

St. James by-the-Sea Episcopal Church
Vestry Meeting

Minutes of the Regular Vestry meeting held according to notice given. The meeting was held during the Vestry retreat on February 24, 2008 at 9:30 am in Blum Lodge at Camp Stevens.

Members Present: D. Kaul, P. Seymour, M. Coburn, V. Noel, R. Gardner, C. Friedman, C. Trowbridge, Mary Kay Chandler

Members Absent: L. Gordon; H. Young; P. Davis, C. Boyl, A. Daly, J. Campbell; A. Lee.

Officers Present: I. Williamson and Narelle MacKenzie – Treasurer designate

Officers Absent: D. Gordon (Clerk) and C. Christopher (Interim Treasurer)

Staff Present: Garth Howe

Guests: None

Prior to the meeting, R. Gardner led the Vestry in Morning Prayer.

Randal started the meeting with a discussion of some of the Vestry's norms, ways that business is conducted and some of the administrative issues of the Vestry. Items to be placed on the agenda should be forwarded to the Executive Committee. Executive Committee meetings are generally Tuesday mornings, two weeks before the Vestry meeting.

I. Williamson presented a book report based upon *The Good Book* by The Rev. Peter Gomes.

Approval of the minutes of the Meeting of the Vestry on January 22 were moved by C. Friedman, seconded by M.K. Chandler and passed unanimously.

Finalize Goals and Objectives for 2008: Two focal areas had been identified during the Vestry's working day from February 23 on retreat. Two areas of focus had been identified. The Vestry formally adopted the following areas as goals:

1. By the end of this vestry year, and with the assistance of appropriate staff members, a viable new weekend service will be in place which a) attracts new and younger people; b) has high quality music and liturgy but not necessarily the Eucharist; and c) may be contemplative, Taize, contemporary or other in style.

The working group specifically identified that several staff members have key roles in developing this – including The Minister for Youth & Families and the Minister for Music Ministries, among others.

Adoption of this as a goal of the Vestry for 2008 was moved by C. Friedman, seconded by M. Coburn and passed unanimously.

2. Improving significant relational groupings such that within a year the congregation as a whole feels more connected to one another. This is to be accomplished by supporting and encouraging existing groups to welcome and invite new participants; the addition of some new monthly and/or weekly gatherings; and addition of four annual all-parish fellowship/social events.

Adoption of this as a goal of the Vestry for 2008 was moved by M. Coburn, seconded by C. Trowbridge, and passed unanimously.

3. Complete the accessible bathrooms projects within the year and set up a task force to provide financial support for that and other capital projects.

Adoption of this as a goal of the Vestry for 2008 was moved by C. Friedman, seconded by D. Kaul and passed unanimously.

The vestry will find ways to keep on task with these items. The working groups that participate around each of the first two goals will continue to check in.

Randal nominated Douglas Gordon as Clerk, Ian Williamson as Chancellor, and Chris Christopher (as interim) and Narelle MacKenzie (as permanent to be effective July 1) Treasurer. The Vestry elected each of these officers by acclamation.

Vance Noel was appointed as the representative of the Vestry to the Foundation Board of Directors. Approved by acclamation.

Cindy Trowbridge was nominated, seconded and elected unanimously as Junior Warden.

The Chancellor was directed to prepare and execute a Resolution on behalf of the Vestry to authorize the following as the standard check signers: R. Gardner, M. Coburn, L. (C.) Trowbridge and N. MacKenzie and to authorize Pete Davis as chair of the Audit Committee to sign banking resolutions to effect changes to financial account signers. All of these are in accordance with the internal financial controls. The motion was made by C. Friedman, seconded by P. Seymour and carried unanimously.

R. Gardner reported that the City of San Diego has “all but” signed off on the plans for the bathrooms. It appears that the City is going to agree with the architect that the passageway through the tower is not a fire exit. It is possible that we will have authorization to proceed within a matter of days. There is now a need for a steering committee to shepherd a capital campaign to fund the bathrooms, the beautification of the chapel and relocation of the memorial chapel items and possibly some urgent deferred maintenance.

A lengthy conversation about committee structure and liaison was had. See the separate committee chart.

A sign-up sheet for leading compline and providing snacks was distributed.

The vestry agreed to invite the Bishop for his annual conversation to the April meeting. If that works, it was agreed to change the date of the Vestry meeting to the 5th Tuesday.

The following members of the parish were identified as possible nominees to fulfill the term of Alison Lee: Sharon Demery, Marcia Hosten-Barra, Anitha Hughes, Bill Purves. Upon confirmation that one is willing to serve, they will be proposed for election at the March meeting. The Senior Warden will contact the nominees and report back in March.

Motion by C. Trowbridge, seconded by D. Kaul to accept with regret and many thanks, the resignation of Alison Lee from the Vestry. M. Coburn will convey the resolution to Alison.

The Presiding Bishop will be at St. James on April 6. Sue Adams has taken the leadership of coordinating the day at St. James and has a committee of approximately 20 people working on planning the day's details.

M. Coburn thanked and welcomed the new Vestry members and distributed their pins. She also thanked N. MacKenzie, and I. Williamson for their work as officers and G. Howe for joining us for the weekend.

M. Coburn also commented on how exciting a time it is to be the Vestry of St. James to build on the blueprints and foundation that the last several years have built.

The Chancellor expressed his opinion that it is not necessary to require parents of teens to execute liability waivers in order for teens to participate in youth group activities. The sense of the vestry was in agreement with this recommendation and the Chancellor will proceed accordingly. A set of guidelines for the youth group is being developed and will be distributed to the Vestry for approval before it is implemented.

C. Trowbridge asked whether the new Vestry members need to undergo training in "Safeguarding God's People."

I. Williamson reported that following the January Vestry meeting, he and Garth Howe met with Dee House regarding planned giving. I. Williamson then met with Ms. House and Michael Penfield of US Bank. I. Williamson provided the following clarifications: No commitments have been made to US Bank at this time. There is no commitment, no fee and no expectation for a *quid pro quo* for Mr. Penfield providing an educational seminar for St. James or for his working with a small committee to map out what a planned giving program might look like. If the Vestry decides at some point in the future to proceed with a program, and if the Vestry decides to utilize a third-party

manager, and if at that time US Bank bids on providing those services, there is hope on Mr. Penfield's part that his participation and assistance provided at this time will be given favorable consideration.

G. Howe reported that he has had preliminary conversations with Ariel Bernard regarding St. James Hall – potentially as an event coordinator. The position would be paid on a commission basis. Further information will be provided at the March Vestry meeting. M. Coburn requested that we consider ways to include event coordination for the parish also.

The formal portion of the Vestry meeting adjourned at 11:45. During the lunch hour, the Vestry met with and heard a presentation from Mr. John Horton – the Administrative Director from Camp Stevens.