

**Minutes of the Vestry Meeting
St. Timothy's Episcopal Church
August 11, 2003**

Present: Hugo Patterson – *Junior Warden*, Becky Mikkelsen, Patrick McCreery, Sam Fouquet, Julie Nelson, Antony Barton, David Mintz, Lavonne Bieber – *Clerk*, the Rev. Maly Adams - *Priest Executive*, and Joanna Shreve, *Financial Administrator*

Absent: Kate Wilson – *Senior Warden*, Mike Ball, Chas Dreyfus, Ross Johnson and Phil Bullock – *Treasurer*

The Rev. Kevin Phillips – *Rector*, is on Sabbatical. The Rev. Maly Adams – *Priest Executive* chaired the meeting in the Rector's absence.

There being a quorum, the meeting was called to order at 7:25 p.m. after Evening Prayer.

Item of Business #1: Acceptance of July 2003 Minutes

Motion: To accept the July 2003 minutes.

Moved: Sam Fouquet

Seconded: Hugo Patterson

Passed unanimously.

Item of Business #2: Financial Audit

Joanna distributed the results of the Financial Audit. There were 4 areas the Auditor considered as priorities: Payroll, Safety Plan, Recording of Weekly Income and Disbursements. There were additional areas for improvements as well. Joanna noted that the target is to have these suggestions in place by January 1, 2004. One item that needs to be discussed further is the definition of the staff, ie, exempt or non-exempt. This will be discussed at the September meeting.

Julie also suggested putting an article in The Word regarding the outcome of the audit.

Item of Business #3: Treasurer's Report

No report was distributed, however, Joanna reported that expenses were almost double from last month. Office expenses were over due to computer upgrades. We also received a \$1,000 contribution for additional improvements to the church grounds.

Item of Business #4: Gourmet Dinner

Maly reported the theme for the evening will be "An Evening In Paris". She distributed suggested menu selections from Peggy Aoki. Peggy suggested Bistro Style or "Haute Cuisine" Style. Maly took a vote and the majority preferred "Haute Cuisine" Style. Thanks to David Mintz who has volunteered to be the Project Management Lead for the dinner. We want to start selling tickets on September 14, so Sam will get with Sara to produce the tickets.

Item of Business #5: Service Changes

Maly reported everyone has been very supportive in changing the 8:00 a.m. and 9:15 a.m. services to 7:45 a.m. and 9:00 a.m., respectively, to accommodate the additional time needed for Sunday School.

Item of Business #6: Rector's 10th Anniversary

Maly reported that there will be a celebration at the 5:00 p.m. service on Sunday, September 28 to celebrate Kevin's 10th Anniversary at St. Timothy's. Carpooling will be available for parishioners who can not drive at night.

Item of Business #7: Vestry Handbook

Maly noted that what we currently have needs to be reviewed and updated. We will look at this over the next couple of months and revise as needed.

Item of Business #8: Schwab Account Representatives

Maly recommended appointing Sam Fouquet and John Ezell as Custodians of our Brokerage accounts. Currently Dean Liechty is the only Custodian.

Motion: To accept Maly's recommendation to appoint Sam Fouquet and John Ezell as the Custodians of the Charles Schwab and Morgan Stanley Brokerage Accounts.

Moved: David Mintz

Seconded: Julie Nelson

Passed unanimously.

Item of Business #9: Kitchen Remodel Fund

Maly reported that a Parishioner has offered a gift from their Trust to remodel the kitchen.

Motion: To accept the gift to remodel the kitchen.

Moved: Julie Nelson

Seconded: David Mintz

Passed unanimously.

There being no further business, and following Words in Passing, the meeting adjourned at 8:58 p.m.

Motion: To adjourn

Moved: Julie Nelson

Seconded: Patrick McCreery

Passed unanimously.

Respectfully submitted,
Lavonne Bieber, Clerk