Turf – they will provide 1.5” re top over the existing pad. Cut away perimeter and feather to avoid trip hazard with a 5-year warranty against cracking and deterioration for \$18,489.59. The second bid was from Miracle – they will provide 0.5” repair and new EPDM Wear Surface with a 3-year warranty for \$19,195.80. Helen has checked out both companies and both are reputable and recommended by others and have a reputation of being the low-cost providers. Helen and Bill’s recommendation was to go with Top Turf. Since the Vestry had approved Helen to obtain bids up to \$40,000 at the May meeting, Grace accepted the recommendation from Helen and Bill and approved the contract with Top Turf.
- c) Bill also reported that he and Helen inspected the play yard and suggest a number of other maintenance items be done before the surface is repaired.
1. Repair sand box sides.
    - a. Move edge away from play structure
    - b. Replace pressure treated sides with landscape plastic edging

2. Repaint play structure
  - a. Fitting are rusting
  - b. Blue surfaces are oxidized and streaking
3. Resurface redwood deck surfaces on play structure. (Steve Swayze does this regularly)
4. Repaint the fence. Horizontal surfaces that get full sun are peeling and cracking
5. Power-wash the outside wall of the classroom.

Bill noted that since we want to do all of this before the surface goes down and be completed before school starts in the Fall they suggested we get a contractor to do the work. He suggested a budget not-to-exceed \$5,000.

Motion: To authorize Bill to get bids not to exceed \$5,000 to complete the repairs to the play yard as suggested.

Moved: David Mintz

Seconded: Beto Casellas

Passed unanimously

- d) Bill distributed a summary of the Children's Guild finances. Beth noted that they would like to set aside half of the money raised from the Rummage Sale to start a Children's Guild Outreach to support outreach.

Motion: To put \$3,500 from the Rummage Sale into a separate account under the Children's Guild budget line with account code 008631 called Children's Guild Outreach to be spent prior to May of 2012.

Moved: Beth Leonard

Seconded: David Mintz

Passed unanimously

- e) Bill distributed a document regarding the Heritage Oak Fund. He is suggesting the Vestry review and make changes to the current policy. We will add this to the July agenda to review further.

#### **Item of Business #4 – Interim Rector Report**

- a) Janet is working with Bill and Joanna to shape the Financial Administrator position.
- b) Jennifer Ezell has been serving as our Interim Parish Administrator however, this is not long term. We need to put together a budget and search committee to begin looking for a Parish Administrator.
- c) Lucretia Mann, our Field Education Intern will be starting in August. She is very interested in working with the Acolytes. She will also be doing community outreach work and will be forming a committee to work with her. Janet asked the Vestry think of people to serve on the committee.
- d) Janet will be away from June 13 through July 7. During her absence, The Rev. Mary Hudak will be here on June 19 and The Rev. Penelope Duckworth will be here on June 26 and July 3. Penelope will also be our Pastoral Care support.
- e) Janet suggested we do a Vestry bulletin board similar to the Stephen's Ministry bulletin board. Lavonne and Sue-Ellen will do the bulletin board and Bill volunteered to take photos.

#### **Item of Business #5 – Youth Ministry**

Holly reported there was no update. When Janet returns from vacation, she will work with Holly and Wyn to assist in getting the process moving.

#### **Item of Business #6 – Senior Warden Report**

- a) Grace asked the Vestry to continue to review the Ministries document and make updates.
- b) She and Beto met with Janet and they put together an Interim Mutual Ministry Review document, which was distributed. This document will be shared with the Parish for feedback. Beto will be sharing this with the Parish at each service on June 19. We will also send it out via Covenant Group leaders and through The Word Weekly. She also reminded the Vestry to complete it as well.

#### **Item of Business #7 – Anything Else**

Sue-Ellen gave an update on the status of the Pentecost barbecue.

There being no further business the meeting adjourned at 9:24 p.m.

Motion: To adjourn

Moved: Holly Hem

Seconded: Beth Leonard

Passed unanimously

Respectfully submitted,  
Lavonne Bieber, Clerk