

MINUTES
ST. PAUL'S VESTRY MEETING
December 8, 2015

PRESENT: The Rev. Christopher Martin, Senior Warden Judy Rowcliffe, Junior Warden Doug Sprague, Kay Blackwill, Joan Adams, Jae Eitel, Eric Guastavino, Steve Avanzino

ABSENT: Meg Gorman

INVITEES: Jay Luther and Kyle Thayer

The meeting, at which a quorum was established, was called to order at 7:01 p.m. with Evening Prayer read by Joan Adams.

MINUTES: The minutes of the November 10, 2015 meeting will be approved at the next meeting.

AGENDA: The agenda was approved by unanimous consent.

COURTYARD WORK – KYLE THAYER: Fr. Christopher reported that the property survey was done today. Discussion of the courtyard work was then turned over to Kyle Thayer, an architect by profession who will be serving as an advisor in the courtyard renovation. The surveyor now will do a computer drawing of the property which will be the basis for all subsequent work. Key elements of design are (1) the accessibility of the courtyard, getting people from sidewalk to thresholds of all entrances with legal slopes, widths and landings of ramps and arrangements of stairs, and (2) less concrete and more planting. One landscape architect has been interviewed, and a second one will be interviewed shortly. Drawings need to be done that will convey the landscape architect's preliminary concepts to us. Once the preliminary drawings are approved, further drawings will be prepared from which we can obtain bids for the concrete installation as well as obtaining permits from the City of San Rafael. The cost of the survey was \$3,100. Future costs are not yet determined. Kyle will present to the Vestry more accurate estimates of costs in the future as they become available. The landscape architect proposals are expected to be received within the next couple of weeks. Judy asked if it might be possible for other contractors to donate a portion of their time, as Kyle is doing, by giving us a discounted rate. That possibility will be explored at a later date.

SPRIF III: Jay confirmed that \$181,000 has been pledged to date. \$152,000 has been received. Follow-up with those who have pledged and not paid will be made. In response to Steve's inquiry about SPRIF information not being updated on the website, Jay advised the SPRIF committee will be working on this.

2016 BUDGET: Fr. Christopher requested a motion to approve the 2016 budget as presented. Doug proposed the motion, Judy seconded, and the budget was unanimously approved. It was also approved that the funds for Jim Ward's youth service be referred to generally as "Youth Ministry".

STEWARDSHIP: Fr. Christopher requested that each Vestry member take 5-6 names of those who have not yet pledged and call to request pledges. Fr. Christopher will assign and email names to each of the Vestry members for follow-up.

NEW BUSINESS/OLD BUSINESS:

APPROVAL OF CHRISTOPHER'S HOUSING ALLOWANCE: Christopher requested a motion the amount of his housing allowance be reflected to be the same as last year. Judy proposed the motion, seconded by Kay, and it was unanimously approved. Steve requested a notice in the bulletin that Feb. 11-12 are the dates for photographs to be taken for the directory.

The sound system is almost fully installed and is expected to be completed by Christmas.

RECTOR'S REPORT:

Fr. Christopher reported on various pastoral issues.

Chloe has taken over the Legacy Society. She is talking with Michael Green and Amanda Tiernan who helps with this work in the diocese. The Bishop will come to St. Paul's on Feb. 21 to discuss how we can participate in the Legacy Society.

A fire inspection took place this morning. A few minor points were made but are not confirmed to be a problem.

Tenesa will be stepping down from her youth ministry. Christopher is meeting with parents to discuss options for the future.

The children's choir is progressing well.

Fr. Christopher will be starting a newcomer class in January.

With Larry Santucci's support, Fr. Christopher has approved \$650 for gutter cleaning on December 19.

Larry Santucci has also brought in a bronze specialist who will provide: (1) a plaque to match those in the memorial garden that reads "The Reverend Hugh Hardin Memorial Courtyard", for \$1,200; (2) a Hugh Hardin memorial plaque on the wall above the Credence table, for \$2,480; and (3) treatment of one of the plaques on the left wall to make it more legible for \$125. Judy asked that he clean the chain as well. Judy moved to spend the money for these services, seconded by , and unanimously approved. Judy proposed that we put this out to the community with the possibility that the plaques may be donated.

ADJOURNMENT: The meeting was adjourned at 8:16 p.m. with Compline led by Steve Avanzino.

Respectfully submitted,

Janie Burtch
Recording Secretary