

**Minutes of the Vestry Meeting
St. Timothy's Episcopal Church
Thursday, November 13, 2008**

Present: David Foster – *Senior Warden*, Darlene Frick, John Heltzel, Sandy Watkins, Ross Johnson, Chris Paul, John Ezell – *Treasurer*, The Rev. Nathan Speck-Ewer – *Rector*, The Rev. Maly Hughes – *Priest Executive*

Absent: Madeleine Gerdes, Lianne Mintz, Lavonne Bieber – *Clerk*

There being a quorum, the meeting was called to order at 7:20 p.m. with prayer.

Consent Agenda

John Heltzel requested to remove the Metrics for Measuring Mission from the Consent Agenda for discussion. The Authorized Signatures for all accounts was removed and tabled because the church would be changing banks in the near future and the signatures would need to be redone at that time.

Motion: To accept the Consent Agenda as amended and approve the October Vestry Meeting Minutes, Nominating Committee Report, Preschool Tuition for 2009-2010, and the Housing Resolution for the Rev. Canon Robert J. Seifert (as required by the IRS).

Moved: David Foster

Seconded: Darlene Frick

Passed unanimously.

Item of Business #1 – Rector's Report

The Rector explained in detail the Metrics for Measuring Mission. The metric is to measure how the parish is moving forward in mission (developing disciples of Jesus Christ in Silicon Valley). The metric would include adult baptisms, reaffirmations of faith, new Ministry Teams, new team leaders and coaches, new covenant groups. A report is to be given each month along with the Fractal Report (current state).

Item of Business #2 – Treasurer's Report

John Ezell reported that operating revenues for October were \$9453 or 11.8% under budget. To date revenues are at 92.4% of budgeted. Explanations for October: Pledge revenues were \$14,505 or 27.6% under budget, which brings the YTD budget at 85.3%. Plate income was over for the month and is ahead by \$5402 or 22%. October expenses were slightly lower than budgeted but fairly normal. Total operating expenses YTD are \$33,404 or 4.5% under budget. Explanations: Salaries and benefits are at 97.5% of the budget. Office expenses are over budget by 2% (about \$1300) but otherwise the operating expenses are at or under budget. We budgeted for a net deficit for October of (\$1622) and we ended the month with a net deficit of (\$5497). YTD budgeted for a net surplus of \$11,925 and we ended with a net deficit of (\$11,084). In summary, we are \$23,009 worse than expected. October ended with approximately \$196,900 in cash and investments, of which \$173,800 is restricted. Activity in the restricted funds primarily consisted of the Gourmet Dinner and Women's Retreat. Other activity was minimal.

Motion: To accept the Treasurer's Report

Moved: Darlene Frick
Seconded: Sandy Watkins
Passed unanimously

Item of Business #3 – 2009 Priorities and Revenue

The Rector reported that to date, 36 pledges have been received totaling \$230,520. We are expecting a loss in pledges between \$50,000 and \$100,000. 65% of the budget is spent for staffing so cuts will need to be made. The Rector and treasurer are working on a best case and worst case budget scenario.

Item of Business #4 – Fund Proposal

The Rector reported on the Basic Needs Fund. The endowment fund is being established to develop an opportunity for a corporate expression to those in need in the greater community. (Proposal will be attached to approved minutes)

Motion: *Resolved* to create Basic Needs Fund as outlined by the presented policy.
Moved: Chris Paul
Seconded: Darlene Frick
Passed unanimously

Item of Business #5 – Gourmet Dinner Results

Maly Hughes reported that all expenses for the dinner have not been received by the financial administrator. However at the present time it would appear that the donation made to SMUM raised from the Gourmet Dinner will be around \$4000.

Item #6 – Rector Performance Review Criteria

Christopher Paul presented the report. It will be discussed at the December vestry meeting in order to allow the vestry time to study the document.

Item of Business #7 – Rector Performance Review Criteria

David Foster led a discussion to develop a process to complete the Rector performance review document. The Rector and Priest Executive were not present for the discussion. Since Paul Hayter has resigned from the Vestry and a new junior warden will not be elected until the next year, Sandy Watkins volunteered to serve on the review committee with David Foster. The review will be conducted based on the Rector's goals set in last year's performance review, according to the process set forth in the attached document. At the conclusion of the discussion, the Rector re-joined the meeting.

There being no further business, the meeting was adjourned at 10:00 p.m.

Motion: To adjourn
Moved: Sandy Watkins
Seconded: David Foster
Passed unanimously

Respectfully submitted,
The Rev. Maly Hughes, *Clerk Substitute*

2008 Review Process

1. Vestry members will review 2008 goals (contained in 2007 review document) and circulate comments via email, providing feedback on achievement of those goals on which they want to give input (need not comment on all goals). Deadline: 11/21/08
2. Rector to fill in self-evaluation on achievement of each goal. Deadline: 11/25/08
3. Vestry to meet to discuss email feedback on goals. Deadline: 11/23/08
4. Review committee (Sandy and David) to synthesize Vestry comments/discussion and write committee comments responding to Rector self-evaluation. Deadline: 12/8/08
5. Review committee to share evaluation with Rector. Deadline: 12/10/08
6. Final evaluation circulated to Vestry for discussion at next Vestry meeting. Deadline: 12/11/08