

**Minutes of the Vestry Meeting  
Tuesday, May 10, 2011**

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

Absent: Holly Hem and Jonathan Trail

There being a quorum, the meeting was called to order at 7:17 p.m. The meeting began with Prayer.

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

Nelson noted under Item #5, the sentence about getting the estimate for resurfacing the parking lot, should be listed under the Resolution.

Motion: To accept the April Vestry Meeting Minutes as amended.  
Moved: Sue-Ellen Johnson  
Seconded: Beth Leonard  
Passed unanimously

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

- a) Bill reported that St. Timothy’s is one of fifteen beneficiaries in a parishioner’s trust. When the trust is settled, we anticipate our share will be over \$300,000. The trustee is working to settle the estate so that it can be distributed sometime later this year. One item in the estate is an annuity that pays \$822.32 per month through August 19, 2018. There is \$70,719.52 yet to be paid. We are being offered the opportunity to buy all or a portion of this annuity for \$60,000 of the amount we will get from the estate. This is equivalent to investing that money at 4% over the time the annuity will run. All beneficiaries will get this option, but so far we are the only ones who have expressed any interest in it. If others also want it, it will be split. If no one wanted it, the estate could not close until 2018.

Motion: To accept the offer of the annuity if less than three beneficiaries participate.  
Moved: Beto Casellas  
Seconded: David Mintz  
Passed unanimously

- b) Bill reported that April finances continue to be very good. Our pledges are coming in ahead of plan and at a rate that is making up for the shortfall in plate income. The shortfall in Preschool income mentioned last month was largely made up this month. We deposited both March and April tuition payments this month. Preschool income is now 96% of our projections. Under Revenues, two months of tuition were deposited for the Preschool and Building use is low because CYES prepaid April last month. Under Expenses, salaries and benefits still show large variances from budget due to accounting practices. The total for salaries and benefits is running between 3% to 4% over budget. This is probably due to the timing of benefit payments. The rectory taxes were moved to the correct account. This caused some monthly deviations in office, but the year-to-date is now in line. He also noted his proposed rebalancing of restricted accounts is on-going.

Motion: To accept the Treasurer’s Report  
Moved: Grace Schmidt  
Seconded: Nelson Frick  
Passed unanimously

- c) Bill reported he attended the Diocesan meeting regarding benefits for clergy and lay employees. He noted that the Diocese is planning to set a required minimum coverage for all parishes later this year. Options under consideration are aiming to balance the financial realities with adequate benefits for employees. For medical benefits for employees, a baseline plan will be mandatory and higher level plans will be offered. Dependent coverage is now optional, but it is provided at 100% by the vast majority of parishes in the Diocese. The Diocese is also considering mandating dependent coverage with the possible option of some level of employee cost-sharing. He believes that our current plan costs about what the baseline Diocesan plan will cost, but also believes our coverage is better than the baseline coverage. If we keep coverage levels the same, our cost will increase by about \$1,200/year for each individual and \$7,800/year for each family. The net cost increase of this option would be about \$10,200 per year. No action is required now, but we should start to consider for next year and especially keeping in mind for when our new Rector comes on board.
- d) Bill distributed the instructions for counting money which he is currently in the process of updating. He asked that the Vestry review and let him know if they have any feedback.

- e) Bill presented a proposed format for the financial summary in The Word Weekly. He proposed putting in the Average Sunday Attendance; Pledge Actual and Pledge Budget for this month and year-to-date. It was suggested that he also include the same information for plate and also amounts contributed for special donations, such as the Bishop's Discretionary Fund, Rummage Sale, etc.
- f) Bill reported that we base all of our financial reports on paper statements sent by banks and financial institutions to St. Timothy's. At the end of each month, our Finance Administrator has to wait for the statements to arrive, reconcile them with our books and generate reports. This is difficult to do by our Vestry meeting. He asked that Lyn Cuenca, our Finance Administrator and himself, be authorized to have electronic access only for the purpose of accessing account statements.

RESOLVED: The Vestry of St. Timothy's Episcopal Church authorized Lyn Cuenca, Finance Administrator and William Shreve, Treasurer, to set up secure electronic access to all statements of St. Timothy's Church accounts at the following financial institutions:

Heritage Bank of Commerce  
 First Republic Bank  
 Wells Fargo Bank  
 Wells Fargo Mortgage

Moved: David Mintz  
 Seconded: Grace Schmidt  
 Passed unanimously

- g) Bill requested for the Charles Schwab account, that he have electronic access for the statements and access to sell stock on behalf of St. Timothy's.

RESOLVED: The Vestry of St. Timothy's Episcopal Church authorizes William Shreve, Treasurer, to set up secure electronic access to all statements of St. Timothy's Church at Charles Schwab. (Name on account: St. Timothy's Episcopal Church; Account Number: 8411-8944; DTC Number: 0164). We further authorize William Shreve to sell security donations transferred to this account.

Moved: Beto Casellas  
 Seconded: David Mintz  
 Passed unanimously

- h) Bill also reminded those who have not paid for the Vestry Retreat to please do so.

**Item of Business #3 – Senior Warden**

- a) Grace asked each Vestry member to write down 1-3 names of who they thought would be a good candidate to chair the Search Committee. We tallied the votes and Grace will contact Holly and Jonathan to get their names as well. She will then contact the top candidates based on number of votes to see who will accept to serve as Chair of the Search Committee. The Chair will be invited to the June Vestry meeting as we discuss candidates to serve on the Search Committee. Grace asked the Vestry to come to the June meeting with 3 names of potential candidates. It was noted that we need be sure that we have a cross section of the parish. Therefore, we need people from different demographics:

1. From all 3 services
2. Both gender
3. Generation – starting at age 17-20
4. Tenure
5. Adult Married
6. Adult Single
7. Parent of Children
8. Races
9. Covenant Groups – not too many from one

RESOLVED: To charge the Search Committee to bring 3 unranked candidates for Rector to the Vestry.

Moved: Beth Leonard  
 Seconded: Larry Mendoza  
 Passed unanimously

- b) Grace suggested that she, David and one or two Vestry members form a sub-committee to work on the Mutual Ministry Review for Janet and assist Janet to do the Ministry Reviews for the staff. Beto volunteered to be on the sub-committee.

- c) Grace noted the document which has all of the Ministries for St. Timothy's which was done previously needs to be reviewed and updated. She will have Lavonne send the document and asked that everyone review the document and make changes prior to the June meeting. Janet also reported that Jonathan has volunteered to lead the Stewardship ministry. Janet passed the Vestry Ministry list and asked everyone to update as needed.

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

- a) Janet reported that her plans had changed so instead of taking the week of May 8 off as originally planned, she took a few days which were spent at a Retreat Center in Santa Cruz and working in the Rectory Garden. She noted that she will be away from Monday, June 13 through Thursday, July 7, at which time she will be participating in her pilgrimage. Grace noted that the Vestry would also like for her to bring back a report to the Vestry on her Continuing Education Trip.
- b) Janet also noted that she would like to raise the rent for the Insight Meditation Group. After some discussion, it was noted that Sue-Ellen, Nelson and David need to complete the Fee Schedule, so that we use the same schedule for all who use our facility.
- c) Janet reviewed the document from Helen Wooldridge regarding the Play Yard needing to be resurfaced. She noted that 3 years ago Helen obtained bids that came in at \$30,000-\$40,000, but the Vestry did not move forward. Helen would like to get new bids once the Vestry has approved the replacement. The Vestry asked where the money would come from. Bill proposed the following:
- \$7,000 - Capital Reserves
  - \$10,000 - Children's Guild
  - \$6,000 – Preschool
  - \$12,000 – Tom Parks Mission Fund

Motion: To authorize Helen Wooldridge to get bids to spend up to \$40,000 for the replacement of the Play Yard surface.

Moved: David Mintz

Seconded: Nelson Frick

8 yeas, 1 nay – Motion Passed

**Item of Business #5 – Parking Rental Parameters**

Sue-Ellen reported that the Facilities Team is putting together a parking lot fee and will start charging people who are storing vehicles in the back parking lot.

**Item of Business #6 – Youth Ministry**

Wyn reported that they have 3 people who are interested in serving on the Search Committee for a Youth/Family Minister.

**Item of Business #7 – Vestry Email/E-Meeting Guidelines**

Larry reported that he will present the information on Best Practices next month.

**Item of Business #8 – Anything Else**

Sue-Ellen asked us to review the document she sent regarding what needs to be done for the Pentecost Barbecue and to let her know where we can help.

There being no further business the meeting adjourned at 9:35 p.m.

Motion: To adjourn

Moved: David Mintz

Seconded: Beth Leonard

Passed unanimously

Respectfully submitted,  
Lavonne Bieber, Clerk