

Holy Family Episcopal Church
5038 Hyland Avenue
San Jose, CA 95127
Vestry Meeting
February 25, 2018
2:00 PM

Opening Prayer was offered by Rev. Ruth Casipit Paguio at 2:02 PM

Present were: Ian Greensides, Rev. Ruth Casipit Paguio, Nancy Brock, Rev. Lucie Thomas, Jane Pomeroy, Mindi Wojdylak, John Bower, Gloria Duncan, Rosie Limos, Lucia Meneses, Marge Smith, and Gloria Duncan.

Absent were: Gary Thomas, Senior Warden, and Lita Thomas

Agenda: was approved with additions: Parochial Report and 2018 Budget. Minutes of 1/21/2018 were approved with additions: 2018 Alternates—Peggy Aslanian, Ian Greensides and Rosie Limos MSC

Treasurer's Report:

Marge gave a detailed report with the financial activity of Holy Family Episcopal Church—the first four (4) pages revealed the Balance Sheet through 1/31/2018, the second report stated the YTD Budget. Marge answered questions which vestry members asked. (Report is available upon request)

Unfinished Business

1. Committee on Buildings and Grounds: John LeSchofs—John reported that the goal is to “Make the property look like a church.” He then gave us the history of an aging 61 year old site. The committee walked the property and drew a set of property needs and improvements. Those items in red should be upgraded/improved first! (Committee members—Morgan Aslanian, Ernie, Shonna Close, Gary Thomas, Sonny Paguio and Rev. Ruth.) Bids on the kitchen: need ventilation over the stove (Fire Dept.) as we re-design the kitchen. Gary and Shonna shall check with Joe Head for contact contract resources. It was moved and seconded by Nancy Brock that we have a \$2,500

emergency fund for emergency issues on our property. MSC We also had Mindi Move that we begin the process of upgrading property with a cushion of up to \$8,000 to improve the restrooms; seconded by John Bower. MSC The Buildings and Grounds Committee plans to meet the Tuesday before our Vestry Meeting.

2. Rev. Lucie now has Medicare Insurance.
3. Property Update: Mindi reported that the disking? had been done and that we are ready to list the property in Milpitas. We shall wait for the invoice to present to the Vestry. Suggestion offered: Finance Committee shall create a policy (ies) on expenditure of funds.
4. Eucharistic Minister Training and Finance Team Training:
3/10/18 at 10:00 AM; 3/17/18 Altar Guild and Financial Training and 3/24/18 Ernie Harris Workday with an invitation to Mandala
5. Annual Meeting: Delegates/Alternates, new additional Vestry Members: 2018 Delegates—Angie DeLa Cruz, Martin Hernandez, Gary Thomas, Lucia Meneses and Gloria Duncan; Alternates: Peggy Aslanian, Ian Greensides, Rosie Limos
6. Flyer: Gary Thomas Is a work “in progress”.

New Business

1. Election of Junior Warden and appointing Treasurer: It was moved and seconded that Lucia Meneses be elected Jr. Warden. MSC The Buildings and Grounds Committee welcomed Lucia.
2. Financial Report: Marge Smith and John are Treasurers. The Financial Committee will have the following duties:
 - *Quick Books:* Anne Pomeroy and Armin Busse
 - *Fair Share and Govt. Docs:* John Bower
 - *Billing Rentals:* Anne Pomeroy
 - *Counters shall be trained on 3/17/18*
3. Office Help: Would identify tasks to be completed, organize, and work with various documents. We are looking into a resource who may be the son of Michael Ridgeway.
4. Bishop Mary Gray-Reeves' visitations(Maundy Thursday, Good Friday and Easter)
5. Vestry Retreat: Gary Thomas must involve all three (3) congregations by brainstorming hearing the ideas of the 10 or 11 AM congregation, the 12:30 PM congregation and the 4:30 PM

congregation. This list/chart should be brought back to the Vestry Meeting on 3/11/18 at 2:00 PM On 3/18/18 there shall be more brainstorming with the congregations.

6. Rev. Ruth will be on vacation April 2-19, 2018. (We need ROTA for March) Rev. Lucie and Stephanie Rose Cooper will cover the services while Rev. Ruth is on vacation.
7. Other:
 - Parochial Reports were presented to the Vestry with a motion from Ian Greensides which was seconded by Jane Pomeroy to accept the Parochial Reports. MSC Rev. Lucie was finalizing her report and read to the Vestry what she had completed.
 - Approve Budget: The Vestry decided that our budget needs more consideration in the areas of music with the AM service requiring monies twice per month, 12:30 requires about \$150 twice per month (which does not include music books which shall be purchased in the future); 4:30 PM needs funds twice per month with consider for Lucille who now lives in Union City. Special services are \$200 with a regular service of \$100. We must strongly consider: music, administrative help, medical coverage and Workman's Compensation along with taxes. Mindi moved and seconded by Jane Pomeroy, that we have the Financial Committee rework this budget to include the property tax and priest additional medical, music, Workman's Compensation, and office help. MSC

Calendar:

4/21/18	Vestry Retreat	
4/28/18	Vestry Meeting	9:00-3:00 PM
4/21/18	E-Waste	9:00-3:00 PM

Closing Circle of Prayer: "I am thankful for"...

Followed by the Lord's Prayer

Adjourned at 4:05 PM

Respectfully submitted,

Gloria Duncan
Vestry Secretary