The Rev. Chip Larrimore, Chair of Executive Council (EC), called the meeting to order at 4:33 p.m. Doug Roberts offered the opening prayer. Prayers were also offered for David Gilmour. Snacks were provided by Scott Whitaker and Albe Larsen.

### Attendance

<table>
<thead>
<tr>
<th>The Rt. Rev. Marc Handley Andrus</th>
<th>Absent</th>
<th>Michael Chambers</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop and President</td>
<td></td>
<td>Albe Larsen</td>
<td>Present</td>
</tr>
<tr>
<td>The Rev. Chip Larrimore</td>
<td>Present</td>
<td>Jim Wiart</td>
<td>Present</td>
</tr>
<tr>
<td>Chair</td>
<td></td>
<td>The Rev. Deborah Hawkins</td>
<td>Present</td>
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<tr>
<td>Richard Patenaude</td>
<td>Present</td>
<td>Robert Middleton</td>
<td>Present</td>
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<tr>
<td>Vice Chair</td>
<td></td>
<td>The Rev. Matthew Woodward</td>
<td>Present</td>
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<tr>
<td>The Rev. Kathy Trapani</td>
<td>Present</td>
<td>Bruce Morrow</td>
<td>Present</td>
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<tr>
<td>Secretary</td>
<td></td>
<td>Wendy Olson</td>
<td>Present</td>
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<tr>
<td>William Cullen</td>
<td>Present</td>
<td>Douglas Roberts</td>
<td>Present</td>
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<tr>
<td>Ronald Johnson</td>
<td>Present</td>
<td>Scott Whitaker</td>
<td>Present</td>
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<tr>
<td>Sheila Sims</td>
<td>Present</td>
<td></td>
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</tr>
</tbody>
</table>

**Bishop’s Appointees:**

| Brad Barber          | Present | David Gilmour | Absent |

**Ex-Officio Members:**

| David Frangquist      | Absent  | Robert McCaskill | Treasurer of the Diocese | Present |
| Secretary of Convention |        |                |                       |

**Other Attendees:**

| Brenda Paulin         | Present | Christopher Hayes, Esq. | Present |
| Standing Committee Representative |        | Chancellor of the Diocese |         |

**Diocesan Staff:**


**Guests:**

Ted Blackburn, CCS; Christina Mattis, CCS

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Approval of Consent Agenda: The Agenda and February, 2016 minutes were removed from the Consent Agenda. February, 2016 Minutes: The phrase “and the possibility of letting the Diocese know when the Committee is considering a bishop-elect so that it can gather as much information as possible before rendering a decision” was removed from the Standing Committee Report. The February minutes were approved as amended.

Agenda: The Task Force for Bishop’s Anniversary report was removed from the agenda, and a report from the Nominating Committee on the census was added.

Bishop’s Time (The Rev. Cn. Stefani Schatz): Bishop Marc is attending the House of Bishops Spring Meeting at Camp Allen, TX. This is the first House of Bishops meeting with the Most Rev. Michael Curry presiding. Canon Stefani reported that the bishops had spent time discussing how they can best work together. They were also discerning a vision for racial reconciliation, using their own experiences and stories as a guide.

Canon Stefani also reported on visitations to St. Columba’s, Inverness, St. Bede’s, Menlo Park and St. Gregory of Nyssa, San Francisco. St. Columba’s has reverted to mission status and they discussed the congregation’s next steps. Canon Stefani will return to St. Columba’s on April 10.

Bishop Marc will be leading a youth pilgrimage to Haiti April 2-10, 2016. Earth Day will be celebrated with a week of activities by Interfaith Power and Light, and the Presiding Bishop has invited Bishop Marc to attend the signing of the Paris Agreement on Climate Change at the United Nations in New York.

There will be an evensong celebration of Bishop Marc’s tenth anniversary at the Cathedral on May 26, 2016.

Capital Campaign Update (Davey Gerhard, Christina Mattis, Ted Blackburn): The Expanding Horizons team is still celebrating the close of a $10 million gift, the largest to a diocesan campaign that the Episcopal Church has ever received. The Bishop also closed a $500,000 donation to the campaign payable over five years, bringing total commitments to $11 million. CCS Consulting met with 109 clergy last year, and received valuable input from which the case has been shaped. The Diocese has been paying a month to month contract with CCS which has allowed Christina to be imbedded in the Diocese for the last year. A second CCS director, meeting weekly with the two pilot congregation campaigns, has just been added.

The Executive Council was sent Expanding Horizons Campaign Expense Projections, Expanding Horizons Staffing Projections, Expanding Horizons Campaign Allocations, Expanding Horizons Income Projection - Congregation Tracker, Expanding Horizons Income Projections, DioCal Campaign Policies-Final, and DioCal-CCS Campaign Proposal for review prior to the meeting.

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Davey reviewed the packet of reports that had been sent to the EC, including the CCS proposal for working with the Diocese over the next two years. CCS recommends assigning three of its staff full time to implement the Campaign. This is subject to the number of congregations which choose to participate. A goal for the Campaign will not be declared until the major gifts phase is concluded.

The largest campaign expense is staffing. Total expenses are projected at $2.1 million (see Davey’s report for details). Davey’s salary and benefits will eventually be charged to the campaign fund, rather than the DioCal operating budget.

There was discussion on whether to move forward with the contract with CCS, and how expenses would be paid.

The Executive Council moved into executive session at 5:15 p.m. The executive session concluded at 5:25 p.m.

The following resolution was moved, seconded and approved:
Resolved, that the Executive Council accept the capital campaign proposal it has seen, and approve the signing of a contract in line with that proposal.

The Executive Council thanked Ted and Christina for attending.

Financial Report (Tom Ferguson and Bob McCaskill): Statements that were sent out with the meeting packet have been reviewed by the Finance Committee. Bob and Tom noted the following:
Income Statement: Covers only the first two months of 2016. Nothing unusual to report.
Union Bank LOC: There were a few transactions during month, but nothing unusual to report.
Aging Report: Both St. Augustine’s and St. Matthew’s have paid off their arrearages. Ongoing issues with St. Edmunds, Pacifica and St. Columba’s, Inverness have been discussed previously.

At its meeting, the Finance Committee discussed a report from Davey Gerhard giving an update on the Capital Campaign.

The Rev. Matthew Woodward will be joining the Finance Committee. The March meeting was the last for Shelton Ensley and Clay Jones. The Rev. Chip Larrimore will compose a letter of commendation thanking both for their many years of service.
Committee Appointments Update (Richard Patenaude): Richard Patenaude reported that the Rev. Dana Corsello has been appointed Chair of the Assessment Appeals Committee by the Bishop. The appointment was confirmed by the Executive Council. A letter has gone out to all congregations in the Diocese with the deadline for submitting assessment appeals for 2016, and a summary of the assessment appeals process. The deadline for requests for assessment relief is May 1, 2016.

At a recent Governance Committee meeting there was discussion of the desire to explore the “substructure” of the Diocese and what each diocesan committee does. Richard Patenaude and the Rev. Jill Honodel have agreed to work on this.

There are still a number of vacancies on various committees, and many opportunities to serve at the diocesan level. Anyone who has the skill and desire to service should contact the Rev. Chip Larrimore or the Bishop’s office.

Chancellor’s Report (Christopher Hayes): The Executive Council entered into executive session at 5:45 p.m. for a confidential report from the Chancellor. The executive session was concluded at 6:07 p.m.

Task Force for Post-Capital Campaign Follow-Up (The Rev. Chip Larrimore): The Rev. Chip Larrimore reported that the Cathedral congregation has appointed a committee to celebrate the Bishop’s tenth anniversary. The EC task force will be able to work with this committee.

Executive Council Book Study: The discussion of Gratefulness, the Heart of Prayer Chapter 2 was postponed until April due to lack of time.

Nominating Committee Report (Bill Cullen): Bill Cullen reported that he has been fine-tuning the census and has met with two deaneries in this regard. The revised census will now ask for birth year, and “gender” has been changed to “male, female, transgender, prefer not to answer.” Bill is hoping to meet with the Bishop before June and launch the census prior to Diocesan Convention. The revised census can be accessed at http://diocalbc.wufoo.com/forms/diocal-beloved-community-beta/. Comments are welcome.

Standing Committee Report (Brenda Paulin): Standing Committee met on March 1, 2016. The Committee has met with the Vicar and Bishop's Committee of Trinity-St. Peters, who reported their plans and timeline for fundraising and their hope of returning to parish status. Trinity-St. Peter's has produced an informative video giving the history of the two churches and what they hope to accomplish as a result of their fundraising efforts.

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During the Bishop’s time the Standing Committee received updates on: St. Mary the Virgin (interim ministry team in place - the Rev. Don Brown, the Rev. Ted Thompson, the Rev. Deb White); Capital Campaign.

Anna Horen, candidate for the transitional deaconate, and Alberta Butler, candidate for the deaconate, were approved for ordination.

The following Liaison Reports were given: Commission on Ministry (Annette Rankin), Executive Council (Brenda Paulin), Grace Board of Trustees (the Rev. Lori Walton), Committee on Governance (Ron Hermanson), Nominating Committee (the Rev. Mark Spaulding), Executive Compensation Committee (the Rev. Sylvia Vasquez), Episcopal Relations (Andrew Lee).

Talking Points: The Rev. Chip Larrimore suggested that the EC work as a body to communicate three talking points from its monthly meetings back to members’ deaneries and congregations. After discussing various possibilities, the Committee decided upon the following talking points for this month:

1. **The Capital Campaign:** The Campaign is already a success. During the Bishop’s Phase we received a commitment for the largest single donation ever made to an Episcopal Diocesan Capital Campaign, and the Campaign has already raised more money than any other DioCal campaign. The next phase of our work will be to assist congregations to be successful in their own fundraising efforts.

2. **The Bishop:** Bishop Marc will be leading a Youth Pilgrimage to Haiti April 2-10, 2016. It is hoped that every congregation in the Diocese will keep Bishop Marc and our youth in their prayers during that week.

3. **The Beloved Community:** The next Equipping the Beloved Community event will be on May 14, 2016 at St. Paul’s, Burlingame. The theme of the day is the sacrament of time, and midday worship will be led by Bishop Marc and the Rev. Suzanne Guthrie. More information is available at diocal.org/equipping-beloved-community.

Calendar: The next Executive Council meeting is scheduled for Tuesday, April 19, 2016 at 4:30 p.m.
Closing prayer and Adjournment: Closing prayer was offered by Sheila Sims, and the meeting was adjourned at 6:26 p.m.

_Kathleen M. Trapani_  
Secretary of Executive Council

_Mary Louise Gotthold_  
Recording Secretary

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