

## Vestry Meeting Minutes for January 25<sup>th</sup>, 2023

St Ambrose Episcopal Church  
900 Edgewater Blvd.  
Foster City, CA 94404

Present: Fr. Jason Lucas-Green, Michael Lord – Sr. Warden (2023) via Zoom, Hamilton Fong – Jr. Warden (2022), Valerie Mersh (2023), Raphaelae Gerber (2022), Brenda Matsuo (2025), Fe Valentin (2025) via Zoom

Guest: Shelley Keefe, Treasurer

Absent: Jim Neubert (2022), Marilyn Stephens (2025)

1. Meeting commenced at 7 pm with a prayer from Fr. Jason for the victims and families touched by the recent gun violence in California.
2. Fr. Jason reviewed a new type of vestry agenda that he would like us to use going forward. It is shorter, more compact, has a time allocation per topic and a section to document outcomes and action items. This will make it easier for us to keep vestry meetings on time and on track. Meeting notes will be summarized as bullet points
3. M/S/C approve November vestry minutes
4. Treasurer's Report:
  - a. Fr. Jason advised that Ron Cook, who performs bookkeeping services for other Episcopal churches in the Diocese will take over bookkeeping for us. Ron has already spent several hours reviewing our QuickBooks and made suggestions how to improve our financial reporting. We have a greed to pay Ron \$35 per hour as a payroll employee with the understanding that our budget for bookkeeping is \$525 per month. Danielle Ghiozzi will continue to do the weekly deposit for us at a cost of \$100 per month
  - b. As Ron Cook is still working through our financials, financial reports for November, December and January will be held until the February vestry meeting
  - c. 2023 pledge totals \$90,659 from 44 pledging units
  - d. Parochial report for 2022 due to diocese March 1<sup>st</sup>. Fr. Jason and Shelley will complete and present at Feb vestry meeting
5. Rector's Report:
  - a. Michael Lord joined the meeting briefly via zoom to advise the vestry that he has left St Ambrose and the Bay Area and has moved to Southern California. Fr. Jason has appointed Hamilton to Sr. Warden. Position of Jr. Warden remains unfilled at this time
  - b. Jim Neubert will not serve as clerk through February. Fr. Jason suggests rotating vestry meeting notetaking and as needed, Angeli can type the minutes from handwritten notes. We will still need to appoint a Clerk as a vestry officer, check signer etc.
  - c. We are in the process of switching the phone system for both the church and the school to Verizon. The new setup is wireless, and we will not incur construction or cabling costs. As part of the new setup, teachers will have b/w printers in their classroom. Phone installation will be completed on February 1, 2023, and the cost of the new phones (\$1,800) and the Avaya buyout (\$2,180) will be taken out of the \$45K we set aside for projects that benefit the school
  - d. The recent heavy rain caused water and mold damage in Fr. Jason's office. The contractor brought in to fix the damage on emergency basis did the entire project including shingle-replacement, flashing, dry rot repair, not just a patch job, and wanted to bill us \$7,500. Due to immediate payment contractor agreed to accept \$5,000.

- e. Raphaelae brought up the topic of entire building inspection, especially the roof, to determine if remedial or preventive maintenance should be performed.
  - f. Fr. Jason would like us to give thought to reconfiguring the sacristy. Remove first 3 pews for area rugs, children's chapel. Move choir up? More space @ communion rail. Replacing floor, carpets, create a suggestion box, more welcoming space. What would you change? What would you keep? Concert space? Replace pews with chairs for more flexibility, space for kids to hangout for children's sermon. Ideas and suggestions welcome!
  - g. With several new programs in the pipeline, Fr. Jason will need volunteers to lead and promote the various programs, such as Sr. Donuts, chili cookoff. It would also be good have someone take on marketing efforts for St Ambrose
  - h. Check in Fr. Jason – last night was open house for School, so Fr. Jason has had 2 x 15-hour days. Right now things are still very busy with administrative and bookkeeping tasks. Hopes this will die down and he will have more time to dedicate to pastoral duties such as pastoral visits. Can suggest resources for bible study but prefers to not lead it. Bible study can be lay led, combined with other congregations
- 6. Officer/Committee Reports
    - a. Outreach - Sandwiches coming up on Sunday, prep on Saturday
  - 7. New Business
    - a. None
  - 8. Vestry Reminders
    - a. AGM Feb 26<sup>th</sup>, during the 10 am service. Reports due no later than Feb 17<sup>th</sup>
    - b. Feb vestry mtg Feb 15<sup>th</sup>.
  - 9. Mtg adjourned at 8:30 pm

Respectfully submitted,

Shelley Keefe, Treasurer