

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

**PRESENT:** The Rev. Christopher Martin, Senior Warden Steve Avanzino, Junior Warden Doug Sprague, Ginny Horton, Joan Adams, Pierce Gore, Jae Eitel, Meg Gorman

**ABSENT:** John Schaver, Kay Blackwill

**INVITEES:** Larry Santucci, Jay Luther, John McDermott

The meeting, at which a quorum was established, was called to order at 7:00 p.m. with Evening Prayer read by Meg Gorman.

**MINUTES:** The minutes of the August 23, 2016 meeting were unanimously approved.

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

**OLD BUSINESS/NEW BUSINESS:**

Steve Avanzino reported that he has two bids for replacing the gutters around the school and Duncan Hall. Superior Seamless Gutters is 4-6 weeks out in providing estimates and was only able to provide a telephone estimate of \$5,000. Celtic Sheet Metal's bid is \$3,846, which may increase due to some flashing needed.

Steve has also obtained the following painting estimates from Bob Kunst: \$11,000 for partial painting of the church exterior, from the rose window to around the front of the church; \$6,000 for partial painting of Duncan Hall; \$14,000 for painting of the side of the school facing the courtyard; and \$7,500 for additional painting needs, including \$1,500 to powerwash the Mission Street side of the school without painting.

Fr. Christopher proposed a motion to authorize Steve Avanzino to spend up to \$4,500 to replace gutters in as timely manner as possible. The motion was seconded by Meg Gorman and unanimously approved.

Regarding updating bathrooms, Steve has a call into Ongaro to request a bid. Steve also solicited any ideas for someone who might assist in bathroom re-design plans.

Steve is also in process of setting up a meeting with a plasterer for repair in the sacristy and vestment room.

The rugs upstairs were just cleaned.

**HARDIN COURTYARD PLANS:** Larry Santucci reviewed the alterations on Courtyard Plan B, which is not being voted on tonight. Plan B entails the long-range total plan of a redo of the courtyard, parking lot and providing ADA paths of travel with lifts up to courtyard and Duncan Hall.

Larry proposed the following two modifications to Plan C for consideration by the Vestry prior to voting on the resolution involving Plan C:

- (1) Delay construction of the lift pad that leads to the courtyard and associated walls until Phase 3. Otherwise, we will have a depression that will likely collect runoff water and create a drainage problem. The lift pad to Duncan Hall will be constructed as shown in Plan C.
- (2) Relocate the wrought iron fencing as part of Plan C. This involves moving the fence out toward the sidewalk, moving the section near clergy parking closer to the Redwood tree and add gate, and relocating the curved section closer to the corner of the church so that we have more maneuvering room in the parking lot and can possibly add back a parking space in the clergy parking row. This relocation should be done regardless of which parking lot plan we pursue. We want to pave up to the edge of the relocated wrought iron fencing.

John McDermott reviewed the financial reports that were distributed to the Vestry at their meeting on August 23. Total liquid assets are about \$75,000 in cash and checking; and \$550,000 in money market accounts, balance fund and unrealized gains in the balance fund. \$50,000 of this is in a liability account, such as St. Anne's and Altar Guild, which is not available for our use. \$75,000 in endowments is also not usable. Memorial Garden Fund and Music Funds also have specific purpose. The "green" areas that are potentially accessible are SPRIF FUND (\$100,000), the unrealized gains and losses (\$100,000), and unrestricted net assets (\$80,000).

It was decided that a resolution would be proposed at a future meeting regarding new check signers and those who will have access to Schwab funds.

Jay Luther reviewed the basic principles of Roberts Rules. Two resolutions are before the Vestry for approval tonight:

- 1) Resolution Adopting Plan for Reconstruction of Courtyard and Related Areas, copy attached. Jay reviewed the clauses of the resolution. Under this resolution any amendments to the plan need authorization by the Vestry, Rector, or project managers. All bids need to be approved by the Vestry as well. This will apply to future work done such as ADA compliance projects. Doug Sprague moved for adoption of the Resolution Adopting Plan for Reconstruction of Courtyard and Related Areas. Ginny Horton seconded the motion, and the motion was unanimously approved. Doug Sprague moved for a second motion to modify Plan C to incorporate Larry Santucci's two proposed modifications as set forth above. The motion was seconded by Ginny Horton and unanimously approved.
- 2) Resolution Adopting Financial Plan for Reconstruction of Courtyard, copy attached. Jay Luther moved for approval of the Resolution Adopting Financial Plan for Reconstruction of Courtyard. The motion was seconded by Pierce Gore. Following discussion of this resolution, Jay moved to amend the Resolution Adopting Financial Plan for Reconstruction of Courtyard to increase the figure of \$250,000 in the first "*Resolved*" paragraph to \$350,000. The motion was seconded by Pierce Gore and unanimously approved. The motion to approve the Resolution Adopting Financial Plan for Reconstruction of Courtyard as amended was then unanimously approved.

Fr. Christopher discussed the presentation of the plans to the Congregation at the Sept. 25 meeting. It was proposed that Jay, Larry, Steve, Pat and Christopher continue to meet to solidify the points to be presented to the Congregation. The next step will then be to go back to Brian Powell to incorporate all the modifications. A meeting with school administrators is scheduled on Oct. 4. By the next Vestry meeting the bidding process will begin, as well as conversations with the City regarding permits. It is hoped that bids and information from the City will be obtained by the end of the year.

**RECTOR'S REPORT:**

Fr. Christopher reported on various pastoral issues:

The funeral service for Helenclare Cox was beautiful.

Death café this Sunday 4:00-6:00 pm.

Sept. 18 is launch of shared ministry Eucharistic service on Sunday afternoons with Nativity, potentially St. Francis & Redeemer, & St. Paul's.

Partnership with Nativity is already bearing fruit. Nativity received a grant that they are giving to our breakfast program.

Sept. 24 is Discipleship Group Workshop.

Sept. 25 is Community Meeting. Fr. Christopher proposed first addressing the anniversary celebration and presentation regarding "a rigorous church" before moving into the subject of the courtyard.

Oct 4 is meeting with MDS to bring them up to date on our plans.

Fr. Christopher will be away at Diocese of California Clergy Conference later this month.

**ADJOURNMENT:** The meeting was adjourned at 8:26 p.m. with Compline led by John McDermott.

Respectfully submitted,

Janie Burtch  
Recording Secretary