

**Minutes of the Vestry Meeting
St. Timothy's Episcopal Church
March 8, 2004**

Present: Gil Brady, Sam Fouquet, Christine Foster, Annett Inacker-Trail, Becky Mikkelsen, Stephanie Phillips, Drew Sheppard, Susan Slakey, Tom Stolarik, Lavonne Bieber – *Clerk*, Bill Shreve – *Acting Treasurer*, Tom Six – *Assistant Treasurer*, the Rev.'s Kevin Phillips - *Rector* and Maly Adams - *Priest Executive*.

Absent: Patrick McCreery – Senior Warden, Hugo Patterson – Junior Warden and David Mintz

There, being a quorum, the meeting was called to order at 7:17 p.m. after Evening Prayer.

Due to the absence of Hugo and Patrick, the following agenda items were tabled until the April Meeting:

- Patterson Building Review
- Leadership Resource Group

Item of Business #1: Acceptance of February 2004 Minutes

Motion: To accept the February 2004 Minutes as amended.

Moved: Sam Fouquet

Seconded: Stephanie Phillips

Passed unanimously.

Item of Business #2: Treasurer's Report

Tom reported the revenues for the month of February were \$8,193 (10%) over budget. Year-to-date revenues are at 92.7% of budget versus 75% at the end of January, primarily due to pledges being 15% above budget for February. Expenses for the month of February were \$4,164 (6%) over budget. Year-to-date expenses are at 99% of budget versus 94% at the end of January. For the month of February, we ran a \$4,000 surplus over budget. This compares to a deficit of \$14,500 for January and leaves us with a year-to-date deficit of \$10,400 versus budget. We received an anonymous donation of \$10,000 earmarked for improvements to the kitchen

Motion: To accept the Treasurer's report.

Moved: Christine Foster

Seconded: Drew Sheppard

Passed unanimously.

Item of Business #3: Stephen Ministry Funding

Bill reported that the Stephen Ministry would like to send Sue Ellen Johnson to Ontario, California in July to the next Stephen Ministry Leadership Training. This would prepare her to be a Stephen Ministry Leader and to work with our present leaders on the next training class. The cost is approximately \$1,350. They currently have \$400 in the budget. It was suggested that we could take the additional money from the Mission Fund.

Motion: To approve sending Sue Ellen Johnson to the next Stephen Ministry Leadership Training and to allocate money from the Mission Fund to cover the additional money required.

Moved: Becky Mikkelsen

Seconded: Susan Slakey

Passed unanimously.

Item of Business #4: Patterson Building Financial Review

Bill reported that Tom had spoken with Comerica Bank about possible financing for the additional classrooms. They provided 5 different loan scenarios for financing \$300,000. There were some conditions on the loan, for example, Comerica would want to have all of St. Timothy's banking transferred to them. Bill will check with the Bank of Los Altos, our current Bank, since we would not want to change banks.

Item of Business #5: Relocation of Sound Booth in Sanctuary

Kevin reported they are still working on the relocation of the sound booth. He has been discussing this with Buz, Peter and the sound engineers. George Edwards feels that the best possible location is where it is currently located. Buz feels that we can do it relatively cheap. Peter is currently getting two bids.

Item of Business #6: Liturgical Project Review

Kevin reported that the committee has had one meeting since the Annual Meeting. He will work with the group to understand the mission. There are three approaches:

- Lockative Approach – basically no change, child(ren) are seen but not heard.
- Supplemental Approach – occasional child presence.
- Integrative Approach – child(ren) actively involved.

Kevin would like an integrative approach for children age 8 to 15.

Item of Business #7: Salary Schedule

Kevin reviewed the documents that were distributed at the February meeting on clergy compensation. Kevin noted that when the church staff is under compensated, it shows in the quality of Clergy. We need to develop a compensation policy for St. Timothy's. Kevin would like to form a sub-committee to do some work at looking at the compensation of the staff. We will continue this discussion further.

Item of Business #8: Strategic Planning Revision

Due to the time, we will discuss this at the April meeting.

There, being no further business, and following Words in Passing, the meeting adjourned at 9:39 p.m.

Motion: To adjourn

Moved: Stephanie Phillips

Seconded: Gil Brady

Passed unanimously.

Respectfully submitted,
Lavonne Bieber, Clerk