

**Minutes of the Vestry Meeting  
St. Timothy's Episcopal Church  
Tuesday, April 20, 2010**

Present: Michael Diamond, *Senior Warden*, Jennifer Ezell, Christine Foster, Nelson Frick, John Heltzel, *Junior Warden*, Holly Hem, Larry Mendoza, Christopher Paul, John Ezell, *Treasurer* and Lavonne Bieber, *Clerk*

Absent: Beto Casellas and Sue-Ellen Johnson

Guest: Allen Dutra

There being a quorum, the meeting was called to order at 7:20 p.m. The meeting began with Prayer.

**Item of Business #1 – Consent Agenda**

Motion: To accept the Consent Agenda which included the Minutes of the February 23<sup>rd</sup> Vestry Meeting, February 27<sup>th</sup> Executive Session, March 8<sup>th</sup> Executive Session, March 9<sup>th</sup> Executive Session, March 18<sup>th</sup> Executive Session and April 6<sup>th</sup> Executive Session.

Moved: Christopher Paul

Seconded: John Heltzel

Passed unanimously

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

John reviewed the balance sheet in detail to familiarize the new Vestry members on reading the financial statement.

John reported the total operating revenues for March were \$3,008 (4.7%) over the budget. Year-to-date we are \$9,203 (5.8%) over budget. This was due to pledge revenues for the quarter were \$5,026 (5.1%) over the budget. Plate income for the quarter is under budget by \$1,135 (19%). Preschool income for the quarter is \$4,930 (9.6%) over budget. Building Use income for the quarter is \$644 (5%) over budget. We inadvertently recorded our April Diocesan Pledge payment of \$6,282 in March. We will take this into consideration when making comparisons. Operating expenses for March were \$24,315 (37%) over budget. Our total operating expenses year-to-date were \$7,175 (4.0%) over budget. This is due to salaries and wages being over budget by \$8,540. No salaries and wages are more than budgeted for the year; this is a timing issue of how we recorded the budget. We paid Maly through March therefore our actual expenditures for staff will decrease in April. Rector Professional & Community Development is over budget by \$527. This does not seem to be anything unusual. The following expense categories are over budget YTD by more than \$500. Total Office/Services \$1,085 (4.7%), this category catches a lot of expenses from utilities to office supplies; Hospitality \$803 (53.5%), this category includes Sunday hospitality expenses and Wednesday night dinners income and expenses, which attendance at Wednesday night dinners has been down; and Music \$523 (52.3%), this includes the additional expenses for musicians for Easter. This category should balance to the budget during the year. We are one month ahead on our Diocesan Pledge by

\$6,280. We budgeted for a net deficit for March YTD of \$33,618 and we ended the period with a net deficit of \$30,172, after adjusting for the extra Diocesan pledge payment. In summary, we are \$3,446 better than expected as of March 31, 2010. We ended March with approximately \$156,000 in cash and investments, of which \$135,000 is restricted.

John suggested that we have a team review our current Facility Use Schedule to see if any adjustments are needed.

John noted that the Budget committee will revisit the budget in a couple of months.

Motion: To accept the Treasurer's Report  
Moved: Larry Mendoza  
Seconded: Christine Foster  
Passed unanimously

### **Item of Business #3 – Video Distribution**

Larry reported that he asked Allen Dutra to join the meeting as Allen had asked him about the status of the video distribution project. Larry noted that he and Allen are working on a plan for owning church projects, ie timeline, steps, etc. which he will present at the May Vestry meeting. He noted that they definitely are in need of more people.

### **Item of Business #4 – Functional Plans**

Michael asked each Vestry Member to give an overview of their functional assignment plan. He asked that everyone review the plans and provide any comment or feedback to the owner. Lavonne will be the depository of all the documents and will distribute any revisions. He also asked that each person bring to the May meeting 1 or 2 (maximum) critical next steps for their functional area.

Michael also noted that he was going to ask the Staff to move their weekly Staff meeting from Monday to Tuesday afternoon so that Donald Schell could participate.

### **Item of Business #5 – Evening with the Bishop**

Michael reminded the Vestry of the dinner with the Bishop on Wednesday and that everything was set.

### **Item of Business #6 - Town Hall Meeting**

Michael reported details are being worked out.

There being no further business the meeting adjourned at 9:10 p.m.

Motion: To adjourn  
Moved: Holly Hem  
Seconded: John Heltzel  
Passed unanimously

Respectfully submitted,  
Lavonne Bieber, Clerk