

**Minutes of the Vestry Meeting
St. Timothy's Episcopal Church
April 11, 2005**

Present: Patrick McCreery – Senior Warden, David Mintz – Junior Warden, Gil Brady, Sam Fouquet, Nan Fuller, Madeleine Gerdes, John Harrison, Annett Inacker-Trail, Stephanie Phillips, Bill Shreve, Susan Slakey, Tom Stolarik, Tom Six – *Treasurer*, Lavonne Bieber – *Clerk*, the Rev.'s Kevin Phillips - *Rector* and Maly Adams - *Priest Executive*.

There, being a quorum, the meeting was called to order at 7:20 p.m. after Evening Prayer.

Item of Business #1: Acceptance of March 2005 Minutes

Motion: To accept the March 2005 Minutes.
Moved: Stephanie Phillips
Seconded: Sam Fouquet
Passed unanimously.

Item of Business #2: Norms

The Norms of the Vestry were reviewed and Kevin asked if there were any changes or additions. There were no modifications.

Item of Business #3: Treasurer's Report

Tom reported that revenues for the month of March were \$3,533 (4.5%) over budget. Year-to-date revenues are \$16,385 (7%) over budget. This was due to Nursery School income and Pledge income being over budget. Plate income was \$735 (22.6%) over budget after a strong Easter turnout. Building use income was slightly under budget. Expenses were \$2,928 (3.9%) over budget. Year-to-date expenses were \$8,796 (3.73%) under budget. This was due to benefits being over budget for March due to payments for April under the new plan and payments for March under the old plan were paid in March. Office/services were \$2,031 (29%) over budget. These were offset due to Staff salaries being \$1,843 under budget and Social Services and Evangelism being \$2,635 under budget. We ran a \$604 surplus over what was budgeted and have an actual surplus of \$3,678. Restricted fund balances decreased by \$3,400 due to the expected cost of the Youth Minister and Godly Play. The Nursery School Toy Drive offset these. \$3,333 in BLSN revenue was received in early April so that fund is in the black. In Summary revenues continue to be above budget and we have a \$5,000 cumulative general fund surplus {a year ago, it was a (\$33,800) deficit}

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

Item of Business #4: Sabbatical Year Evaluation Update

Patrick reported that Gwen Bindon, Nelson Frick and Ross Johnson created a document, which Sara has put on a web page so that the Ministry Leaders will be able to submit their responses on-line. He also noted that the Strategic Planning Committee would host a workshop with the Leaders later this month to review the process. Kevin noted that Gwen suggested that this document could be used as the template for the Annual Report. It was also suggested that we conduct a general evaluation survey with the Parish.

Item of Business #5: Audit

Kevin reported that it has been 2 years since the last financial audit was done on processes. At that time there were several recommendations presented by the Auditor, which Joanna Shreve has indicated were all implemented. Kevin asked if we should do another audit this year or wait.

Motion: To include in the 2006 budget the cost to conduct an audit during 2006 and to determine the frequency of future audits, which will be included in the budget process each year.

Moved: David Mintz

Seconded: Stephanie Phillips

Passed unanimously.

Item of Business #6: Patterson Building Plan

Kevin invited John Miller, who is the Architect that Hugo has been working with on the Patterson Building Plan. John distributed preliminary drawings of the project. He noted that they have developed a two-phase approach. Phase 1 would include 2 classrooms and 2 handicapped restrooms. Phase 2 would be an additional classroom. He noted that there would be site work involved, as well as a sprinkler system would be required. He estimated that we would need at least \$350,000 for Phase 1. John estimates \$700,000 if we did the complete project at one time. Bill Shreve will review the financial options and present at the May meeting for further discussion on the project.

Item of Business #7: Salary Schedule Update

Gil distributed a document outlining the information, which they will present at the May Meeting. Patrick also noted that he would be doing an evaluation of the Rector since there was not one done last year.

Item of Business #8: Vestry Retreat Review

Kevin distributed the information from the Vestry Retreat, which will be discussed at the May Meeting.

There, being no further business, and following Words in Passing, the meeting adjourned at 9:41 p.m.

Motion: To adjourn

Moved: Susan Slakey

Seconded: John Harrison

Passed unanimously.

Respectfully submitted,
Lavonne Bieber, Clerk