

**Minutes of the Vestry Meeting
St. Timothy's Episcopal Church
Thursday, November 8, 2007**

Present: David Foster – *Senior Warden*, Darlene Frick, Nan Fuller – *Junior Warden*, John Harrison, Paul Hayter, Ross Johnson, Lianne Mintz, Jenny Nathan, Bill Shreve, Sandy Watkins, John Ezell – *Treasurer*, Lavonne Bieber – *Clerk*, The Rev.'s Nathan Speck-Ewer – *Rector* and Maly Hughes - *Priest Executive*

Guest: Doug Bailey

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

Item of Business #1: Acceptance of October 2007 Minutes

Motion: To accept the October 2007 Minutes.

Moved: Bill Shreve

Seconded: Lianne Mintz

Passed unanimously.

Item of Business #2: Treasurer's Report

John reported that revenues for October were \$747 (0.9%) under budget with year-to-date being \$10,189 (1.4%) under budget. This was due to pledge revenues being \$28,052 (5.2%) under budget and year-to-date plate income over budget by \$2,754 (10.6%). We had \$7,128 in other income funds collected from the Gourmet Dinner, Air Show and Campout. These amounts will be paid to other organizations in November. Operating expenses were very close to budget. Year-to-date expenses are \$42,567 (5.7%) under budget. This is due to year-to-date salaries and benefits being under budget due to timing differences. Facilities/Buildings and Preschool are over budget by more than \$500. Year-to-date our overall General Administration expenses are 11.8% under budget. We are running an actual surplus of \$14,208 (when adjusted for \$7,128 in "other income") versus a budgeted deficit of \$11,041. We ended the month with approximately \$254,515 in cash and investments of which \$203,089 is restricted.

John noted the Finance Committee met on October 22 to review 2007 and begin budgeting for 2008. They will meet again on November 12 to prepare a draft 2008 budget to present at the December Vestry Meeting.

Motion: To transfer the \$468 from the Pentecost Picnic to the Men's Retreat Deficit.

Moved: Bill Shreve

Seconded: Jenny Nathan

Passed unanimously.

Motion: To accept the Treasurer's Report

Moved: Darlene Frick

Seconded: Lianne Mintz

Passed unanimously.

Nathan also noted that he has hired a Consultant at \$675 to assist with the project that he and David are working on to retire the financial debt. He has also asked another Consultant at a cost of \$3,200 to come in February, the week before the Vestry Retreat to visit each of the services and speak with some of the parishioners. We will hear more about this as we get closer to February.

Item of Business #3: Stewardship Update

Maly reported we have received 86 pledges so far totaling \$490,000. Last year we had 135 pledges which totaled \$659,000, so we have a ways to go. She also noted that there have been some decreases due to personal situations and that we have received 3 new pledges.

Nathan noted that the participation in St. Timothy's 101 which has been held on Wednesday night after dinner, has not been well attended, therefore, they are looking at doing it at a different time, possibly after church.

Item of Business #4: 2008-2009 Preschool Tuition Schedule

On behalf of Helen Wooldridge Maly presented the 2008-2009 Tuition schedules. Helen recommends the cost for 2-day classes at \$265, 3-day classes at \$365 and 5-day classes at \$570, with a 10% discount for enrolling in combo MWF and Science classes.

Motion: To adopt the 2008-2009 Preschool Tuition schedule as recommended by Helen Wooldridge.
Moved: Bill Shreve
Seconded: Paul Hayter
Passed unanimously

Maly also reported that based on feedback from the Preschool Task Force, that she has been talking with Christine Foster, Kylie Miller and Alane Kasrawi about starting a class for 2 year olds. They all feel that this is possible with our current facility. Maly will continue to work with them to develop a program to start in the Fall 2008.

Item of Business #5: Gourmet Dinner

Paul asked that this be moved to the December meeting because not all receipts have been submitted for reimbursement. He requested that those who have not turned in their receipts for reimbursement, to submit them to Maly as soon as possible so proceeds can be calculated. It was noted that we need to ensure that AA is notified next year so that they can make arrangements to move their meeting place. Lavonne noted that she will add this to the Gourmet Dinner document. She also requested that if there were any other changes, to send them to her, and she will update the document.

Item of Business #6: Budgeting Policy Vote

Nathan distributed a copy of the proposed policy which he reviewed with the Community Services Action Team at their meeting on November 6, which was also attended by a few Vestry Members. The committee affirmed that they need more hands on, but they also noted that they are already doing both, so why can't it stay as is? They also are concerned about the impact loss of funding from St. Timothy's will have on our social services partners. Paul proposed that there be a transition plan to moving to the new policy, maybe 6 months. Nathan gave everyone an opportunity to give their input.

Motion: To instruct the Budget Committee to put \$10,000 or less in the Outreach portion of the budget at a transitional level for 2008.
Moved: Bill Shreve
Seconded: John Harrison
Passed unanimously

Motion: As we affirm that 100% of our church's offerings are for mission, we will not constrain ourselves by allocating fixed percentages of our budget to program areas.
Moved: David Foster
Seconded: Ross Johnson
9 Ayes and 1 Nay – Motion Passed.

Item of Business #7: Marketing Study

John distributed a document outlining a Marketing Plan for St. Timothy's, which was prepared by a team made up of Darlene O'Connell, Peter Sammel, Melissa Malley, Calder Lowe, Debbie Kundrat, Bill Shreve, John Ezell, Chris Sudiary, Christopher Paul and John Heltzel. The purpose of this plan is to create a visible presence and buzz for St. Timothy's in the Mountain View, Los Altos and Sunnyvale community while creating an open invitation for people to join us. Some of the recommendations are:

- Website search engine optimization (SEO).
- Direct mail outreach
- Newspaper advertising

- Press and Advertising initiative

The team had several other considerations. John is currently working with Chris to implement the search engine optimization on the website by the end of this year, in addition, there will be a mailer sent out during Christmas.

There, being no further business, following Good News and Thanks, the meeting adjourned at 9:40 p.m.

Motion: To adjourn
Moved: David Foster
Seconded: Darlene Frick
Passed unanimously.

Respectfully submitted,
Lavonne Bieber, Clerk