

**Minutes of the Vestry Meeting  
Tuesday, March 1, 2011**

Present: Nelson Frick, Holly Hem, Sue-Ellen Johnson, Beth Leonard, David Mintz, *Junior Warden*, Grace Schmidt, *Senior Warden*, Wyn Schuh, Jonathan Trail, Bill Shreve, *Treasurer*, Lavonne Bieber, *Clerk* and The Rev. Janet Wheelock, *Interim Rector*

Absent: Beto Casellas and Larry Mendoza

There being a quorum, the meeting was called to order at 7:16 p.m. Grace began the meeting with a reading from the book, *Fresh Bread and Other Gifts of Spiritual Nourishment*, by Joyce Rupp.

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

Motion: To accept the February Minutes

Moved: Holly Hem

Seconded: Jonathan Trail

Passed unanimously

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

Bill reported that the January and February financials were not available. This is due to the meeting being one week early, plus having problems closing the books for 2010. He reviewed the 2010 Financial Report in detail to familiarize the new Vestry members on how to read the report, which is distributed each month. He noted that we currently have five (5) cash accounts, which he is working on closing the Heritage Bank of Commerce account which only has funds received through eScrip so this account is no longer needed once we can get those funds to automatically go into the First Republic Bank account. It was suggested that we include payments via PayPal under Cash Accounts. He explained the difference between the Temporary Restricted accounts which are earmarked by the Vestry and can be changed by the Vestry and the Permanent Restricted accounts which are earmarked by the donor and cannot be changed by the Vestry.

He distributed a copy of the Credit Card Safety Policy. This is required since St. Timothy’s has a credit card machine.

He also reported that he has been working with Jennifer Ezell regarding the copier costs. We are looking at buying out the lease on the copier and getting a new lease, which could potentially bring the cost of our copier from \$1,445 per month down to \$600 per month.

He reported that we need to change the signature authorities on all of our accounts. Authorized signers for First Republic Bank are Lavonne Bieber, Nelson Frick and Sue-Ellen Johnson. It was agreed by the Vestry to keep the same three signers on all accounts.

He reported that our medical insurance is coming up for renewal which he will have more information next month.

He distributed a sign up sheet for new Vestry members to sign up to be a secondary money counter for one month. Grace noted she will also add the names to the monthly worship schedule.

**Item of Business #3 – Parochial Report**

Janet reviewed the Parochial Report with the Vestry.

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

Janet announced that Jennifer Fey has submitted her resignation. She has received a job offer to be a Media Reporter for the San Jose Mercury News. Holly and Janet will meet to strategize finding Jennifer’s replacement.

She noted that we need to complete the mutual ministry reviews with her. She suggested that some of the parish be surveyed. Janet’s review is given by the Wardens. In addition, she needs to review the staff. She also noted that we need to establish a Personnel process.

She received information about covering our Lay Ministry under the Diocesan Lay Pension benefit. Bill noted that we do pay pension for those working over 20 hours, but volunteered to review the information.

She would like to meet one on one with each of the new Vestry members for about an hour as well as anyone else who would like to meet.

She distributed a copy of her Letter of Agreement for all Vestry members to know what our agreement is with her.

She noted that Pentecost is on June 12<sup>th</sup> and will be here before we know it. Sue-Ellen volunteered to take the lead on organizing the Pentecost Barbecue.

She passed around the current list of Vestry Ministries and asked that everyone review and sign up to take the lead on a ministry. If there was a ministry not listed she asked that it be added. She noted that with the departure of Christine Foster we will need to have a new leader for Vacation Bible School.

She reported during Lent there will be a Priesthood class which will start at 6:15, so it will be part of the Wednesday night dinner and will go until 7:15-7:30.

She reported she has an appointment on Wednesday, March 9<sup>th</sup> with Bishop Mary to discuss the beginning of the Search Process. She has another meeting with Bishop Mary and Brian Nordwick on April 7 which she has asked the Wardens to attend if available. Wyn volunteered to also attend.

She recognized all the work that the men of the Parish have been doing to the facilities. As Junior Warden, David will be overseeing the facilities, so he will meet with Sue-Ellen and Nelson who have been working hard on the facility for the past year.

As part of her agreement, she has 4 weeks of vacation, which she is looking at 2 weeks in August and 1-2 weeks in early October as vacation. She would also like to have 2 weeks of continuing education, which was not part of her agreement. She asked the Vestry to consider authorizing her to take 2 weeks, as she would like to do the Camino de Santiago pilgrimage as continuing education.

Motion: To authorize Janet two (2) weeks and \$1,000 for continuing education. Following further discussion it was decided that we need to determine what funds are available before approving the \$1,000. Beth amended the motion to authorize Janet two (2) weeks for continuing education.

Moved: David Mintz

Seconded: Beth Leonard

Passed unanimously

#### **Item of Business #5 – Anything Else**

Sue-Ellen asked for a consensus from the Vestry about the Vestry Retreat for 2012 if they would prefer it to be closer or if they were interested in going back to St. Columba Retreat House. Everyone agreed they would prefer to have it someplace closer.

The Vestry accepted Christine Foster's resignation and the appointment of Grace Schmidt as Senior Warden

There being no further business the meeting adjourned at 9:22 p.m.

Motion: To adjourn

Moved: Holly Hem

Seconded: Nelson Frick

Passed unanimously

Respectfully submitted,  
Lavonne Bieber, Clerk