

Minutes of the Vestry Meeting Tuesday, October 11, 2011

Present: Sue-Ellen Johnson, Beth Leonard, Holly McCullough, David Mintz, *Junior Warden*, Grace Schmidt, *Senior Warden*, Wyn Schuh, Jonathan Trail, Bill Shreve, *Treasurer* and The Rev. Janet Wheelock, *Interim Rector*

Vestry Members Absent: Beto Casellas, Nelson Frick, Larry Mendoza and Lavonne Bieber, *Clerk*

Starting at 7:10 Bill did a brief money-counting session for Vestry members + Nancy Schaefer, who is a money counter. For our convenience Bill created the first page of the "Instructions for Counting Money" as a summary of the steps. The rest is detailed instructions. A couple of noteworthy tips: 1.) money counters no longer have to count money that has been put in the safe throughout the week and 2.) a single check for more than one category is the most complicated for counters. Bill recommends putting the entire amount in "other" category.

The Vestry meeting was called to order at 7:35 p.m. The meeting began with Prayer.

Item of Business #1 – Consent Agenda

Janet explained the Housing Resolution on the Consent Agenda for new Vestry members. Essentially clergy can write off up to 100% of their housing costs for tax purposes.

Motion: To accept the Consent Agenda which, included the Housing Resolution and the September Vestry Meeting Minutes
Moved: Beth Leonard
Seconded: Holly McCullough
Passed unanimously

Housing Resolutions:

Resolution: Whereas, section 107 of the Internal Revenue Code permits ministers to exclude from gross income (in computing federal income taxes) a church-designated housing allowance paid to them as part of their compensation; and

Whereas, the Rev. Beth Parab is compensated by St. Timothy's exclusively for services as a director of children and youth ministry; and

Whereas, St. Timothy's does not provide Rev. Parab with a parsonage; therefore, it is *Resolved*, that 100% of her compensation for the remainder of 2011 and 100% of her compensation for the calendar year 2012 is hereby designated as a housing allowance pursuant to section 107 of the Internal Revenue Code.

Resolution: Whereas, section 107 of the Internal Revenue Code permits ministers to exclude from gross income (in computing federal income taxes) a church-designated housing allowance paid to them as part of their compensation; and

Whereas, the Rev. Janet Wheelock is compensated by St. Timothy's exclusively for services as a minister; and

Whereas, St. Timothy's does not provide Rev. Wheelock with a parsonage; therefore, it is *Resolved*, that \$24,000 of her compensation for the calendar year 2012 is hereby designated as a housing allowance pursuant to section 107 of the Internal Revenue Code.

Item of Business #2 – Stewardship

Jonathan reported that Stewardship letters were mailed "today". Various Vestry members will speak for 3-5 minutes at the services during the month of October and some will meet with parishioners. Jonathan will provide further guidance on that. Pledge cards are due on November 6.

Item of Business #3 – Treasurer’s Report

- a. Bill reported that in September operating expenses were \$12,366 more than operating income. Revenues for September were \$19,000 under budget. Pledge was \$7000 below budget but is still ahead year-to-date. The Preschool is \$7000 below budget because of low enrollment. Building use is low because the Champion school prepaid last month. Operating expenses were below plan due to prepayment of some benefits. Administrative expenses were \$1500 above plan due to unbudgeted facilities expenses and the timing of our insurance payment. Total cash decreased by about \$25,000 due to the operating net (-12,366) and paying for the resurfacing of the preschool play yard (\$18,200). Basically we are still in very good shape financially.
- b. Grace, Nelson and Bill met with Dr. Mark Lewis, Medical Partnership Property Manager, and Dr. Howard Rosenberg, Medical Partnership General Partner on October 5. They agreed that it has been far too long since we met, and they agreed there was work to be done on the easement property. Dr. Lewis is pursuing the following actions:
 1. Landscaping - Their contractor has already fixed the water system in the back part of the easement, and they are working on the side between our buildings. Dr. Lewis will convey the need to fertilize and mulch the fruit trees and keep us informed of progress.
 2. Lighting - Dr. Lewis has contacted the lighting contractor, and he estimates the light in the back outside our kitchen will be fixed in the next two weeks.
 3. Tree trimming - Nelson gave Dr. Lewis a copy of the bid we have to trim the 12 pear trees along the back median. Dr. Lewis is getting other bids, and will keep us informed.
 4. Repaving - Dr. Lewis has an appointment with the pavers, and he will keep us updated with estimates. I requested he get estimates that include repaving and re-stripping the portions of our lot not covered by the easement (the side by the preschool, the driveway to Cuesta and the front circle). We will have to pay for maintenance of these areas.
 5. Funeral barricades - Dr. Lewis has looked for these barricades in their basement where I thought they were being stored. He could not find them. He has asked us to see if they were put away in our storage areas after the last time they were used. We need to give the doctors as much notice as possible of weekday funerals that we anticipate will require most of the parking. With notice, the doctors and their staff can park over at the hospital, and patient parking can be limited to the spaces nearest the doctors’ offices. The purpose of the barricades is to delineate the church parking from the doctors’ parking on these special days.
- c. Financial Administrator, Joanna Shreve, continues to do accounting clean-up on the books and is fixing problems. Her main goal is to make the books correct going forward.
- d. Bill provided a copy of the Fall Financial calendar.
- e. Our PayPal account has been linked to our main checking account, so that all balances will be transferred as soon as they are received.
- f. We have had some new enrollments in the preschool. One service requested by parents is an afternoon drop in child care to allow additional time for shopping and errands. Working with the preschool on marketing and publicity will be added as a future Vestry agenda item.
- g. Bill has finished research on the Diocesan Investment Trust fund and it looks sound.

Motion: To move \$150,000 in equal amounts over 4 months from the Tom Parks fund to the Diocesan Investment Trust with State Street Bank.

Moved: David Mintz
Second: Jonathan Trail
Passed unanimously

- h. The new medical plan for clergy and staff required by the Diocese will not be put into effect until January 2013.

Item of Business #5 – Interim Rector

- a) Janet was asked an important question by a Vestry member: “How do we know when our church is healthy?” She asked that we all think about this and ask ourselves these questions: Are all the parts working together to keep balance? How are we responding to challenges and conflicts? How do we “do” diversity? Are we loyal to Christ, the Word and the Sacraments? What do we do when unhealthy behavior confronts us? Do we trust, respect and support the priest? Do we stick with what we do well? Is our servanthood pervasive?
- b) The new Director of Children and Youth Ministry Beth Parab will start on Monday October 17. She has been an ordained Episcopal priest for the past 10 years and is an accredited Godly Play teacher and trainer.

Item of Business #6 – Senior Warden

- a) Grace discussed the Vestry attendance policy and asked that we review it and make it official
Motion: To make the Vestry attendance policy official
Moved: Jonathan Trail
Second: David Mintz
Passed unanimously
- b) In response to an inquiry from the Search Committee, Grace asked that the Vestry review our Mission Statement and Values as represented on our website. Do they accurately represent us? We decided that since the stories from the Appreciative Inquiry process may help inform our values we will wait until that process is complete. Then the Vestry will evaluate and update accordingly.

There being no further business the meeting adjourned at 9:50 p.m.

Motion: To adjourn
Moved: Jonathan Trail
Seconded: Beth Leonard
Passed unanimously

Respectfully submitted,
Sue-Ellen Johnson, Vestry member