

Minutes of the Vestry Meeting August 28, 2013

Present: The Rev. Paula Vukmanic, Jr. Warden Gary Stephenson, Nancy Backes, Mary Ann Cronin, David Menninger, Blair Hinz, Bud Allen, Mark Hamilton, Fabrizio Pela

Not Present: The Rev. Sarah Phelps, Senior Warden David Cannom, John Bukowski, P.J. Kuyper, Gayle Taylor

Also Attending: Business Manager Elaine Mistele, Parish Treasurer Fred Henry

The meeting was called to order at 7:09 pm by Mo. Paula. She gave the opening prayer. The members reflected on Luke 14: 1,7-14

The minutes were approved as corrected.

Elaine reviewed the financial report. We are negative \$6,157.29 for the month, 19k for the year. ECW has given \$10K of their \$14k pledge; it will be reflected in the August statement. The gift of \$150,000.00 has arrived and been placed in a restricted fund for Children, Youth and Family Ministries. Elaine presented a detailed account of the Rectory lease activity for 2012 and YTD 2013. The Rectory reserve fund should be in the black by February 2014.

Gary gave the Building and Grounds report. The rectory fence removal project has been delayed due to lack of funds and man power. The Facility Assessment portion of the Master Plan proposal will now be done by St. Francis. Gary discussed the results of a campus walk-thru with Rick Capellino along with a copy of Rick's written assessment. Rick also gave Gary a list of contacts for various areas of inspection/correction. Gary listed top priorities: 1. Parish Hall electrical, 2. Site improvement/retaining walls. 3. Removal of un-used speakers from the church as they present an earthquake hazard. Other items for consideration include painting the exterior of the education building, checking roof conditions, evaluating plumbing and replacing a very old water pump, required as the property sits below street level. It is recommended that a Reserve Fund and Time Line sequence for maintenance be put in place.

Gary presented a new proposal from Verizon re/the cell tower. Verizon would pay \$500 a month after the installation of a smaller profile container for a back-up generator powered by LPG (two 100 gal. tanks). The Vestry asked Gary to discuss the proposal with Town and Country as their mural could be impacted along with other possible concerns. The issue of Verizon's use of our electricity needs to be addressed as well as any further tax implications.

Paula and Gary introduced discussion on the Master Plan. In a letter to Sarah dated August 21, 2013, Bill Fain presented a new proposal and time line which requires more preparatory work by St. Francis and reduces the cost to \$40k for Bill's services. Gary's work with Rick, as stated above, was a first step. The consensus of those present was that the time line is not realistic: every area of inspection/correction will require major time on the part of volunteers in meeting contractors, getting bids, overseeing work, etc. The cost of implementing plans from Bill was estimated at up to \$400k above the \$40k

cost of the Master Plan. Elaine, Fred and members of the Vestry feel this is beyond the financial support history of the Parish. It was agreed more time is needed for discernment on the direction the Vestry should take.

Paula discussed the history of Nick Limber's gift of his condominium in Palos Verdes Estates to St. Francis Parish upon his death. Elaine, who has truly been Nick's guardian angel for eight years, explained the upgrades necessary before leasing the property. Flooring, painting and plumbing issues need to be addressed. She has received bids and hopes to complete all work by September 15, 2013.

MOTION: Gary Stephenson moved \$16,000.00 from Town and Country's reserve checking account be used by Elaine Mistele for necessary improvements to the Limber property. The motion was seconded and **PASSED**.

The Vestry thanked Elaine for all of her work. The Vestry also wishes to express thankfulness to the Limber family. Paula said that will be done at Nick's funeral on September 11th at the 12:10 Wednesday service in the chapel.

Paula announced a lack of chairmanship for the Parish fundraiser planned for October with a budgeted profit of \$10,000. It has been a wine auction and art sale the past two years. Mary Ann offered to research other types of fund raisers. Members were asked to think of possible chairmen for the past format or any new suggestion.

Blair closed the meeting at 9:00 pm with a prayer.

A handwritten signature in cursive script that reads "Barbara Carpenter". The ink is dark and the signature is fluid and legible.

Barbara Carpenter, Clerk