

**Meeting of the Vestry of Saint Gregory of Nyssa Episcopal Church
November 27, 2011, 12:30 in the Small Classroom
Next meeting: December 28, 2011**

Vestry members present:

Elizabeth Boileau, Paul Fromberg, Cheryl Hendrickson, Katherine Krebs, Margaret Simpson, Tim Smith, Susan Sutton, Tim Yip

Absent: Dan Crisafulli

Guest: Julia McKeon

Invocation

I. AGENDA APPROVAL

Paul Fromberg opened the Vestry meeting. The Agenda was approved after moving the adoption of the minutes of the September and October Vestry meetings to the Consent Agenda.

II. NOMINATION OF JULIA MCKEON FOR HOLY ORDERS

Julia McKeon was introduced to the Vestry. Julia is applying to the Diocesan Commission on Ministries to become ordained. The Vestry after a discussion with Julia signed her application to the Commission on Ministry indicating the church's support and approval of her entering Holy Orders.

Moved, Seconded Approved:

The nomination of Julia McKeon to Holy Orders for the Diocesan Commission of Ministries.

III. DISCUSSION: Christmas Check-in

The church will be decorated on Dec 18 after services. Paul and Margaret Simpson will meet to discuss the decoration of the church.

Katherine Krebs spoke about the Cookies Extravaganza on December 11, she has recruited an number of youth and adults to help on the day. Cookie-makers will be recruited throughout the community.

Katherine will assemble all the information regarding the season's events in order to have a comprehensive publicity campaign.

Sylvia Miller-Mutia is the Christmas Pageant director this year and has already cast her youth and adults and readied the script.

Christmas Cookies 'n' Carols will be on December 20, with caroling first then the making of gingerbread houses. The singing will be a capella, led by Sanford Dole.

IV. REPORTS

Paul passed around the 3rd draft of the 2012 Budget based on a conversation with Dan Crisafulli. The budget distributed will probably have more drafts. Presently, the proposed deficit is \$9,000, down considerably from previous years. The budget for 2012 can be passed in January giving the Vestry time to reflect on the few changes from this year to the next. One change is personnel reflecting the COLA increase of 2.4% reckoned by the Diocese. Tim Smith specifically raised that Canon 18 allows for Assessment credit for churches that have added program, i.e. hired an Assistant Rector and hoped that been taken into account when figuring the cost of the Diocesan Assessment. The budget reflects the hiring of a interim clergy during Paul's sabbatical.

Paul after staff discussion proposed to the Vestry a number of church members as liturgy managers and deacons for Holy Week. The proposed liturgy manager choices pair some new members and old and folks who work well with others. The proposed members would be approached as to their availability and desire. Cheryl Hendrickson followed up with ideas about a mini planning retreat about Easter, liturgy manuals, individual meetings with Paul that would cover a lot of the ways individuals could get/gain information and ideas about Holy Week and getting things done. Paul stated that some of the past years' stumbles could have been avoided by better communication among the liturgy managers, he will be encouraging more and effective communication among the managers. Tim Smith observed out that the proposed list seemed to be weighted toward the distaff side, more women than men.

V. ACTION ITEMS

Moved, Seconded and Approved:

RESOLVED, that the Vestry affirms the status of the following individuals as duly elected officers and authorizes them to represent St. Gregory of Nyssa Episcopal Church to the extent allowed by the By-Laws of the Parish and the Constitution and Canons of the Episcopal Church in the Diocese of California: Cheryl Hendrickson, President; Timothy Smith, Vice President; Elizabeth Boileau, Secretary; and Elizabeth Taggart, Treasurer.

For the purposes of Bank of America Account 23313-05095 in the name of St. Gregory Nyssen Episcopal Church Operating Account, the following individuals and only the following individuals shall have marking authority: Elizabeth Taggart, Treasurer; Cheryl Hendrickson, President; and Timothy Smith, Vice President. Only one signature will be required on any transaction.

For the purposes of Wells Fargo Advisors Account 7697-1506 in the name of St Gregory's of Nyssa Episcopal Church, the follow individuals and only the following individuals shall have marking authority: Elizabeth Taggart, Treasurer; Cheryl Hendrickson, President; and Timothy Smith, Vice President. Only one signature will be required on any transaction.

Authorization granted herein shall extend to online or voice-authorized transactions. This authorization shall also apply to any successor account of the above mentioned.

Moved, Seconded, and Approved:

That the Vestry authorize and increase the 2011 personnel budget to take into consideration the cost of interim musical director(s) during the sabbatical of Sanford Dole and the receiving of gifts designated for those costs.

Paul, in response to Tim Smith's inquiry if there was any action item associated with IAF (International Areas Foundation) or the Church of the Pilgrim that the Vestry should be working on stated in January Sara and he will attending workshops to learn their method and methodology of each member having a one to one with each other member of the community. There is also a video going from our church to theirs about the upcoming work.

VI. RECTOR'S REPORT

Paul reported that he obtained a \$10,000 grant from the Louisville Institute to cover the cost of hiring interim clergy and other expenses during his sabbatical. The budget for his sabbatical is about \$15,000, so he will be reaching out to the community during April to raise the balance.

Boys Hope/Girls Hope will starting a tutoring program Monday through Thursday from 4:00-8:00 pm for 10 high-schooled aged young women. The staffed program in addition to using the classroom space will use the rotunda one night and one Saturday a month. There will be a parent's open house in December

Paul is interested in holding dinners during Lent. The community would have dinners with each other sharing food and a passage from scripture or poem for discussion. Once a week, not at church but at mutually agreed upon sites, all having read the same passage. Several ideas were discussed about how to get members on board, whether through signups at church or through social media.

Year-end fundraising is going well, the church has raised \$5,000. Paul will be following up with individuals as necessary in order to raise \$21,000.

Paul will be traveling part of November and December, specifically to hold an Advent workshop at Lakeshore Baptist Church in Waco, Texas.

Further conversation concerned the Liturgy of Loss of Children, recently led by Sylvia which was quite moving and brought in elements of water and light, as well as opportunities for expression such as journaling and conversation for grieving parents.

VI. CONSENT AGENDA

The Minutes of the September 25th, 2011 an October 26th, 2011 were approved as edited.

Tim Smith submitted the following:

In mid-September, St. Gregory's was approached by Christine Casey, a representative of AT&T Wireless, to explore the possibility of using St. Gregory's as a temporary cell phone tower site while they pursue the process of applying for the permits to construct a permanent tower in the neighborhood. I met with Ms. Casey and a group of engineers from AT&T Wireless on Friday, September 16 to conduct a site visit and review the options for the location of the antennas. The best location for the antennas would have been the bell tower, with wiring down to the basement, where the transmitter equipment would have been located.

One of the features of a temporary installation, as defined by the City, is that it does not require building permits. In most cases, this means the equipment sits on the floor in front of a window on a high building. The engineers from AT&T Wireless asked follow-up questions and reviewed as-built drawings of the building to determine whether they could develop a design that did not require building permits. This examination was in process at the time of our September Vestry meeting on September 25.

On October 6, we were notified that they could not develop a plan that would fall within the parameters of a temporary site, and that AT&T Wireless was pursuing other options. In a follow-up telephone call, they indicated that St. Gregory's is their second choice for a permanent cell tower site. (Sidebar: The permanent site would, most likely, require reconstruction of the exterior wall of the bell tower immediately below the windows to allow the antennas to be mounted inside the walls.)

During this time, most of my communications to AT&T Wireless were with Ms. Casey (permitchristine@gmail.com, 415-806-8750). I was also in periodic contact with the then-president of the Standing Committee, David Ota, to keep him apprised of our status during the process. Execution of a long-term lease would have required approval of the Standing Committee.

Submitted by the Treasurer, Leesy Taggart

Attached are the financials for October, and they are happily back on track. We are doing better than last year at this point, thanks to our early fundraising income. So far, November is looking good and the first response to Paul's year end ask has been positive. I am pretty confident that we'll make budget, but that still yields a significant deficit, so I'm hoping we do much better and get close to break even for the year. The work we do is worthy of support, and perhaps some of the best evangelism we do is talking about that within the broader community. I'll note that

some of the most generous responses on year end giving are coming from people relatively new to the community.

A few thoughts, and one action item:

1. I've shown the prior year and budget comparison proforma, because the Diocese didn't cash our second payroll until 11/1. So the comparisons show what our results would have been if there had been our usual 2 payrolls in the month.
2. The Finance Committee made one budget adjustment, moving \$500 from the supplies budget to the evangelism budget. We are spending more than projected on communicating with the congregation via constant contact email blasts. There is no impact on the overall church budget, so this item is for information only.
3. The Finance Committee recommends that the vestry increase the personnel budget and therefore the overall budget by the amount of designated gifts received to cover the cost of interim music directors during Sanford's sabbatical. These sabbatical costs were not included in the original budget. The vestry authorized the sabbatical and the interim music directors, but did not increase the budget to cover the costs. We did a special appeal and have received designated gifts covering almost half of the cost. There may be further gifts pending. Paul will present the specific proposal, which is bottom line neutral but increases the overall budget.

Submitted by Membership Commissioner Tim Yip:

- 1) Although we sent 20+ new member packets out to folks this year, we are likely not going to meet our goal of 20 net new members by the end of the year due to attrition/relocation of those 20. On the plus side, we have some really awesome new folks at Saint Gregory's. Sample size is probably too small to warrant any real statistical analysis, but I may do it in an effort to get quiet time away from visiting relatives.
- 2) Related to the above, I'll be watching with interest both from the rotunda and in the kitchen as we embark on the next version of our coffee hour organization.

Submitted by Susan Sutton Sacred Space Commissioner

Priorities: (all carried over from July, with new words)

1. Nave lighting: We still do not have fixtures in the central part of the seating area; the old ones are outside under tarps. Obviously this isn't ideal, but we do not have the savings or income at present to move ahead with a replacement scheme, nor would we wish to do so until after Christmas, since the church will be used intensively before then.
2. Breezeway door: Needs to be replaced or removed and repaired.
3. Front doors: We are thinking to paint them (instead of staining) as a protective measure; the temperature of the air and the surfaces needs to be in the mid-50s for best results, and the weather should be dry. These requirements will limit our ability to schedule volunteer work. The frames of the doors are also broken; the doors must be removed for repair at some point.

Secondary priorities:

4. Electrical capacity map of the church: We were having problems with the New Taste Market blowing our fuses. Jon Spangler is willing to help map out our circuits with a small volunteer crew, probably on a Monday.

5. Interior painting: This project was on hold because Olivia Kuser was unavailable. We started moving forward again, but we may be under some new time pressures with her schedule.

6. Gutter cleaning: We are continuing to have some issues with the rain. We should get the gutters cleaned out professionally as soon as we can.

7. Refrigerator: The refrigerator motor was running almost non-stop earlier this year—I don't have an update since then but will check on it.

8. Columbarium door: The door has sagged a bit under its own weight and needs to be adjusted. Someone is working on it, and the expenses should be minor.

Watch list:

Water heater: possibly leaked a little earlier this year. Keep an eye on it.

Heat in chapel: seemed nonfunctional earlier. Check duct connections to main system.

Rotunda floor: Showing a lot of wear and tear.

Fixed:

Threshold between rotunda and font—our thanks to Anne Symonds.

Ongoing projects: Emergency plan, O&M manual

Backyard garden: install raised beds and irrigation, consider new paving on pathway as part of a project to improve drainage.

Replace damaged street trees.

Repair damaged corner of stucco wall near font.

Kitchen sink is not quite up to code in terms of slope of drain pipes. There is no urgency on this, but we may want to correct it if we start having any trouble with clogging. Repairs will be professionally done and will involve some concrete chipping.

Jen Blecha has offered to look into getting an energy audit of our building by PG&E.

Closing Prayer

With a recognition of jobs well done the

**** meeting adjourned ***