

**MINUTES**  
**ST. PAUL'S VESTRY MEETING**  
**December 6, 2016**

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

**ABSENT:** Jae Eitel, Meg Gorman, Kay Blackwill,

**INVITEE:** John McDermott

The meeting, at which a quorum was established, was called to order at 7:03 p.m. with prayer led by Fr. Christopher.

Fr. Christopher advised that this would be the last meeting of 2016. He proposed the next meeting in January be on January 10, 2017.

**MINUTES:** The minutes of the October 4, 2016 meeting were unanimously approved. There were no minutes taken at the November 1, 2016 Vestry meeting as that meeting was devoted to making pledge calls to parishioners.

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

**MOTIONS FOR CONSIDERATION:**

**Housing:** Fr. Christopher requested approval for the same amount of housing allowance as last year.

**Health Care:** The health benefits have been modified slightly, to be approved by the Vestry.

**Amendment to Past Minutes:** The auditor discovered that the language of the housing allowance in Vestry minutes for the past two years needs to be revised. These revisions of the minutes require approval by the Vestry.

Motions for the above three issues will be proposed toward the end of the meeting following the Treasurer's presentation of the preliminary budget for 2017.

**CAMPUS AND COURTYARD CATCH UP:** Fr. Christopher advised that Swinerton has declined to provide a bid as they do not believe they can provide a competitive bid. Thus we will have 4 bids, 2 for concrete and 2 for pavers.

Steve Avanzino advised he had an electrician here for a week who repaired at least a dozen areas that required work. Work is currently being done on the ceiling and one wall in the sacristy.

Regarding gutter repairs, the previously approved bidder has dropped out, so Steve is pursuing one or more additional bids. In the meantime, Steve and Eric have cleaned out the gutters.

The pepper tree in the parking lot has been trimmed.

Steve recommended a discussion of bathroom renovation next year.

Steve reported that he and Eric will be meeting with the maintenance staff to clarify their duties and our expectations, as their work has been unsatisfactory.

**2017 BUDGET:**

Father Christopher reported that 9 new pledges have been received. There was a brief discussion of how to improve the accuracy of the mailing list and phone list, and how to make sure those who have donated do not receive additional requests for the year.

John McDermott distributed and reviewed the Jan.-Sept. 2016 Profit & Loss, and Balance Sheet as of June 30, see attached.

John also distributed and reviewed a sheet listing various highlights, funds, accounts and offsets, see attached.

Finally, John distributed and reviewed the preliminary 2017 budget. John was thanked for his extensive work. There were no questions on the proposed budget.

**APPROVAL OF MOTIONS:**

Fr. Christopher proposed a motion that we pass the budget as presented by Treasurer John McDermott for 2017. The motion was seconded by Pierce Gore and unanimously approved.

Steve Avanzino proposed that we approve the clergy housing allowance with the amendments to the language of the resolution used previously. The motion was seconded by Pierce Gore and unanimously approved. The resolution is as follows:

“WHEREAS, the Rev. Christopher Martin is employed as a minister of the Gospel by St. Paul’s Church, San Rafael, California, which does not provide a residence for him, the vestry resolves that of the total compensation of \$102,390 to be paid to The Rev. Christopher Martin during 2017, that \$46,950 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.”

Fr. Christopher proposed a modification to prior minutes of the Vestry to reflect the intended language as presented in the above model resolution of the Diocese of California. The motion was seconded by Pierce and unanimously approved.

Fr. Christopher proposed approval of the employee health benefit as presented by the Diocese of California. The motion was seconded by Pierce Gore and unanimously approved.

**OLD BUSINESS/NEW BUSINESS:**

The Annual meeting will be on the 1<sup>st</sup> Sunday in February, February 5, 2017. Steve Avanzino and Kay Blackwill will be leaving the Vestry and it is hoped there will be 3 new members of the Vestry.

John McDermott asked that he be brought into the loop when we are approximately 4 weeks from writing substantial checks to contractors.

**RECTOR'S REPORT:**

Fr. Christopher reported on various pastoral issues, acknowledging the beauty of the memorial service for Diana Gore.

Vanessa Glass of St. Francis Church and Fr. Christopher will swap churches this Sunday.

**ADJOURNMENT:** The meeting was adjourned at 8:10 p.m. with The Lord's Prayer led by Fr. Christopher.

Respectfully submitted,

Janie Burtch  
Recording Secretary