

St. Aidan's Episcopal Church
San Francisco, CA

Vestry Minutes
August 24, 2011

Present: The Rev. Donald Schell, Grace King (Co-Warden), Judy Bley, JoEllen Brothers, Cynthia Clifford, David Frangquist (Treasurer), Karen Tomcala (Associate Warden), Ray Wong.

Absent: Patricia Brown (Co-Warden), Bill Isenberg, Lois Roach (Clerk).

Guest: Alison Wood

The meeting was called to order at 7:04 by Grace King in the Wajnert Room at St. Aidan's. Grace asked to David Frangquist to act as clerk. The meeting opened with a meditation offered by Karen Tomcala.

I. New Sign

It was agreed by unanimous consent to hear a report from Alison Wood regarding the new sign at the beginning of the meeting. Alison passed around pictures showing potential sign design and color. There is \$2,000 in the Building Fund to pay for a new sign. (The treasurer will verify the amount.) Alison will obtain bids and proceed with ordering the new sign.

II. Minutes

MSCU to replace section IV.A (Vestry's Role in Mutual Ministry Review) of the July 20 minutes with the summary prepared and distributed by Karen Tomcala. MSCU to approve the minutes as amended.

III. Treasurer's Report

The Treasurer's report, consisting of the Budget Summary, Budget Report, Designated Funds and Account Balance Report for 1/1/11 through 7/31/11, was received. The treasurer noted that the August downturn in the stock market is not reflected in the reports, but that the value of the Neuberger and Berman mutual fund had declined by \$3,000 to \$4,000. Ray Wong questioned if we should be holding funds in a stock fund and suggested seeking professional investment advice. No motion was offered.

IV. Clergy Reports

- A. The Rev. Donald Schell's verbal report was received. He reminded vestry members of the diocesan webinar on September 13. He reported that he will be conducting workshops in the Diocese of San Joaquin over Labor Day weekend.
- B. The Rev. Deacon David Stickley did not submit a report.

V. Unfinished Business

- A. **Operating Fund Controls Resolution.** David Frangquist and Karen Tomcala jointly moved to substitute Revision 3 for the proposed resolution as follows:

Resolved, That the vestry adopts the following policies to facilitate its management of the Operating Fund:

- (1) The Operating Fund of the parish consists of all funds not designated for special purposes.
- (2) The Annual Budget adopted by the vestry (“the budget”) constitutes authorization to disburse funds from the Operating Fund in the amounts and for the purposes identified in the budget.
- (3) In the event that the vestry has not adopted the budget before the beginning of the fiscal year (January 1), normal and customary disbursements are authorized that are consistent with the budget from the previous year.
- (4) Individuals or committees responsible for line items in the budget will not commit to spend amounts in excess of those in the budget, except for legal obligations of the parish incurred in the course of normal operations, and except for emergencies. Emergency disbursements in excess of budgeted amounts may be approved by the rector and one of the wardens, or in the absence of the rector, a warden and one other elected member of the vestry. Emergency disbursements are subject to ratification by the vestry.
- (5) Planned expenditures in excess of those in the budget require authorization by the vestry in the form of modifications to the budget. Expense items will not be increased nor added to the budget without identification of the source of funds to cover the increase.
- (6) Modifications to the budget will normally be made only after being discussed at two regular vestry meetings, unless after careful consideration the vestry determines that faster action would be prudent.

MSCU to accept the substitute. MSCU to adopt the resolution as amended.

- B. Parish Weekend Program.** Planning for the parish weekend is proceeding, with Barbara Stevenson taking responsibility for program and Cynthia Clifford handling logistics along with Sally Young.
- C. Stewardship.** David Frangquist presented a Draft Stewardship Plan calling for an every-member canvas in October and November, leading to the pledge ingathering on Sunday, November 20. The plan included an option of one-on-one, in-home visits vs. small group gatherings in homes. David asked for the vestry to choose one option. Donald recommended small group meetings based on his positive experience with the quality of feedback from such meetings. The vestry decided by unanimous consent to proceed with the plan on the basis of small groups. The plan also called for a small stewardship core team to lead the process. Grace King, Karen Tomcala and Judy Bley volunteered to be on the core team along with David.
- D. Vestry’s Leadership Role in the Mutual Ministry Review.** The Stewardship Plan combines the stewardship message with the solicitation of input to a parish visioning process. That input will be received by the vestry at its November meeting and will then become part of goal-setting for the coming year.

VI. New Business

- A. Termite Damage and Repair Report.** Judy Bley presented an inspection report from Planet Orange indicating that there are both subterranean termites and damp-wood termites as well as dry-rot in the nursery wall. She also presented a proposal from Planet Orange to perform termite abatement for \$2,300. She recommended that

abatement be performed to arrest termite damage. She identified a donor who is prepared to donate \$2,300 for the project. Ray Wong moved to accept the donation with thanks, to authorize the performance of the termite abatement work, and to authorize Judy Bley to act as the parish's agent. MSCU.

Judy also reported on a proposal from Planet Orange to perform repairs for the termite damage and dry-rot, but suggested we obtain other bids. The vestry authorized her to solicit additional bids. Ray Wong offered to refer a contractor known to him.

- B. Housekeeping Efforts at St. Aidan's.** Grace King reported on behalf of Patricia Brown that Patricia, as head of Buildings and Grounds, is working on reducing clutter, particularly in the Wajnert Room and small office. The nursery is serving as a temporary storage area for things to be discarded. Patricia will give notice before throwing things out. The vestry noted the improved appearance of the Wajnert room.
- C. Painting.** David Frangquist reported on behalf of Patricia Brown that Patrick Hall had offered to repaint the cross and flames on the north outside wall. Patricia had supplied a mock-up of the colors to be used. Patricia proposed to use maintenance funds to pay for scaffolding, but sought the vestry's opinion. It was the unanimous sense of the vestry that due to the probability of opening up that wall soon for termite and dry-rot repair, it did not make sense to repaint at this time.
- D. Thank-You Notes.** At Cynthia Clifford's suggestion, the vestry will resume writing thank-you notes at its next meeting. Intended recipients will be Mileva Saulo for Consulting, Andrej Zervan for vestry service, and Judy Bley for bathroom and termite work.

The meeting adjourned at 10:09.

Next meeting: Wednesday, September 21, at 6:45 pm.

David A. Frangquist
Acting Clerk