

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

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Present: Gil Brady, Sam Fouquet, Nan Fuller, Madeleine Gerdes, John Harrison, David Mintz – *Junior Warden*, 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*.

Absent: Patrick McCreery – *Senior Warden* and Annett Inacker-Trail

There, being a quorum, the meeting was called to order at 7:22 p.m. after Evening Prayer.

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

Motion: To accept the June 2005 Minutes.  
Moved: Sam Fouquet  
Seconded: Madeleine Gerdes  
Passed unanimously.

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

Tom reported revenues for June were \$10,980 (14%) over budget. Year-to-date revenues are \$46,576 (10%) over budget. This is due to pledge income being \$7,014 (14.5%) over budget. \$15,000 of this month's pledge income came from one stock gift. Year-to-date pledge income is \$36,473 (12.6%) over budget. Expenses for June were \$2,017 (2.6%) under budget. Year-to-date expenses are \$12,143 (2.6%) under budget. This is due to salary and benefits being \$1,834 under budget for the month as we see the savings from the new benefits plan and also the Youth Minister's health insurance bill had not been received. Due primarily to the \$15,000 pledge allocation from the stock gift, we ran a \$13,000 surplus versus budget for the month of June and an actual surplus of \$13,600 for the month. We have a year-to-date actual surplus of \$63,745 in the general fund and a cumulative overall surplus of \$45,077. Restricted fund balances increased by \$42,979 in June. Cash summary, we took in \$56,579 more than we spent. Note that approximately \$53,000 of that is from the stock donation.

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

**Item of Business #3: Tom Parks Memorial**

Motion: To change the name of the Mission Fund to The Tom Parks Memorial Mission Fund.  
Moved: Gil Brady  
Seconded: Stephanie Phillips  
Passed unanimously.

Clerk will send letter to Althea Parks.

**Item of Business #4: Ministry Evaluations**

Kevin reported that we have received about 12 evaluations from the Ministries. We still have about 15 outstanding. Each week one of the evaluations will be published in The Word Weekly. The first evaluation, which was published on July 10, was from Social Services. Kevin pointed out that there are some recommendations that can be done without any costs. For example, the Social Services indicated they needed more publicity. As a start, Sara made some changes to the web page.

**Item of Business #5: Patterson Building Plan**

Kevin noted that back in April when John Miller presented the plans for the additional two buildings, it was going to cost more than we had anticipated. Therefore, he suggested that we put this option to rest. He also noted, that for the next year, we will be utilizing one additional room on Sunday, which had not been used previously, therefore, we should have enough space for the next school year. However, going forward we do not have a plan to extend. Therefore, we are tabling an extension plan at this time, but will discuss as new ideas on options are presented.

**Item of Business #6: El Camino Real Foundation**

Kevin reminded us of the visit in May from Hugh Barton, from St. Dunstan's Carmel Valley regarding providing information to the Parish on End of Life, Plan Your Own Funeral, etc. He asked the Vestry if there was interest. After some discussion, it was determined that providing this information to the parish would be valuable. Kevin suggested that the Pastoral Care Commission could own it. We could possibly have 6 different topics over a six-month period and then start them over again. It was also suggested that we could have a monthly theme around the topics.

**Item of Business #7: Staff Salary Review**

Gil reviewed what was presented last month. As noted, there are three major items that need to be considered, 1) Annual review of compensation, 2) Cost of Living and 3) Succession Planning.

Motion: To form a Compensation Committee which will include the Senior Warden, a representative from the Finance Committee and a member of the Staff Salary Review Committee to formalize an annual review process, to link with compensation.  
Moved: Gil Brady  
Seconded: David Mintz  
Passed unanimously.

Gil will serve as the representative from the Staff Salary Review Committee.

The Salary Staff Review Committee has been asked to take the current staff salaries and review the history of increases and determine if a cost of living increase is due now. They will present this information at the August meeting.

Motion: To form a Succession Planning Committee to develop a Rector Succession Plan.  
Moved: Gil Brady  
Seconded: Susan Slakey  
Passed unanimously.

Stephanie Phillips and Bill Shreve have volunteered to serve on the Succession Planning Committee. Kevin will identify additional members.

**Item of Business #8: Facilities Manager**

Kevin noted that Rick Nelson, our current Facilities Manager is moving to New York next month. Currently we are paying \$6,000 a year for this position. We also are paying \$6,000 a year for the landscaping and maintenance. Kevin suggested we combine these two positions and develop a Facilities Manager for landscaping, facilities and maintenance. He also noted that Dennis Cook is interested in the position.

Motion: To endorse Kevin to hire a Facilities Manager to work 20 hours per week at a salary of \$15.00 per hour. This person will be responsible for landscaping, facilities and maintenance.  
Moved: David Mintz  
Seconded: Susan Slakey  
Passed unanimously.

Bill Shreve made note to check the landscaping contract to see what the notice requirements are to cancel our contract with them.

**Item of Business #9: Edwards Hall Maintenance**

Kevin reported that the carpet in Edwards Hall really needs to be replaced and that the walls could use some paint. He also, noted that there is dry rot in the fascia.

Motion: To authorize up to \$10,000 to be used to paint and put new flooring in Edwards Hall.

Moved: David Mintz

Seconded: Susan Slakey

Passed unanimously.

The cost of the fascia repair will be from the Blackwell Capital Fund.

**Item of Business #10: Rummage Sale**

Madeleine reported that the Rummage Sale made \$4,000. They would like to give \$800 to Godly Play, \$2,000 to put a sliding door between the Ark and the playground and the remainder for toys and storage.

Motion: To approve the funds from the Rummage Sale to be distributed as follows; \$800 for Godly Play, \$2,000 for a sliding door between the Ark and the playground and the remainder for toys and storage.

Moved: Stephanie Phillips

Seconded: John Harrison

Passed unanimously.

Madeleine will obtain a permit for the sliding door.

**Item of Business #11: Ten Things To Do.....**

Kevin distributed the document of Ten Things To Do When You Are Not Balancing The Budget by the Rev. Kevin Martin.

We reviewed and discussed the first three, 1) Prayerfully seeks God's will for your congregation and build up the spiritual level and life of leadership, 2) Do Strategic Planning and 3) Improve all communication means. We will continue to review the others at the August meeting.

There, being no further business, and following Words in Passing, the meeting adjourned at 9:44 p.m.

Motion: To adjourn

Moved: Bill Shreve

Seconded: Stephanie Phillips

Passed unanimously.

Respectfully submitted,  
Lavonne Bieber, Clerk