

Approved

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**The Episcopal Diocese of El Camino Real
Board of Trustees
Minutes of a Regular Meeting
Thursday, October 15, 2009
Mission House, Seaside, California**

Voting Members Present:

The Rev. David Breuer, Ms. Elizabeth (Lisa) Gonzalez, The Rt. Rev. Mary Gray-Reeves, President; Mr. George Lockwood, The Rev. Silvestre Romero, Jr., The Rev. Valerie Valle, The Rev. Kenneth Wratten, Ms. Ann Wright

Voting Members Absent:

Mr. Steve Dodds, The Rev. Vincent Raj, Mr. Frank Snow, Vice-President, Ms. Heidi Zamzow

Ex-Officio (Non-Voting) Members Present:

The Rev. Maly Hughes, Secretary of Convention; Mr. Edgar Markham, Treasurer, Ms. Judi Sato, Recording Secretary

Ex-Officio (Non- Voting) Members Absent:

Others Present:

Mr. Richard O. Mueller, Finance Committee Chair; Ms. Nancy Cohen, Chancellor; The Rev. Canon Jesús Reyes, Canon for Congregational Growth & Development, The Rev. Canon Brian Nordwick, Canon for Administration and Finance.

Guests:

Jerry Witherspoon, President, Standing Committee,

AG-1 Call to Order, Checking In, and Opening Prayer

The October 15, 2009 meeting of the Board of Trustees (BoT) of the Episcopal Church in the Diocese of El Camino Real came to order at 10:06 am. Lisa led the BoT in an opening prayer.

AG-2 Adoption of Meeting Agenda

The Agenda was approved as amended by general consent.

AG-3 Approval of Minutes

Ms. Judi Sato

The minutes from the September 17, 2009 Regular Meeting were approved as amended by general consent.

The minutes from the September 17, 2009 Executive Session were approved by general consent.

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AG- 4 President's/Bishop's Report**The Rt. Rev. Mary Gray-Reeves**

The Bishop provided an oral report summarized as follows:

- There have been three deaths in our Diocesan Family this week, please keep their families in our prayers:
 - Dorothy Duckett's son Larry died unexpectedly on Tuesday from a heart attack.
 - Fr. Clark's wife died of a stroke Tuesday night. Fr. Clark is a non-stipendiary priest at St. Luke's, Los Gatos
 - The Rev. Walter Clark, St. Dunstan's, Carmel Valley, also passed away – he was 95 years old.
- Guadalupe:
 - The Rev. Lawrence Robles is now the Priest-in-Charge. His first service will be Sunday, Oct. 18th. A Letter of Agreement is being drafted.
 - Treasurer Ed Markham has examined the financial records and found several issues of financial improprieties.
 - A parish meeting was held and a new vestry was elected.
 - The Bishop will send the congregation a letter stating what has happened and what will happen to help them be a healthy Episcopal Parish.
- Latino Ministries:
 - Resources are low for Latino Ministries. Juan Erazo is retiring at the end of the year and with Lawrence Robles going to Guadalupe, St. Stephen's, Gilroy will lose their Spanish service.
 - St. Luke's, Hollister is interested in a ministry to the Latino community. Jesús will be working with them to explore being a model for future parishes interested in adding a Latino ministry.
 - Lessons learned from this year's loss of Latino ministry include: monocultural and monolingual congregations do not work; no fast-tracking to ordination; moving from the liberal guilt of the past to more accountability. We have a great opportunity to move forward from "us/them" and to integrate to "we"
 - Diocesan convention will be a vehicle to show support for Latino Ministries:
 - Theme for 2010 is Citizenship
 - Hilbert Morales of All Saints, Palo Alto, will be honored for his work in the Latino community.
- Partner's Visit
 - There was a good article on Sadiki in the local paper. Bishop Michael said "sometimes God is untidy." Sadiki's death is helping the partnership learn how to do mission; how to engage that which we do not understand and how to do better. Sometimes it's not about writing a check.
 - ERD is the channel for sending our money for the Malaria nets. In January they will add Western Tanganyika for the malaria nets distribution.
 - The final meeting with the teams was very intimate and close and all felt the visit was an unbelievable success. Hospitality was over the top with their graciousness and joy in serving. There was an abundance of love and generosity.

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- The next few years the first item the partnership will be focusing on is the Sadiki Family Literacy Center.
- The Partnership is an example of reconciliation and relationship building for people who are at a distance. There was a willingness to listen and be available to each other. They have been modeling good and right behavior to the greater church.
- Because we are in a companion relationship the diocese can apply for an UTO grant on their behalf. Edy Unthank will be writing the Grant proposal for a car for Western Tanganyika.
- Youth
 - The Big Sur camping trip had 70 kids from 10 churches. The Sierra Project mission trip also had 70 kids.
 - Six youth will be coming to Convention
 - Several High School seniors may be looking at starting up the New Beginnings program for middle school students again.

AG-5 – Treasurer/Finance Reports

5.1 The Current Financial Reports were discussed. The situation with the budget is unchanged and the Financial Committee does not recommend we lift the freeze.

5.2 The \$30,000 - \$40,000 Fair Share shortfall is holding steady.

[Silvestre left the meeting at 11:30am]

5.3 Recommendations “terms” in Canon 20: Moved to the November meeting

5.4 SMUM note: David will provide an historical perspective at the November meeting.

5.5 St. Philip’s, Scott Valley, Parish Status recommendation:

- Application for Parish status goes through the Bishop, who seeks the advice of the Standing Committee (SC), Board of Trustees (BoT) and the Department of Missions (DOM).
- The Finance Committee needs more documents from St. Philips. They are looking for a track record of financial stability and do not want to rush the process.
- What is needed is a process of moving from being a mission to being a parish. It would also be helpful if the Mission could have a Mentor from someone who has gone through the process. Nancy, Ken, and Richard will create a policy checklist and present it at the November meeting.
- The Finance Committee recommends that all paperwork be submitted six months prior to Diocesan Convention.
- The Bishop, upon the advice of the SC and BoT, will recommend they continue to work on achieving parish status over the next year.
- It was recommended that a liaison from both the SC and BoT work with the Rev. Mary Blessing, Vicar of St. Philip’s. Ken Wratten will be the liaison with the Board of Trustees. The SC will select a liaison at their next meeting. The liaisons will formulate a plan to engage the congregation. The BoT would like to have St. Philip’s check back with the BoT and SC in three months to see if we all are doing what needs to be done and to see how the process is working.

Lunch – The BoT recessed for lunch at 12:23 p.m. Bp. Mary led us in a blessing before lunch.

AG 6.0 Old Business

6.1 Status of Guadalupe (Nancy): Nothing further to add

6.2 Status Shires (Nancy): Nothing further to add and should be off the agenda.

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AG 7 New Business

7.0 Sinking Fund (added to Agenda) The Finance committee recommends that the BoT set up a sinking fund for legal fees that would go beyond the \$4000 line item in the budget.

BoT200910150001			Issue: Legal Fees Sinking Fund
Resolved , the BoT recommends that unspent legal fees from that line item in the budget roll over to a sinking fund at the end of each year to be saved for any future large legal expenses. MSC			Discussion:
			Action:
Yes: 7	No: 0	Abstain: 0	Keywords: Legal fees, sinking fund

7.1 Conflict of Interest Policy (Nancy): Those covered under the policy that Nancy is creating include the Standing Committee and the Board of Trustees. The BoT would like Nancy to include in the definition of “member” the Finance Committee and any subcommittees that have control over Diocesan assets. The Board would also like to see samples of Annual Statements of Disclosure used by other dioceses. The revised policy will be discussed at the November meeting.

7.2 November meeting: The meeting in November will be Saturday, November 21st from 10am to 3pm at St. Paul’s, Salinas.

7.3 St. Jude’s Encumbrance for remodel permit (Nancy): The documents for the easements have been revised. The Standing Committee, BoT, and the Bishop must agree for any lien on church property.

BoT200910150002			Issue: St. Jude’s Easements and Quit Claim
Resolved , the BoT approves the request of St. Jude the Apostle Episcopal Church, Cupertino, to encumber its real property by granting to the City of Cupertino a Quitclaim Deed for Underground water rights, an easement for Storm Water Management Facilities, and an agreement for Storm Water Facilities Operations and Management. MSC			Discussion: The Standing Committee approved the two easements and Quitclaim at the meeting on October 8, 2009. The Bishop also concurs.
			Action:
Yes: 7	No: 0	Abstain: 0	Keywords: St Jude’s, Cupertino, parking lot, easements and Quitclaim.

7.4 St. Benedict’s, Los Osos Encumbrance (added to Agenda): St. Benedicts wants to sell their bonds (which mostly are held by parishioners) to procure a secured loan from the Mission Community Bank. The Finance Committee has reviewed all of their financial records and this would help their cash flow considerably. This proposal also requires concurrence by the Standing Committee and the Bishop.

BoT200910150003			Issue: St. Benedict's, Los Osos, Encumbrance
Resolved , the BoT approves the request by St. Benedict's, Los Osos, to an encumbrance of their property in the form of a loan and mortgage. MSC			Discussion: The Standing Committee approved the request at their meeting on October 8, 2009. The Bishop also concurs.
			Action:
Yes: 6	No: 0	Abstain: 1	Keywords: St. Benedict's, Encumbrance, Loan

7.5 St. John's Chapel (added to the Agenda) (Maly): St. John's Chapel did not meet the deadline for turning in their Parochial Report and wants to request the privilege for their lay people to vote at Convention. There was a change in clergy leadership and this item did not get completed on time. This is the second year they are making this request of Convention. It is the mind of the BoT they be allowed to present this resolution to convention, but they hope St. John's Chapel does not present a third request.

AG-8 Reports

8.1 Vice President (Bp. Mary for Frank Snow): The training date for the new Board members will now be at 8:30am before the retreat on January 30th.

8.2 Standing Committee (SC) - Jerry Witherspoon:

- The SC concurs with the BoT that St. Stephen's Gilroy be an Aided Parish. They also affirmed the BoT unanimous consent that Guadalupe is also an Aided Parish. The process requires an agreement with the Finance Committee and BoT and that letters are sent to St. Stephen's and Guadalupe stating that all three entities (SC, BoT, and the Bishop) agree effective October 8, 2009. The Rev. Maly Hughes, Secretary of Convention, will write these letters.
- The SC also agrees with the BoT that there be a Joint Committee of five members, two from SC and two from BoT, chaired by the Vice President of the BoT, to review the Bishop's Letter of Agreement every two years.

8.3 Canon for Congregational Development -Jesus:

- Francisco Juarez has joined David Schofield and has started missions in Gonzalez, Seaside/Marina & Watsonville. Jesús is going to use a proactive approach to raise awareness of Latino/a ministries:
 - The use of media to advertize the ministries
 - Mario Hauttecoeur will bring models used in Mexico
 - Begin conversations with local community leaders
 - Christy Laborda and Mario will develop some lay leaders to work with youth
- There will be a program on Stewardship at the end of Summer 2010

8.4 Canon for Finance & Administration - Brian:

- The Diocese has a bus and a van formerly used by two congregations that require a special license (for over 10 passengers) to operate. This is a difficult license to obtain so Brian will be looking to sell them and buy smaller vehicles.
- Deployment: quiet at the moment. St. Dunstan's is receiving names.
- Leadership Institute: the four dates are set for next year.

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- Western Tanganyika Funds: Fund management is putting an extra workload on the office and so they may need to look at just a few projects and see if other entities can pick up the others. Episcopal Relief & Development (ERD) is better equipped to handle the mosquito nets and solar cooking pots.
- Two committees that need to get busy are Property and Policy & Procedures. The Diocesan Policy and Procedures Manual needs to have everything in one place, like the procedure to go from mission to parish.
- Brian will be on sabbatical again in November. He will be in New York for two weeks looking at future funding plans.
- Brian mentioned that the Diocese is getting a good reputation at the National Church level in two areas: Transition between Bishops, and the Wonder Key.
- Brian will be getting a bid to replace the sand on the Diocesan property with decomposed granite. They are also having a problem with ground squirrels on the property.
- Good Shepherd, Salinas is working with a local bank to work out some finances. They are also considering having a community garden.

8.5 Liaison Exchange: no report

8.6 Deanery report

- SLO Deanery sent out their newsletter. The Clericus started their ads in the *Tribune*. Valerie Valle said that three people came to their St. Francis celebration because of the ad.

AG-9 Next Meeting

The next meeting will be Saturday, November 21, 2009, from 10 am to 3 pm at St. Paul's, Salinas. Ann will lead the opening and closing prayers.

AG-10 Words in Passing:

This is the last meeting for Silvestre, Vincent and Ed Markham. The Board thanks them for their many years of service.

The Meeting was adjourned at 3:00 pm with a closing prayer led by Valerie with the Prayer for the Church from the Book of Common Prayer.

Respectfully Submitted,

Ms. Judi Sato
Recording Secretary

Enc. (by hardcopy)
September Financials
Conflict of Interest Policy
St. Jude's Easements and Quit Claim

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