

## **Minutes of the Vestry Meeting Tuesday, November 8, 2011**

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

Vestry Members Absent: Bill Shreve, *Treasurer*

The Vestry meeting was called to order at 7:16 p.m. The meeting began with reading Psalm 4 and a Prayer.

### **Item of Business #1 – Consent Agenda**

Motion: To accept the Consent Agenda which, included the October Vestry Meeting Minutes, Treasurer's Report and the Finance Resolutions a) Transfer Money from Reserved Funds to Operating Budget; b) Clarifying Difference Between Expenditures from Maintenance (Operating Budget) and Capital Expenses (Restricted Account); c) Authorization for Access to Chase Bank CD Account and d) Accounting Clean-up

Moved: Holly McCullough

Seconded: Wyn Schuh

Passed unanimously

### **Treasurer's Report**

We spent more than we took in during the month of October. Our revenue was \$46,104 (approximately \$10,000 below plan) and our expenses were \$52,685 (\$1,385 below plan). Year-to-date excess cash in the general fund decreased as a result by \$6,581 to \$15,676. When contributions to Restricted funds are added in our net cash decreased by \$3,719.

Balance sheet cash accounts have not all been reconciled with financial institution statements because the statements had not been received on November 2 when this report was generated. The only significant variance is our October deposit to the Diocesan Investment Trust from the Tom Parks Fund is not yet reflected in our fund balance. Some relatively small variances also will show up in the Republic Bank, Heritage Bank, Schwab Money Market and Chase CD accounts.

#### **Under Revenues:**

1. Pledge was down \$828 for the month, but is still \$23,500 ahead of plan year-to-date.
2. Preschool continues below plan due to the lower than anticipated enrollment.
3. Building use is down because the Champion School paid up for the year in August.
4. Plate continues to be below what we budgeted.

#### **Under Expenses**

1. Publicity costs are running three times what we budgeted in 2011. Most of this is Google ads at Christmas and Easter. Since September, we have also included \$97 per month that is on the AT&T phone bill. We pay \$72/month for our Los Altos Yellow Page listing and \$25/month for our Palo Alto listing. Does the Vestry want to continue advertising in the Yellow Pages?

There were no significant changes to restricted accounts except the transfer of \$37,500 from the Tom Parks Fund to the Diocesan Trust.

The Oktoberfest shows a balance of \$4,318.50. A check will be issued to SMUM when we know that all expenses have been reimbursed. Do Vestry members know of any outstanding expenses? We have had receipts submitted months after the event in prior years.

Vacation Bible School came very close to breaking even this year. (Ending balance \$-4.45.) This result is OUTSTANDING! Kudos to all those involved.

## Finance Resolutions

- a) **Vestry resolutions for the November meeting.** We discussed ways to augment our income by moving funds from restricted accounts to the operating budget for one-time expenses or previously designated uses. We agreed we should move up to \$25,000 for the search (to be transferred as needed from the Tom Parks Mission Fund), \$1000/month to partially offset youth ministry expenses (to be transferred from the youth ministry fund as needed), and \$700 in 2011 and \$1750 in 2012 from the Children's Guild to cover expenses for the family ministry celebrations and the program for children and youth ministry that Beth has planned. Moving money from reserves to operating lines automatically increases our Fair Share donation to the diocese. Therefore, the resolutions below call for transferring a "grossed up" higher amount that also pays the additional Fair Share costs.

The following resolutions were proposed, moved and seconded for inclusion on the consent agenda for the November 8, 2011 Vestry Meeting:

**Vestry Resolution:** I move we authorize the transfer of up to \$31,250 from the Tom Parks Mission Fund to the 2012 operating budget to cover expenses incurred by the Search Committee.

Moved: Nelson Frick

Seconded: Beth Leonard

**Vestry Resolution:** I move we authorize the transfer of \$1250 per month from the Youth Ministry Fund to the 2012 operating budget to partially cover the youth minister salary and benefits.

Moved: Beth Leonard

Seconded: Nelson Frick

**Vestry Resolution:** I move we authorize the transfer of \$875 from the Children's Guild Restricted Fund to the 2011 operating budget to cover the costs for family ministry celebrations and that we transfer \$2187.50 from the Children's Guild Restricted Fund to the 2012 operating budget to cover expenses incurred by our children and youth ministry program.

Moved: Beth Leonard

Seconded: Nelson Frick

- b) **Maintenance and Grounds versus Capital Expenses.** We discussed the difference between expenses that appear on the operating budget as facility maintenance or grounds maintenance and capital expenses for maintenance. Rather than make a complex distinction, we propose setting a dollar limit to distinguish between the two.

Vestry Resolution: I move we designate all one-time facility and grounds maintenance expenses that exceed \$500 as capital expenses and pay them from the appropriate temporary restricted account.

Proposed: Bill Shreve, treasurer.

- c) **Chase Bank CD Account**

**RESOLVED:** The Vestry of St. Timothy's Church hereby authorize St. Timothy's Treasurer, William R. Shreve and Clerk of the Vestry, Lavonne Bieber, to access all statements and records of St. Timothy's Church relating to our Chase (formerly Washington Mutual) certificate of deposit. Ms. Bieber is authorized to have full access to this account. She is authorized to name current church members as additional signatories to this account as authorized by this Vestry. Specifically, we authorize adding Nelson Frick and Sue-Ellen Johnson as signatories to this account.

- d) **Accounting Clean-up:**

Authorize the Treasurer to write off the following expenses as requested:

1. Write off of the \$1569.68 from Pentecost Picnic overspending to Hospitality.
2. Write off of the \$4.45 from Vacation Bible Camp overspending to Children's Guild.
3. Write off of the \$143.00 from 2011 Parish Campout overspending to Hospitality.

Lavonne asked if there were any outstanding receipts for the Oktoberfest. Everyone said they have submitted their receipts and have been reimbursed.

### **Item of Business #2 – Finance Committee Report**

Nelson and Beth reviewed the first draft of the 2012 Budget prepared by the Finance Committee. In the past we had budgeted based on 95% of the budget, this year we are assuming 100% and are putting 4% into reserves. It was noted that Beth Parab may need more funds for Children and Youth Ministry for 2012. It was also noted that the Rectory Hospitality fund is way over. The Finance Committee recommends that the Vestry sets a policy for Rector and Staff reimbursement limits. The Vestry asked the Finance Committee to review and bring a recommendation to the Vestry for approval.

### **Item of Business #3 – Stewardship Update**

Jonathan reported that we had several people who gave their stewardship stories at each service. He reported that we have received \$33,000 for the Children & Youth Ministry position for 2011 and \$25,000 so far for 2012. They do not have reports on the pledges yet as they are still coming in. He asked someone to make a reminder announcement at each of the services on Sunday, November 13, Nelson will do 7:45, Jonathan will do 9:00 and Sue-Ellen will do 10:30.

### **Item of Business #4 – Interim Rector**

- a) Janet reported that Peter submitted a request to hire a Technical Director to help him. The Vestry asked Janet to discuss further with Peter and report back to the Vestry next month.
- b) The Vestry & Staff annual party will be held at the Rectory on Friday, December 16.
- c) In preparation of the arrival of a new Rector, Janet noted there is some work that will need to be done at the Rectory, such as painting, carpets, etc. As it was pointed out, the Rectory is owned by the church and we need to take care of these things. It was decided that a small task force be formed to assess what work needs to be done at the Rectory. Sue-Ellen will contact a few people to see if they would be interested in being on the task force.
- d) Chris Sudiary's assignment as Parish Administrator will end the middle of December and Joanna Shreve's assignment as Finance Administrator will end the end of December. The Vestry authorized Janet to start advertising these positions as two part-time positions.

### **Item of Business #5 – Senior Warden**

- a) Grace noted that the Vestry should become more involved with the Pre-school. She suggested a small team work with Helen. It was decided that we ask Helen to present to the Vestry a strategic plan for the Pre-school at the December meeting.
- b) In preparation of putting together the Parish Profile, we discussed our Mission Statement and Values. It was decided that the Mission Statement did not need changing. Our current values used the acronym GIST: Growth, Innovative ministry, Service out of giftedness and Transforming relationships. It was decided that we should drop the acronym. The Vestry asked the Search Committee to put an article in the Newsletter about the Values. We will also remove the Values from the website and only have the Mission Statement listed for now until we can review the results from the appreciative inquiry.

### **Item of Business #6 – Facilities Report**

- a) Sue-Ellen presented quotes to have the carpets redone in Edwards Hall, Youth Room and small office. After some discussion it was decided that before we proceed with replacing the carpet, we should have a team put together a list of what work needs to be done around the church. It was also suggested that we consider hiring an independent inspector to do an evaluation. Beto volunteered to call a contact he has. Nelson and Sue-Ellen will discuss further.

### **Item of Business #7 – Vestry Candidates/Delegates**

- a) Sue-Ellen asked the Vestry for names of people as possible candidates to serve on the Vestry. The nominating committee, which includes Sue-Ellen, Beto and Wyn will contact these individuals to see if they are interested. She also noted that those who are currently a Delegate are willing to continue. However we are in need of 2 Delegates, with the departure of Jennifer Ezell and we are eligible to have one additional Delegate.

### **Item of Business #8 – Vestry Retreat**

- a) Beto reported that the Vestry Retreat will be Friday, February 3 & Saturday, February 4, 2012. It will be at the Presentation Center in Los Gatos. He will send details out this week.

**Item of Business #9 – Anything Else**

- a) Janet noted that Cindy Howard will be attending the December Vestry meeting.
- b) Nelson reported that the Modesto Ash trees had been worked on; the living tree was trimmed to prevent wind damage and the dead tree was taken down. There is a pile of fire wood behind the kitchen for anyone to take. The arborist inspected the large oak tree in front of the church and will submit a report to us for review and disposition. The pear trees were trimmed by the Doctor's office next door by another tree service. With exception to the oak tree in front, the first phase of the tree trimming project is completed.
- c) Nelson asked for a volunteer to switch with him on November 27<sup>th</sup> for money counting. David volunteered.
- d) Lavonne noted that Bill had asked the question about cancelling the Yellow pages. It was agreed to drop advertisement in the Yellow pages.

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

Motion: To adjourn  
Moved: Grace Schmidt  
Seconded: Beto Casellas  
Passed unanimously

Respectfully submitted,  
Lavonne Bieber, Clerk