

**MINUTES**  
**ST. PAUL'S VESTRY MEETING**  
**October 4, 2016**

**PRESENT:** The Rev. Christopher Martin, Senior Warden Steve Avanzino, Junior Warden Doug Sprague, Ginny Horton, Joan Adams, Pierce Gore, John Schaver, Kay Blackwill

**ABSENT:** Jae Eitel, Meg Gorman

The meeting, at which a quorum was established, was called to order at 7:00 p.m. with prayer led by Fr. Christopher.

**MINUTES:** The minutes of the September 6, 2016 meeting were unanimously approved.

**AGENDA:** The agenda was approved by unanimous consent.

**HARDIN COURTYARD PLANS:** Fr. Christopher reported a meeting with Pat Curtis, Jay Luther, Steve Avanzino and 3 representatives of Marin Day School. Overall the meeting went very well and all of their questions seemed to be satisfactorily answered. MDS has a contractor who they always use and Fr. Christopher suggested that we obtain a bid from that contractor. They also came up with the idea of possible use of St. Raphael's School during the quieter months of July and August, as they are concerned with the safety of the children during construction. Pat is in touch with the general contractor to pull all the pieces together. Fr. Christopher's impression of the community meeting was that the community was in general consensus for the project.

**STEWARDSHIP CAMPAIGN:** Fr. Christopher reviewed the schedule of the stewardship campaign, proposing that we immediately start the campaign with an initial letter to be mailed on October 19. After 3 Sundays of pitches from vestry members, the in-gathering would be on November 13. A special Vestry budget meeting will be on Dec. 6 and then a shorter Vestry meeting will be on Dec. 20. Fr. Christopher solicited thoughts on how we might improve our stewardship campaign. Suggestions included gathering evenings where calls are made to all parishioners, home visits, stewardship dinners or lunches, emails, and automatic deductions. Fr. Christopher and John Schaver will draft an initial letter that will include a heads-up about the new approach of more personal contacts.

**MEMORANDUM OF AGREEMENT WITH MARIN EPISCOPAL CHURCHES:** The Memorandum of Understanding with Nativity, Redeemer, St. Francis and Christ Church, copy attached, which would extend through Easter 2017, was reviewed and discussed. The Memorandum was approved by the Nativity Vestry at their last Vestry meeting. Fr. Christopher proposed a motion to approve the draft Memorandum of Understanding of the Northern Marin Episcopal Churches, seconded by Pierce Gore, and the motion was unanimously approved.

**OLD BUSINESS/NEW BUSINESS:**

Steve Avanzino reported that he has met with a representative from Ongaro specializing in ADA compliance. It is possible to remodel the men's bathroom to be ADA compliant. It will cost \$450-\$550 for Ongaro to draw up the plans that we can then pass on to any contractor we choose. It was unanimously agreed that the plans should be ordered.

Steve is still working on obtaining bids for the needed gutter work.

Steve distributed copies of estimates from IMC Inc. for the ceiling work in the changing room and the plaster work in the sacristy, copies attached. Fr. Christopher moved for approval of Steve to hire IMC to do the work as described in their bid. The motion was seconded by John Schaver and unanimously approved.

Steve has a handyman working on some projects. He suggested doing a termite inspection before we undertake any additional work on the property.

Fr. Christopher reported that a bid of approximately \$5,000 has been obtained for new shades in the 4 offices and playroom upstairs. Fr. Christopher proposed a motion to approve the bid from Shades of Marin, seconded by John, and unanimously approved.

Fr. Christopher solicited suggestions for who might be available as check signers. We currently have as authorized signers Rev. Christopher Martin, Holly Pritchard and Chris Olsen. In addition, Steve Avanzino, Ginny Horton and Jane Burtch were approved as authorized signers. Fr. Christopher moved that they be included as authorized signers, seconded by Kay Blackwill and unanimously approved.

**RECTOR'S REPORT:**

Fr. Christopher reported on various pastoral issues:

Health issues of various parishioners

Judy and Christopher will visit Ralston in Mill Valley for possible lodging for the Finding your Christian Voice weekend in 2018.

**ADJOURNMENT:** The meeting was adjourned at 8:10 p.m. with prayer led by Christopher..

Respectfully submitted,

Janie Burtch  
Recording Secretary