

**Minutes of the Vestry Meeting  
St. Timothy's Episcopal Church  
Tuesday, January 11, 2011**

Present: Beto Casellas, Jennifer Ezell, Nelson Frick, John Heltzel, *Junior Warden*, Holly Hem, Sue-Ellen Johnson, Christopher Paul, John Ezell, *Treasurer*, Lavonne Bieber, *Clerk* and The Rev. Janet Wheelock, *Interim Rector*

Absent: Christine Foster and Larry Mendoza

Guest: Bill Shreve

There being a quorum, the meeting was called to order at 7:17 p.m. The meeting began with a Blessing for the New Year from the book "To Bless the Space Between Us" and a Prayer.

**Item of Business #1 – December Minutes**

Motion: To accept the December Minutes  
Moved: Nelson Frick  
Seconded: Jennifer Ezell  
Passed unanimously

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

John reported total operating revenues for December was \$5,026 (6.7%) over the budget. Year-to-date we are \$39,850 (5.8%) under budget. This is due to pledge revenues year-to-date being \$20,416 (5.0%) under budget. Plate income year-to-date is under budget by \$22,801 (64.6%). Preschool income year-to-date is \$4,509 (2.5%) over budget. Building Use income year-to-date is \$1,346 (2.6%) under budget. Operating expenses were \$13,824 (18.3%) under budget. Our total operating expenses year-to-date were \$765 (0.1%) under budget. This is due to salaries, wages and benefits being over budget by \$50,581 as a result of added expenses associated with our two interim priests and the previous Rector's separation expenses. Both Total Office/Services and Music were over budget year-to-date by more than \$1,000. Total Office Services was \$7,621 (9.5%). We budgeted \$5,000 less than the prior year hoping to find savings, which did not happen. This category also catches a lot of expense from utilities to office supplies. It also included a new computer approved by the Vestry in October. Music was \$1,403 (35.1%). There were a number of areas under budget so that ultimately we spent about what was budgeted for the year. We budgeted a net surplus for December year-to-date of \$566 and we ended the year with a net deficit of \$38,519. In summary we are \$40,085 worse than expected. We ended December with approximately \$166,000 in cash and investments, of which \$178,000 is restricted. We also discovered that some funds paid via Paypal that totaled approximately \$11,000 for the Oktoberfest, Men's Retreat and Vacation Bible School had not been previously transferred. There was also Women's Retreat activity and we closed out the previous Rector's Continuing Education and Discretionary Fund.

Motion: To accept the Treasurer's Report  
Moved: John Heltzel  
Seconded: Beto Casellas  
Passed unanimously

**Item of Business #3 – 2011 Budget**

John distributed the 2011 budget. He noted that we have 72 pledges totaling \$361,000. There was much discussion around the budget and finding ways to reduce some of the expenses. One big expense seems to be the copier. It was decided that we should assign a separate access code for the office, Champion School and Preschool to track the usage. It was also suggested that we review our current copier contract and also look into other providers. Both Bill and Nelson have contacts who they will give to Jennifer. It was also noted that we should review the current insurance coverage on the church. Beto will contact James Booth who is with the Dioceses to confirm our current coverage is what we need. It was noted that

we need to be more cognizant of turning off the heat, keeping doors closed and closing windows to help keep utility costs down. The Facilities team and administration will review further when renewing contracts with outside users of the facilities. There was also discussion about adding a fundraising line to the budget.

The Vestry agreed to revise the proposed budget by adding an additional \$3,500 in plate, \$3,000 for Fundraiser and \$1,500 in Funding Outside Ministries.

Motion: To accept the 2011 budget as amended.  
Moved: John Heltzel  
Seconded: Holly Hem  
Passed unanimously

#### **Item of Business #4 – Interim Rector Report**

Janet reported that a Media Group has been born. The team consists of Peter Sammel, Allan Dutra, Cindy Howard and Annett Trail. She said there is a lot of energy in this team. Annett has been working on the website. She also reported they had a great Covenant Group leader meeting. She discussed the infrastructure of the parish. Things not happening because Maly did it in the past. The Altar Guild has lost identity due to changes in the past year. She indicated we are not moving to having two full-time Rector's, therefore, the leadership of the parish need to take on things that Maly was doing as those things cannot be the Rector's responsibility. We have the Basic Needs Endowment fund which currently has around \$12,000 or so of capital which is growing to be used for outside ministries. She noted there are 3 key items that we need to come to closure on; 1) Maly did that; 2) the Consultant report and 3) the lights.

#### **Item of Business #5 – Authorized Signatures**

Janet noted that we needed additional signers for checks. She asked that Sue-Ellen Johnson and Nelson Frick along with Lavonne be authorized to sign checks.

Motion: To authorize Lavonne Bieber, Sue-Ellen Johnson and Nelson Frick as signers on the First Republic bank account.  
Moved: Christopher Paul  
Seconded: Beto Casellas  
Passed unanimously

#### **Item of Business #6 – Nominating Committee**

John Heltzel reported that we have 5 spots to fill. We have (3) 3-year terms to replace, John, Jennifer and Christopher; (1) 2-year term to replace Christine Foster and (1) 1-year term to replace Michael Diamond. We currently have 4 candidates; Grace Schmidt, David Mintz, Beth Leonard and Jonathan Trail. We have two people who are interested in a 1-year term.

#### **Item of Business #7 – Annual Meeting**

Janet asked that the Executive Committee meet on Sunday, January 16 at 12:00 to plan the annual meeting.

#### **Item of Business #8 – Relay for Life Event**

Jennifer presented information about the Relay for Life event that will take place on June 4<sup>th</sup> and June 5<sup>th</sup> in Cuesta Park. This is an opportunity for St. Timothy's to be a visible, hospitable collaborator by sponsoring one or more meals for participants and cancer survivors which total about 500 or just cancer survivors which total about 200. The Vestry agreed this was a great event and appointed Jennifer to proceed with organizing the event.

#### **Item of Business #9– Recognition**

Janet gave special thanks John Heltzel, Jennifer and Christopher for being an important part of the Vestry and also to John Ezell for serving as Treasurer.

There being no further business the meeting adjourned at 9:52 p.m.

Motion: To adjourn

Moved: Nelson Frick

Seconded: Christopher Paul

Passed unanimously

Respectfully submitted,

Lavonne Bieber, Clerk