

**MINUTES**  
**ST. PAUL'S VESTRY MEETING**  
**March 20, 2014**

**PRESENT:** The Rev. Christopher Martin, Senior Warden Keira Vicente, Al Petrie, Jerry Robinson, Steve Avanzino, Vladimir Sovyak, Kay Blackwill, Michelle Hixon

**ABSENT:** Judy Rowcliffe, Eric Guastavino

**INVITEE:** Jay Luther

The meeting, at which a quorum was established, was called to order at 7:03 p.m. with Evening Prayer read by Vladimir Sovyak.

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

**MINUTES:** Approval of the minutes of the January meeting was postponed until the next Vestry meeting on April 24, 2014.

**CONTRACT WITH THE SCHOOL**

Jay Luther reported that we now have a 10-year lease in place, with the provision that it may revert to 5 years if the School or the Church suffer excessive permit compliance costs, and further negotiations are unsuccessful in reducing total costs to an acceptable level. The "wildcard" is the City of San Rafael Building Division that will be issuing the permit. Under the terms of the lease, the school will be paying at least \$250,000, and not more than \$275,000, for its improvements, which include the cost of complying with permit conditions such as ADA accessibility requirements. Most of the improvements will be restructuring the playground, installation of new toilets and re-flooring. The Church has an obligation to pay \$100,000 (or up to \$110,000 including compliance costs) for HVAC equipment at the School. Christopher, Jay, Pat & the architects and contractors involved will be meeting to strategize the progression of the project. Most of the first year of the lease will involve getting all permit applications filed, making sure everything can be done as planned, and determination of who has what responsibilities. The contractors will be responsible for obtaining the permits. The actual acquisition of the permits will establish the dates of the work to be done.

Legal matters regarding financing and tax liabilities were then discussed confidentially with counsel.

Kay Blackwill proposed a motion for the Vestry to approve that the HVAC & electrical work to be performed by St. Paul's under the lease extension be financed from existing funds, seconded by Vladimir Sovyak. The motion was unanimously approved.

Kay Blackwill proposed a motion that Fr. Christopher be authorized to execute construction contracts for installation of the system when appropriate with Ongaro & Sons, our heating and air conditioning contractor, and with Lunardi Electric, our electrical contractor, in the approximate sum of \$100,000, seconded by Michelle Hixon. The motion was unanimously approved.

## **THE BISHOP'S VISIT**

Keira Vicente led a discussion about Bishop Marc's visit to St. Paul's. All agreed that it was a joyous occasion for the St. Paul's community. The Vestry appreciated the opportunity to meet with Bishop Marc at the lunch following the Service and his discussion of the idea of being "invitational".

## **THE COMING YEAR**

Fr. Christopher led a discussion of topics from the retreat that required follow-up. Finding a way to honor the pillars was an important insight gained from the retreat and will continue to be discussed. The significance of the children being able to interview the pillars was also recognized. Fr. Christopher plans to continue to focus on children during Lent and then shift to the pillars during the Easter season. In June the focus will turn to SPRIF and the "rose window" concept.

## **NEW BUSINESS/OLD BUSINESS:**

**RECORDING SECRETARY:** Fr. Christopher proposed a motion that Janie Burtch be nominated as Recording Secretary, seconded by Kay Blackwill. The motion was unanimously approved.

**CAMPUS WORK UPDATE:** Steve Avanzino reported that binders have been created containing "Clif notes" for maintenance for each of the areas of the church property. He also reviewed work that has already been done as a result of the recent fire inspection, costing a total of approximately \$2,800 to date. The remaining tasks required by the fire inspection report will all be completed shortly.

**JUNIOR WARDEN ELECTION:** The discussion of the Junior Warden position will continue.

**APRIL VESTRY MEETING:** The April Vestry meeting will be on April 24 due to Maundy Thursday being on April 17.

## **RECTOR'S REPORT:**

Fr. Christopher reported on the following:

- It has been a busy season with the ongoing lease negotiations, campus work, Vestry retreat and Bishop's visit. Regarding the Bishop's visit, Fr. Christopher is appreciative that the Bishop visited Joe Cook at St. Quentin as it gave him a firsthand opportunity to see who we are at St. Paul's.
- Fr. Christopher requested special prayers for various members of St. Paul's
- The shut-in ministry is in the process of being reviewed with Neville Armstrong and Bill Booth.
- We will be co-hosting a light supper on Maundy Thursday with Grace Marin.
- Father Christopher's book reading at St. Paul's went very well.

**ADJOURNMENT:** The meeting was adjourned at 8:43 p.m. with Compline led by Jerry Robinson.

Respectfully submitted,

Janie Burtch  
Recording Secretary