

**Minutes of the Vestry Meeting  
St. Timothy's Episcopal Church  
January 9, 2006**

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Present: Gil Brady, Sam Fouquet, Nan Fuller, John Harrison, Annett Inacker-Trail, Stephanie Phillips, Bill Shreve, Susan Slakey, Tom Stolarik, Tom Six – *Treasurer*, Lavonne Bieber – *Clerk* and The Rev.'s Kevin Phillips – *Rector* and Maly Adams - *Priest Executive*.

Guests: John Ezell and The Rev. Robert Seifert - *Deacon*

Absent: Patrick McCleery, Madeleine Gerdes and David Mintz

There, being a quorum, the meeting was called to order at 7:16 p.m. after Evening Prayer.

**Item of Business #1: Acceptance of December 2005 Minutes**

Motion: To accept the December 2005 Minutes.

Moved: Stephanie Phillips

Seconded: Susan Slakey

Passed unanimously.

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

Tom reported revenues for December were \$35,210 (46%) over budget. Year-to-date revenues are \$98,927 (11%) over budget. This is due to pledge income for December being \$25,418 (52.9%) over budget and year-to-date pledge income being \$75,919 (13.2%) over budget. Plate and Holidays was \$4,895 over budget for December (the result of two donations amounting to over \$5,000) and is \$11,317 over budget for the year. Expenses for December were \$9,995 (13.3%) over budget. Year-to-date expenses are \$7,059 (1%) under budget. This is due to insurance being over by \$2,400, Rectory Taxes over by \$1,300 and Social Services over by \$5,947, due to the Vestry authorization to increase their share of 2005 Pledge income to 4%. These were slightly offset by Office/Services being under budget by \$2,837. We ran a \$25,216 surplus versus budget for the month and an actual surplus of \$26,386 for the month. We have a year-to-date actual surplus of \$107,612 in the general fund and a cumulative overall surplus of \$38,944 in the general fund after allocating \$50,000 of the 2005 surplus to the new Capital Reserves Fund. Restricted fund balances were increased by \$49,193. Cash summary, we took in \$25,579 more than we spent for the month.

Nan reported that Roy Hayter ask her to express his thanks to the Vestry for the additional funds allocated to Social Services for 2005.

Motion: To accept the Treasurer's report

Moved: Susan Slakey

Seconded: Bill Shreve

Passed unanimously.

**Item of Business #3: Rectory Buy Out Proposal**

Kevin reported that Gil Brady has offered to loan the parish \$485,000 at his cost (6 ½%). This is half of the cost of the appraised value of \$970,000. He is also prepared to carry the loan beyond five weeks to give the church time to secure its loan.

Motion: To accept Gil Brady's offer to loan the parish \$485,000 at his cost (6 ½%) to purchase the Rector's portion of the Rectory.

Moved: Annett Inacker-Trail

Seconded: Susan Slakey

Passed unanimously.

Motion: To authorize the Clerk of the Vestry to sign all documents related to the purchase of the Rector's portion of the "Rectory," 1007 Persimmon Avenue, Sunnyvale, CA 94087.  
Moved: Susan Slakey  
Seconded: Stephanie Phillips  
Passed unanimously.

#### **Item of Business #4: Search Committee Organization**

The Rev. Robert Seifert - Deacon, was present to provide the Vestry with guidance in organizing the Search Committee. He suggested we have a short search process with a small committee of 5-7 dedicated and committed members of the Parish. He also suggested that a Vestry member not serve on the Search Committee. A member from the Search Committee will report to the Vestry on a monthly basis. He also noted that our profile should be on the web, therefore, he suggested once the committee is formed they should review the web site to make sure all the information about St. Timothy's and our community is available on the web for potential candidates to review.

Following much discussion, the Vestry defined what the profile of the Search Committee should consist of:

1. Overlap of Vestry – It was decided that we agree with Robert and that a Vestry member would not be on the Search Committee.
2. Timeframe – The goal is to have the new Rector on board by September 1, 2006.
3. Number of parishioners on the Search Committee – 6 plus one Youth member.
4. Commitment Required – 3 hours of meeting per week, 3 hours of preparation each week, plus the period during interviewing candidates, could involve 3-4 weekends.
5. Level of Commitment to Parish – The committee should consist of Core Leaders.
6. Characteristics of the Leader – Dedicated, motivated, good leadership, recruiting experience would be helpful, be able to manage conflict, can keep focused, more time commitment than the rest of the committee, will have more preparation work, detailed oriented and have demonstrated faith.
7. Charge – The committee is asked to bring the "Best" Candidate to the Vestry for approval.
8. Who elects the leader – Vestry
9. Budget – Bill noted that the Finance committee included a total of \$27,000 in the 2006 budget for the Search Process.

Motion: To appoint David Wilde as the Chair for the Search Committee.  
Moved: Bill Shreve  
Seconded: Susan Slakey  
Passed unanimously.

Kevin suggested that a Sub-Committee be formed to elect the candidates to serve on the Search Committee.

Motion: For David Wilde, Stephanie Phillips, Annett Inacker-Trail and Bill Shreve, with guidance from Maly Adams to serve on a sub-committee who will elect members to serve on the Search Committee.  
Moved: Susan Slakey  
Seconded: Nan Fuller  
Passed unanimously.

#### **Item of Business #5: 2006 Budget**

Tom distributed the proposed 2006 Budget. After some discussion, the following recommendations were made: 1) Increase base salary for Peter Sammel to \$55,000; 2) Transition Bonus for Maly Adams change to \$800 per month and 3) Budget \$20,000 for Clergy support during the Search Process.

Motion: To accept the 2006 Budget with the amendments as outlined above.  
Moved: Stephanie Phillips  
Seconded: Gil Brady  
Passed unanimously.

Motion: To empower Maly to identify and secure Clergy support during the Search Process at \$2,000 a month.  
Moved: Susan Slakey  
Seconded: John Harrison  
Passed unanimously.

**Item of Business #6: Vestry Nominations**

Maly reported after further review of the By-Laws, a Vestry member must be off of the Vestry, following the end of their term, for a period of one (1) year before being eligible to serve again. Therefore, Madeleine Gerdes, Patrick McCleery, David Mintz and Sam Fouquet would not be eligible to continue for 2006 during the Search Process. Maly noted that although we have four slots to fill, we only need a minimum of two, if we want to change the number of Vestry members from 12 to 10 for 2006. However, it was noted that in 2007, we would lose half of the members, therefore, it was suggested that we reduce to 11 members for 2006 and then to reduce to 10 members in 2007.

Motion: To elect three (3) parishioners to serve on the Vestry for 2006 to bring the count to 11 members and in 2007 reduce the count to 10 members.  
Moved: Gil Brady  
Seconded: Stephanie Phillips  
Passed unanimously.

Maly has already spoken to David Foster and Ross Johnson who have agreed to serve on the Vestry for 2006. Maly will look into other possible candidates so that we can elect a total of three (3) for 2006.

There, being no further business, and following Words in Passing, the meeting adjourned 10:12 p.m.

Motion: To adjourn  
Moved: Susan Slakey  
Seconded: Stephanie Phillips  
Passed unanimously.

Respectfully submitted,  
Lavonne Bieber, Clerk