

St. Ambrose Episcopal Church
Minutes of the Vestry Meeting

Wednesday June 23rd, 2021

Via Zoom

Present: Hamilton Fong (2022), Raphael Gerber (2023), Shelley Keefe (2021), Alison LeBlanc (2021), Michael Lord (2023), Brenda Matsuo (2023) – by phone, Valerie Mersh (2023), Jim Neubert (2022)

Absent: Fr. Shane Scott-Hamblen, David McIntyre (2021)

Guests: Sea Breeze School Principal – Jerelyn Weber, Youth Minister - Daniel Tate

- I. Call to Order and Opening Prayer – Sr. Warden Shelley at 7:04 p.m.
- II. Check-in: Extended conversation, I took no notes. ended 7:28.
- III. Minutes of May 26th, 2021 Vestry Meeting – Approved, MSC
- IV. Financial Reports (May and Year -to-Date) – Michael Lord, Treasurer
 - A. May: 550-05 & 550-08 Repairs & Maintenance – high spending, various payments due; School courtyard repairs; balanced by many items being under.
 - B. Year-To-Date Financial Statement: Building expenses \$13,416 is high, exceptional.
 - C. Finance Committee did not meet (Mike vacation); Financials went to Shelley, Mike had not seen them until a couple days ago. He said he'd be catching up now from time away.
 - D. May Minutes & YTD approved, subject to audit.
- V. Parish Reports / Old Business:
 - A. Interim Rector's Report – Father Shane (on vacation)
 - B. Senior Warden – Shelley
 1. Search Committee:
 - a. Co-Chair Marilyn Canon taking essential medical Leave of Absence for health reasons. (reported June 13).
 - b. Co-Chair Cathy Rincon resigning because she is disillusioned citing lack of active support from Committee members or Fr. Shane.
 - c. Shelley & Alison met with Canon Obando to decide how to regroup. April Cherrington may decide to help out in leadership. Not known yet.
 - d. Canon Obando said she would Chair their July 7th Meeting.
 - e. Daniel Tate offered that he had earlier discussed with Cathy about having been asked to lead a Town Hall for the congregation to help the Search Committee build their Profile & survey the congregants. He said he remains interested & available.
 - f. Valerie reminded that Dorothy would like short Bios of Search Committee members onto the Website & Ambrosian.
 - g. Mike (as Vestry Liasion) task Items: 1) Daniel leading a Town Hall, 2) Bios of members for Ambrosian & website.

2. Post Pandemic Return to Office Hours:
 - a. With pandemic restrictions largely lifted by San Mateo County, it is most beneficial to the parish to have both Fr. Shane and Margie return to the office for regular office hours and be available to parishioners.
 - b. Discussed expectations of Fr. Shane in managing, pastoral care, being in Foster City.
 - c. Margie needs to be in office Fridays to receive flowers for Altar Guild. Must be answering phone instead of letting it go to Voice Mail.
- C. Website Upgrade Project – Alison
 1. Jade Neyroud is designing our new website, but is keeping it to herself, has been very busy with other things in her schedule. We're not sure what is happening. Ali will discuss with Liva.
 2. Mike said he wants to give info to link Paypal to website.
 3. Raphael made it clear we would like to do a Zoom Meeting with Jade to contribute ideas to decisions on the design progress. Several others agreed this should happen.
- D. Principal's Report – Jerelyn –
 1. All going well, Summer sessions fully booked.
 2. Said School might make money this summer
 3. Resignation from a long-time, but young teacher, Elyse Bizon, to have a baby.
 4. Virtual School report. Now ended.
 5. San Mateo-FC School District has not yet said plan for return to full in-school.
- E. Altar Guild – Shelley –
 1. Sacristy Project funding: Deanery awarded us \$2000 grant.
 2. We have not heard from Charlene
 3. Clara is not present, ill health
- F. Buildings & Grounds – Jim –
 1. B&G voted to refer to the Vestry we sign contract with Johnston Millwork.
 2. B&G is doing comprehensive overview of lighting around the exterior.
 3. We discussed the new ideas for replacing the lawn, reduce water usage.
 4. Valerie spoke up and suggested that we provide a sign near the intersection sign saying that "We're Back Open" noting the services times & online streaming.
 5. This discussion evolved into - we should also do an advertisement in local paper saying we're open again and our service times. Daniel said he would do that.
- G. El Buen Pastor Update – Jim –
 1. Jim explained that he's done two detailed history-of-the-program articles in the Ambrosian in successive months asking for help or interested participants. He heard from no-one. He told Pamela that St. Ambrose is going to take an extended break for now. Alison said she wanted to continue. We will still fund them of course.

H. Technology & Livestream –

1. David & Lydia conducted a Livestream training on June 20th. Participants were Alison, Shelley, Hamilton & Daniel in an effort to enlarge the team.
2. Daniel will do recording. Dan & Hamilton will do scripting & producing. Mike will shadow to learn livestream. Shelley can script remotely. Scott Chang may also join us. Alison is doing a week vacation & then having July 13th knee replacement, so all this volunteerism will help both her & Shelley.

I. Youth & Family Ministry – Daniel –

1. Very few kids now, sometimes none.
2. Acolytes used to have sign-up & rotation (Margie can help with this). Remember Don Gundry.
3. Ushers too (Jim will follow up with Margie on this).
4. “Sign-up Genius” – Brenda will follow up with Margie.
5.Rides for Gene, Tech Rotation
6. Confirmands (including adults) to be received at Diocese (Grace Cathedral) on September 26th. (Hamilton, Michael Chang, Valerie Mersh, Susan Sullivan, Jeanie Avent-Creech)

J. Shelley attended Church Insurance Group Webinar

1. Liability for cybercrime
2. If we move to Paypal, we should check our policy.
3. Protection against phishing (our directory, website protection)

K. Brenda asked....What about (collaborating with) SeaBreeze Activities in the Fall? Jerelyn says it is too early thus far, things not open up enough yet.

VII. Closing Prayer - Daniel

VIII. Adjournment – 8:45 p.m.

These minutes are respectfully submitted by Jim Neubert