

**Minutes of the Vestry Meeting  
St. Timothy's Episcopal Church  
May 9, 2005**

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Present: David Mintz – *Junior Warden*, Gil Brady, Sam Fouquet, Nan Fuller, Madeleine Gerdes, John Harrison, Annett Inacker-Trail, Stephanie Phillips, Bill Shreve, Susan Slakey, Lavonne Bieber – *Clerk*, the Rev.'s Kevin Phillips - *Rector* and Maly Adams - *Priest Executive*.

Absent: Patrick McCreery – *Senior Warden*, Tom Stolarik and Tom Six – *Treasurer*

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

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

Motion: To accept the April 2005 Minutes.

Moved: Bill Shreve

Seconded: John Harrison

Passed unanimously.

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

In Tom's absence, Bill Shreve reported that revenues for April were \$1,160 (1.5%) over budget. Year-to-date revenues are \$17,545 (5.6%) over budget. This was due to plate income for April was \$4,146 (8.6%) over budget and year-to-date pledge income is \$21,201 (11%) over budget. This was partially offset by Nursery School income, which was \$2,175 (11.8%) under budget. Expenses for April were \$793 (1%) over budget. Year-to-date expenses are \$8,000 (2.5%) under budget. This was due to Social Services expenses being \$4,950 over budget for the month as the first four month's expenses finally came through. Year-to-date Social Services is still under budget. This overrun for the month was offset by lower than budgeted expense in Benefits, Hospitality, Nursery School, Facilities/Buildings, Rectory maintenance and Evangelism. Due to our excess pledge revenues, we ran a \$367 surplus versus budget for the month of April and an actual deficit of \$3,280 for the month. Our restricted fund balances decreased by \$5,885 due to the expected cost of the Youth Minister (\$4,140), \$4,479 for BLSN expenses and Rector Discretionary expenses of \$709. Cash summary, we spent \$9,165 more than we took in for the month.

Motion: To accept the Treasurer's report

Moved: Susan Slakey

Seconded: David Mintz

Passed unanimously.

**Item of Business #3: Financial Review for Patterson Building Plan**

Bill presented an estimated financing analysis showing the source of the funds between, Donations, Champion School, Parishioner Loans and a Bank Loan for both, \$400,000 (\$2,786 per month), which would be if we did only Phase 1 and \$700,000 (\$5,032 per month), if we did Phase 1 and Phase 2. We will review this information further as we continue discussion next month.

**Item of Business #4: Rummage Sale**

Madeleine reported that we made approximately \$4,000 at the Rummage Sale held on May 7<sup>th</sup>. At the June meeting the committee will present a list of items to be purchased for Vestry approval. Kevin asked Madeleine to let the Committee know that they did a great job, but don't feel that they have to do this every year.

**Item of Business #5: El Camino Real Foundation**

Hugh Barton, from St. Dunstan's Carmel Valley came to speak to the Vestry regarding the El Camino Real Foundation. He commended St. Timothy's for being the only vibrant Parish in the Diocese. They educated parishioners on putting the church in their Wills. All funds go to Outreach. He would like St. Timothy's to appoint a Study Group to explore how it will apply to St.

Timothy's. They provide seminars on End of Life, Plan Your Own Funeral, Guardianship for children/parents, etc. Kevin asked Hugh to provide us with a Summary of the Foundation so that we can review for further discussion next month.

**Item of Business #6: Staff Changes**

Kevin distributed a document outlining the Santa Clara County Youth Ministry Coordinator position, which the mission is to create a network on Episcopal youth ministry serving the Episcopal parishes and missions of Santa Clara County. The position will be funded partially by the Diocese and partially by the Parishes. Holly Hem has applied and accepted the position, which will start on June 1, 2005. The position will be based at St. Timothy's and we will provide Administrative Support.

Motion: To approve \$5,000 from the Mission Fund to fund the Santa Clara County Diocese Youth Minister for the remainder of 2005.

Moved: David Mintz

Seconded: Susan Slakey

Passed unanimously.

Kevin reported that Jonathan Stube, will replace Holly. He is a recent graduate from Penn State and will be living with Gil and Katie Brady. The Youth Minister Fund will cover his salary.

Motion: To endorse Kevin to hire Jonathan Stube as Youth Minister at a salary of \$30,000 per year.

Moved: Susan Slakey

Seconded: Bill Shreve

Passed unanimously.

**Item of Business #7: Patterson Building Plan**

Kevin distributed a document outlining costs associated of another option, which is moving the parish office off site. However, with this option, we gain space, but lose stability. In addition, the Champion School has indicated that they would want a 10-year lease. Kevin also noted that another possibility is a small Day Care Center, which Nan Fuller is researching.

**Item of Business #8: Salary Schedule Update**

Sam, Gil and Susan reviewed a document they prepared outlining why we need a salary schedule. They also provided a comparison of open positions and examples of geographic compensation variances between Mountain View and other comparable locations. We will discuss in further detail next month.

**Item of Business #9: Sabbatical Year Update**

Kevin reported that the Workshop was held a couple weeks ago and we are now waiting for the Ministry Leaders to submit the evaluation forms online.

**Item of Business #10: AV System in Edwards Hall**

Kevin indicated that we are in need of a permanent AV system in Edwards Hall. He sent out a request via e-mail to see if anyone had a used AV system to donate. He will also be getting quotes this week for a new system.

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

Motion: To adjourn

Moved: Susan Slakey

Seconded: Stephanie Phillips

Passed unanimously.

Respectfully submitted,

Lavonne Bieber, Clerk