

**Minutes of the Vestry Meeting  
St. Timothy's Episcopal Church  
September 12, 2005**

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Present: Patrick McCleery – *Senior Warden*, Gil Brady, Sam Fouquet, Nan Fuller, Madeleine Gerdes, John Harrison, Stephanie Phillips, Bill Shreve, Tom Stolarik, Tom Six – *Treasurer*, Lavonne Bieber – *Clerk*, the Rev.'s Kevin Phillips - *Rector* and Maly Adams - *Priest Executive*.

Absent: Annett Inacker-Trail, David Mintz and Susan Slakey

Guest: John Ezell

There, being a quorum, the meeting was called to order at 7:20 p.m. after Evening Prayer.

**Item of Business #1: Acceptance of August 2005 Minutes**

Motion: To accept the August 2005 Minutes.

Moved: Patrick McCreery

Seconded: John Harrison

Passed unanimously.

**Item of Business #2: Treasurer's Report**

Tom reported revenues for August were \$15,377 [26%] under budget. Year-to-date revenues are \$37,890 [6.4%] over budget. This was due to pledge income for August was \$13,156 [27.4%] under budget and year-to-date pledge income is \$30,488 [8%] over budget. Expenses for August were \$3,412 [5.9%] under budget. Year-to-date expenses are \$19,360 [3.3%] under budget. This was due to salaries and benefits being \$2,100 under budget, as we continue to see savings from the new health plan [about \$2,300 month versus the old plan]. Due to our low pledge revenues, we ran a (\$12,000) deficit versus budget for the month of August and an actual deficit of (\$10,672) for the month. We have a year-to-date actual surplus of \$54,190 in the general fund and a cumulative overall surplus of \$35,522 in the general fund. Restricted fund balances were reduced by \$2,500 in August.

Motion: To accept the Treasurer's report

Moved: Bill Shreve

Seconded: John Harrison

Passed unanimously.

**Item of Business #3: Staff Salary Review**

Patrick reported that John Ezell, Gil and he met to review the cost of living increases for the Clergy. The cost of living increases for the past 4 years have been:

2001 – 2.6%

2002 – 1.4%

2003 – 2.1%

2004 – 2.7%

Based on their findings, they suggested three recommendations.

Motion: To immediately address the cost of living increases for the Clergy for the past years based on their last salary increase retroactive to January 1, 2005, compounded annually to be paid as a bonus. The new salary will be effective October 1, 2005.

Moved: Sam Fouquet

Seconded: Madeleine Gerdes

Passed unanimously.

Motion: To have the sub-committee provide salary recommendations to the Finance Committee on an annual basis, with cooperation of the Rector utilizing annual reviews of each employee to determine the performance increase.

Moved: Nan Fuller

Seconded: John Harrison

Passed unanimously.

Motion: In principal, endorse the salary sub-committee to define the process of reviewing the industry trends in compensation every 3 years to educate the Vestry, the Parish and the Finance Committee on the current cost of recruiting and retaining high performing clergy and staff.

Moved: Bill Shreve

Seconded: Sam Fouquet

Passed unanimously.

It was also noted that we need to review the other staff salaries as it relates to the cost of living increases in the past years.

Motion: For the Sub-committee to provide a recommendation for all the Staff based on the cost of living increase information they provided in preparation of the 2006 salary increases.

Moved: Stephanie Phillips

Seconded: Bill Shreve

Passed unanimously.

#### **Item of Business #4: Rector Succession Planning**

Bill reported the following actions that should be part of the succession planning.

- 1) Create an ongoing Parish Profile. This could be done on-line or as a Summary/Vestry Section of the Annual Report.
- 2) Create a list of potential candidates for Rector to be activated when the Rector resigns.
- 3) Create a process to follow to select the next Rector
  - a. Name a Search Committee Leader.
  - b. Set schedule for process under various scenarios, for example –
    - i. Retirement where 6 months notice is given.
    - ii. Resignation where 1-month notification is given.

Kevin suggested having a member from each service represented on the committee. Bill will be the representative from the 7:45 Service and Stephanie will be the representative from the 9:00 Service. Bill will ask David Wilde if he would be the representative from the 10:30 Service. Maly and Kevin will assist in finding a representative from the 5:00 Service.

The Committee will develop a plan to present to the Vestry in December.

#### **Item of Business #5: Gourmet Dinner**

Madeleine reported that the Gourmet Dinner will be on Saturday, October 15 and the theme is "Night on the Nile". Responsibilities have been assigned for the various teams. Tickets will go on sale shortly. They are waiting to confirm the cost of the ticket.

#### **Item of Business #6: Stewardship**

Kevin noted that he met with Patrick and Annett. There will be meetings with the Covenant Group Leaders on September 21 and September 25 to discuss Stewardship at the Covenant Groups during October. It was also decided that we should hold a Group Forum as we did last year. It was decided to hold two forums on Sunday, October 2, one at 10:30 a.m. and one at 12:00 p.m. Gil volunteered to lead the 12:00 session. Maly will check with Annett to see if she will lead the 10:30 session. Kevin and Maly will do a one on one call to new members.

**Item of Business #7: Champion School Lease**

Motion: To empower Kevin to propose a 5-year Lease with Jane Yang, the Director of the  
Champion Youth Enrichment School.  
Moved: Stephanie Phillips  
Seconded: Gil Brady  
Passed unanimously.

**Item of Business #8: Youth Rally**

Kevin reported that Holly Hem held her first Santa Clara County Youth Rally on Friday, September 9.  
Overall it was a great success. There were 35 kids and 15 adults.

**Item of Business #9: Church of the Epiphany**

Kevin reported that we would have visitors from the Church of the Epiphany (Episcopal Church) of  
Herndon, Virginia on Sunday, September 25 at the 9:00 a.m. service.

There, being no further business, and following Words in Passing, the meeting adjourned at 9:50 p.m.

Motion: To adjourn  
Moved: Patrick McCleery  
Seconded: Madeleine Gerdes  
Passed unanimously.

Respectfully submitted,  
Lavonne Bieber, Clerk