

**Minutes of the Vestry Meeting  
St. Timothy's Episcopal Church  
April 12, 2004**

---

Present: Patrick McCreery – Senior Warden, Hugo Patterson – Junior Warden, Gil Brady, Sam Fouquet, Annett Inacker-Trail, David Mintz, Stephanie Phillips, Drew Sheppard, Susan Slakey, Tom Stolarik, Lavonne Bieber – *Clerk*, Bill Shreve – *Acting Treasurer*, Tom Six – *Assistant Treasurer*, the Rev.'s Kevin Phillips - *Rector* and Maly Adams - *Priest Executive*.

Absent: Christine Foster and Becky Mikkelsen

There, being a quorum, the meeting was called to order at 7:15 p.m. after Evening Prayer.

**Item of Business #1: Acceptance of March 2004 Minutes**

Motion: To accept the March 2004 Minutes as amended.  
Moved: Annett Inacker-Trail  
Seconded: Sam Fouquet  
Passed unanimously.

**Item of Business #2: Treasurer's Report**

Tom reported the revenues for the month of March were \$3,066 (3.8%) over budget. Year-to-date revenues are at 96.48% of budget versus 92.79% at the end of February. This was due to receiving \$4,000 from an individual who was catching up on a delinquent pledge from 2003. 2004 pledges were 3% below budget for March and are now at 93% of year-to-date budget. Expenses for the month of March were \$9,023 (12%) over budget. Year-to-date expenses are at 103.5% of budget versus 99.4% at the end of February. For the month of March we ran a \$6,000 deficit over budget. This compares to a surplus of \$4,000 for February and leaves us with a year-to-date deficit of \$16,390 versus budget. Of the \$6,000 "deficit" for March, \$5,700 relates to Q2 items paid in advance or monies reimbursed early in April.

Motion: To accept the Treasurer's report.  
Moved: Stephanie Phillips  
Seconded: David Mintz  
Passed unanimously.

**Item of Business #3: Patterson Building Project**

Hugo reported he spoke with John Miller about putting together a hybrid plan to present to the City. He also reported that John indicated that putting in a unisex handicap restroom is not a good idea. The code is not flexible and it would have to be an addition to our current plans for the restrooms. There was also discussion about another playground area for the older children. Since John is currently working on two major projects starting in April, there hasn't been much more activity. They hope to get with the City the first week of May to discuss codes.

**Item of Business #4: Patterson Building Financial Review**

Bill has spoken with the Bank of Los Altos and they are very interested in working with us. They are suggesting establishing a 7-year line of credit, with a balloon payment at the end of this period, however, we would probably pay it off sooner. Bill noted that it would be better to get the line of credit on the Rectory than on the Church, as banks do not want to foreclose on a church. Before Bill can pursue this further, we need to establish a timeline of when the project would start. We are anticipating we would not be able to start until summer of 2005, but will have a better idea after Hugo and John discuss with the City.

**Item of Business #5: Leadership Resource Group**

Patrick reported that Initiative #3 of St. Timothy's 2002-2005 Revision Plan was to form a Leadership Resource Group (of Core Leaders) to explore and support opportunities for service and witness. It is basically developing a depository of data, which would not only be an inventory of people, but also one of logistics. He is looking for administrative support to assist in developing this database. Annett volunteered to assist him.

**Item of Business #6: Salary Schedule**

Kevin reported that Sam is heading a sub-committee along with Susan and Gil to develop a salary policy for St. Timothy's. The following Charter was developed.

Salary Schedule Charter: In order to establish a compensation system that will aide the vestry and the executive staff in recruiting, retaining and developing the best, most effective leadership of the parish the Salary Schedule sub-committee of the vestry will: 1) determine a rational for establishing baseline salaries for staff with reference to appropriate comparable organizations, and 2) develop a salary schedule that is linked to an evaluation process that will provide guidance for the vestry and the executive staff in setting salaries based on annual performance reviews.

Motion: To accept the Charter of the Salary Schedule Sub-committee as outlined above.  
Moved: Hugo Patterson  
Seconded: Gil Brady

**Item of Business #7: Relocation of Sound Booth in Sanctuary**

Kevin reported that while Peter was getting bids to reconnect the sound system, it was discovered that the company who originally installed the system was not totally up front with us. The company did not install based on the sound engineer's specifications. The equipment is good, but it is in the wrong location. The company is now out of business, however, the company that Peter is talking with also use the same sound engineer. The cost could be between \$7K and \$30K. Kevin has asked Peter for complete details. Those currently running the sound system have offered their services to help keep down the costs, therefore, we should be able to do it for around \$15K.

**Item of Business #8: Staff Adjustments/Liturgical Review Project**

Kevin reported that Kathy Crumrine has decided to remain on part-time status, therefore she will not be returning to full-time status in May as originally planned. She feels that she can still effectively handle her responsibilities continuing part-time. Ian Woods has submitted his resignation as Organist. With the departure of Ian, as part of the Liturgical Review Project we need to reevaluate our current music organization before replacing him.

There, being no further business, and following Words in Passing, the meeting adjourned at 9:44 p.m.

Motion: To adjourn  
Moved: Susan Slakey  
Seconded: Patrick McCreery  
Passed unanimously.

Respectfully submitted,  
Lavonne Bieber, Clerk