

# SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

## Wednesday, June 17, 2020 - Zoom

Update Date: 6/21/2020

### SUMMARY:

### MOTIONS:

- **MOTION:** Per the recommendation of the Finance Committee the vestry approves spending up to \$40,000 for the acquisition and installation of the necessary equipment to live-stream Sunday services. Any additional money earmarked for this project will be used for additional security and on-going costs of operations. Passed unanimously.
- **MOTION:** Approve the allocation of the \$1,200 gift from a former parish member to the rector for expenses related to his foster child and to the Live-Stream Project - \$600 to each. The motion passed unanimously. No opposed
- **MOTION:** The vestry approves the current draft Noah's Ark Preschool 2020-2021 budget, with the understanding that final actions to balance the budget will be reviewed July, August or September. The motion passed
- **MOTION:** The vestry approves the allocation of the recently received \$16,000 for Outreach from 2 sources as proposed by the Outreach Steering Committee and approved by the full Outreach Committee. Passed unanimously
- **MOTION:** The vestry approves the Outreach Committee to send a communication to the parish in early August asking for donations to Outreach in lieu of the annual FOTH fundraiser.
- **MOTION:** Approve the minutes of the 2 May vestry meetings, the Treasurer report and financial files and the reports from the Property and Worship Commissions. Passed unanimously.

### ACTION ITEMS:

- **Review the Noah's Ark Budget on July 20 or thereabouts.**

Attendees: Nancy Arroyoavila, Rev. Todd Bryant, Linda Clark, Rayne Devlin, Dick Firth, Rev. Susan Geissler-O'Neil, Alison Hill, Tom Linari, Neal Matsunaga, Trudy Macmillan, Scott MacDougall, Mike Olden, Sally Shea Potts,

Absent: Kari Doolittle, Steve Hedden,

1. **Opening Prayer** – Pastor Todd
2. **Review and Confirm Agenda**
3. **Introduction of Guests**
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports

(links are added as the reports become available on the Google Drive)

- a. Approve minutes from the May 21 & May 31, 2020 vestry meetings, in that order
- b. Treasurers Report, Balance Sheet and P&L through 31 May 2020, in that order
- c. Commission and other Reports (Links to be added as the reports are posted)
  - Property
  - Worship

**MOTION:** Approve the minutes of the 2 May vestry meetings, the Treasurer report and financial files and the reports from the Property and Worship Commissions. Passed Unanimously.

## 5. Non-Recurring Action Items

### a. Live-Stream Project – Neal Matsunaga

Neal reported on the status of the fundraising for the live-stream video system for the church so that we can share Sunday morning services via the Internet. As of the meeting, the fundraising project has commitments for \$42,305 from 43 families. \$12,550 has already been received.

The Finance Committee recommends that the Vestry approve spending up to \$40,000 for the Livestreaming Project to enable streaming of services contingent on the proposal being reviewed by a technical resource at the Diocese.

**Dick Firth:** Dick had a Zoom meeting on Tuesday afternoon with expert from the Cathedral (Jeremy Ranharter) along with Ryan Mahoney, Rand Mahoney, Pastor Todd and Don Perry. Jeremy R sent email approving. (“I had a look and it seems to be a nice setup. Best of luck! I'm happy to talk tech in the future.”) The Diocese set up a similar system 2 years ago. Our proposed system will be more up to date than theirs (they have more operators on staff than we do!).

**MOTION:** Per the recommendation of the Finance Committee the vestry approves spending up to \$40,000 for the acquisition and installation of the necessary equipment to live-stream Sunday services. Any additional money earmarked for this project will be used for additional security and on-going costs of the system and will not be realigned to another account. Passed unanimously!

**Dick Firth:** An email will go to the parish this week discussing: 1) the Live-stream project, 2) reopening the church campus and 3) the Parish Hall renovation project. Sally Potts will send the letter to the vestry after the meeting (DONE).

### b. Gift from former parish member: Neal Matsunaga

The church received a gift of \$1,200 designated for orphan/foster children and livestreaming project without amounts designated. The Finance Committee recommends that the Vestry approve allocating \$600 to the rector for foster child expenses and \$600 to the livestream project.

**MOTION:** Approve the allocation of the \$1,200 gift from a former parish member to the rector for expenses related to his foster child and to the Live-Stream Project - \$600 to each. The motion passed unanimously.

### c. Noah’s Ark Preschool 2020/2021 Budget – Neal Matsunaga, Treasurer

Neal discussed the current status of the 2020-2021 Noah's Ark budget and the difficulty of presenting a balanced budget at this time, due to frequent and complex regulatory rule changes by both the county health officer and the state licensing board. Examples of some of the operational issue raised by current regulatory requirements are:

- Limitations on class size (*no more than 12 students per class*)
- Limitations on teacher and support staff activities (*no exchanging/switching of staff between classes*)
- Enrollment (*current enrollment lower than typical for this time of year*)
- New and revised requirements by the state and the County

Neal outlined several options and possibilities that could *be used to help* close the currently projected \$104,000+ deficit in the budget including closing the school. He informed the vestry that the school must have an approved budget in order to pay the staff who will work during the summer (Director and Administrative Assistant) to plan for the upcoming year.

Question from Dick Firth: How much new knowledge will we have by the August vestry meeting. Preschool directors expect updates to state guidance by the end of June

**MOTION:** The vestry approves the current draft Noah's Ark Preschool 2020-2021 budget, with the understanding that final actions to balance the budget will be reviewed in August/September timeframe. The motion passed.

Other information related to the preschool:

- Replacement Director: 2 candidates being interviewed. Cynthia has volunteered to stay through the summer. Per Neal: We need to plan for an overlap between directors (*this was not my comment but brought up I think by Dick and I agreed that it would be a good thing to have both on board for a transition period of time*)
- Currently revised state/county preschool regulations require that teachers are limited to 12 students and teachers cannot rotate between classes (teacher rotation has been a feature of Noah's Ark in past years).
- Public School Boards must have state guidance by July 23. State should also give pre-school guidance by then. Several public schools have associated pre-schools
- Cynthia has 4 of the senior teachers working 10-20 hours each in June to help with planning and preparing for the next school year.
- Examples of changes to how preschools and childcare centers will operate include parents provide food; no play dough

**d. Outreach Donations Distribution proposal from the Outreach Committee - Alison Hill**

Proposed distribution of the \$16,000 recently donated for Outreach (\$15,000 from an anonymous donor and \$1,000 from the Diocese of California).

NOTE: All the charities listed below have previously received donations from St. Timothy's, have therefore submitted financial information and have a liaison on the Committee

○ Hope Solutions (CCIH)	\$ 2750
○ Discovery Counseling Center	\$ 1450
○ Loaves & Fishes	\$ 2750
○ Monument Crisis Center	\$ 2000
○ Options	\$ 800
○ Shelter Inc.	\$ 2750
○ Trinity Center	<u>\$ 3500</u>
<b>TOTAL -</b>	<b>\$16,000</b>

**MOTION:** The vestry approves the allocation of the recently received \$16,000 for Outreach from 2 sources as proposed by the Outreach Steering Committee and approved by the full Outreach Committee. Passed unanimously

**e. Outreach Proposed Fund-raiser for 2020 - Alison Hill**

The Outreach committee decided to not have a formal fundraiser event given the Covid-19 crisis, the current parish request to fund the church live-streaming system and the annual stewardship drive in October.

**Instead, in late July, we would like to send a letter to parish members telling them of the situation and doing a soft "Ask" for donations to Outreach.** Any proceeds would be distributed to our ministries using the usual process: We send an email letter to our vetted Outreach ministries asking that they send grant funding requests and financial information. These are reviewed by the Outreach Committee and the allocation of available funds, including church budgeted money, is discussed and allocated in late September or October. The Finance Committee and the Vestry review and (hopefully) approve the recommendations of the Outreach Committee before the money is sent.

**MOTION:** The vestry approves the Outreach Committee to send a communication to the parish in early August asking for donations to Outreach in lieu of the annual FOTH fundraiser.

The letter will be written by Leslie Firth, reviewed by Alison Hill, the treasurer, the rector and probably the Sr. Warden.

Nancy: Suggestion – Short brochure with success stories. Need a theme. FOTH different this year.

Suggestion: FOTH 2020 is coming! Warm-up in July

MikeO: Video after on-line services. Mike will work with Outreach on this.

Linda Clark: Outreach Month for August

Todd and Mike are excited!

**f. Outreach Proposed Calendar for 2020/2021 - Alison Hill**

- **Backpack Drive** – Coordinator: Leslie Firth – mid-July to mid-August
- **Christmas Food Boxes** for Monument Crisis Center - Coordinator: Sally Shea Potts without rice & beans and Fill My Box is questionable.
- **Share the Warmth Sock, etc. Drive** Coordinator: Leslie Firth – mid December to mid-January
- **Adopt-a-Family Bikes** – Coordinators: Tania Hanson DeYoung & Rand Mahoney – dependent on finding an off-site premise where the rehabilitation work can be done.
- **Winter Nights Shelter – Winter 2021** – Coordinator: Joann Oliver – 2 weeks in coordination with local synagogue. There are 3 options for the level of parish involvement.

There were no objections from the vestry to the above proposed Outreach calendar for 2020/2021.

The vestry did ask about a different way to participate in the Rise Against Hunger activity which has traditionally been a parish wide event to pack food packets on a Saturday morning in September.

**6. Discussion Items**

**a. Parish Hall Project** – Neal Matsunaga & Tom Linari

Vestry approved \$38,136 to paint the Parish Hall. That bid omitted the nursery, Godly Play room and back hall. Painter said \$9000 to paint those rooms including the ceiling. A parish member has donated \$4000 to cover what was needed to complete the project.

Painting starts June 22. Expected to take 1 -2 weeks depending on crew availability.

**b. PPP Loan Forgiveness – Neal Matsunaga**

Neal shared a spreadsheet (appended to the minutes) showing his calculations regarding how much of the \$110,000 Cares-PPP loan the church and the preschool should be able to justify as having been spent on payroll and qualifying utilities based on the actual dollars spent in May. Currently the church and preschool and everyone else with this type of loan must spend the money within 8 weeks of receiving the loan. He estimates that \$95,000 of the total loan will be deductible and thus, we will need to pay back \$16,000. Originally, the loan recipients had 8 weeks to spend the money. Word from the Diocese chancellor is that the government will allow 28 weeks to use the loan. That money should cover most of our budget shortfall.

**7. FYI**

- a. **Rector Vacation Schedule** – June 29 – go airport – Dick is chauffeur. He returns at the end of July.
- b. **Sunday Services in July:** Sundays in July will be pre-recorded per March, April, May. The attempt to use Zoom to broadcast the service last Sunday was VERY unsatisfactory. The Live-Stream committee has agreed to resume their support work.
- c. **Reopening planning:** A committee headed by Allen Hirashiki has been formed to plan for the reopening of church. The first meeting was on Sunday, June 14. Information from the meeting will be covered in Dick's letter to the parish. Before we resume semi-normal operations, a plan must be sent to the Diocese of California and approved by them. The draft plan was sent to the Diocese by Allen before June 16 when the County changed the rules.

**8. Closing Prayer – Neal Matsunaga**

## St Timothy's Calendar for Vestry as of 06/18/2020

Date	Event
Wednesday, June 17 – 6:30 pm – Zoom	<b>Vestry Meeting</b>
Sunday, June 21 – 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Sunday, July 5 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Sunday, July 19 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
<b>Monday, July 20 – 6:30 pm - Zoom</b>	<b>Vestry Meeting –</b>
Sunday, August 2 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Sunday, August 16 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Wednesday, August 19 – 6:30 pm - Zoom	<b>Vestry Meeting</b>
Tuesday, August 25	<b>Tidings Deadline</b>
Sunday, September 6 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Wednesday, September 16 – 6:30 pm - Zoom	<b>Vestry Meeting</b>
Sunday, September 20 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Sunday, September 20 – 10:00 AM	<b>WELCOME HOME - TENTATIVE</b>

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Tuesday August 25, 2020  
 Next Vestry Meeting – Monday, July 20, 2020 – 6:30 pm  
 Next Regular Vestry Meeting – Wednesday, August 19, 2020

## Treasurer's Report

June 17, 2020

### Financial Highlights

- Financial results through May are slightly negative though better than the budget estimated. There is an underrun in Pledge Income due mainly to pledges that have not made any payments to date and an underrun in Expenses reflecting a decrease in expenses due to shelter in place rules.
- Pledge income in our approved budget for 2020 is based on 159 pledges and includes an assumption that at least 6 additional pledges for at least \$13,400 will be received. As of the end of April 2 additional pledges have been received. Our budget included a revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and a projected deficit of \$45,034). The hope is that new pledges will be received during the year, as in 2019.

- 16 pledges for \$47,420 have not made any payments yet in 2020. Last month this number was 19 pledges for \$49,820.
- 26 pledges are paid in full for \$119,848. Last month it was 26 for \$119,348.
- Year to date budget vs actual results, adjusted for amortizing “pledges paid in full” in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$274,425	\$248,445	\$(25,980)
Other Income	\$ 31,684	\$ 34,152	\$ 3,894
Expenses	\$322,587	\$298,147	\$ 24,440
Net Income	\$( 16,478)	\$( 14,124)	

#### Income

The Pledge Income difference reflects about \$19,760 for pledges that have not made any payments yet through the first 5 months of 2020. Had this money been received our pledge income would have been about \$6,200 under budget through May.

#### Other Income difference due to:

Loose Plate \$(2,380) and Facilities Cost Sharing \$(1,600) under budget offset by Contributing Income about \$8,120 above budget due to two large gifts last month.

#### Expenses – Operating expense difference is the sum of several over and under budget items, with the main ones being:

Personnel expenses \$10,000 under budget

Altar Guild expenses \$700 under budget

Children & Youth Ministry expenses \$1,400 under budget.

Fellowship expenses \$1,200 under budget.

Administrative expenses \$3,100 under budget.

Facilities expenses \$10,900 under budget due to campus and rectory maintenance and utilities being under budget and services being over budget.

Finance expenses \$(6,000) over budget due to timing of property and liability insurance payment offset by timing for campus property tax

Contingency expenses \$1,700 under budget.

### Action Items

- Received a gift of \$1,200 designated for orphan/foster children and livestreaming project without amounts designated. Finance Committee recommends the Vestry allocate \$600 to the rector for foster child expenses and \$600 to the livestream project.
- Finance Committee recommends the Vestry approve spending up to \$40,000 for the Livestreaming project to enable streaming of services contingent on the proposal being reviewed by a technical resource at the Diocese.

- Review and approve Noah's Ark Preschool 2020-2021 budget, with the understanding that final actions to balance the budget will be reviewed in August/September timeframe.

## **Other Status**

- PPP update
- Livestreaming capital fund drive through 6/16 38 donors have made commitments totaling \$38,005 for the project and \$7,050 has been received.
- Anonymous parishioner offered \$4,000 to cover additional painting work for the parish hall renovation project. The project will now include the parish hall plus the nursery and children liturgy rooms and the hallway to the bathroom.
- Noah's Ark preschool will be continuing classes into June.
- Noah's Ark director has scheduled 4 senior teachers to work through June to assist with getting preschool ready for next school year.
- 10 resumes received for our preschool director position to date, with 2 viable candidates.

Neal Matsunaga



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Accrual Basis

**Saint Timothy's Episcopal Church**  
**Balance Sheet**  
 As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
10001 · Heritage Checking	103,809.36
10002 · Heritage Savings	116,469.67
17103 · Schwab	169,133.29
17104 · TD Ameritrade	329,250.25
<b>Total Checking/Savings</b>	718,662.57
<b>Total Current Assets</b>	718,662.57
<b>Fixed Assets</b>	
18000 · Fixed Assets	
18001 · Bell Tower	64,000.00
18002 · Church Building	206,463.00
18003 · Education Wing	29,133.00
18004 · Equipment	94,354.00
18005 · Furniture	283.00
18006 · Grace House & Columbarium	1,800,000.00
18007 · Land	12,000.00
18008 · Land Improvements	62,854.00
18009 · Parish Hall	117,630.00
18010 · Ackerman Property	580,850.00
<b>Total 18000 · Fixed Assets</b>	2,967,567.00
<b>Total Fixed Assets</b>	2,967,567.00
<b>Other Assets</b>	
17101 · SSGA Endowment Fund	479,535.41
17102 · SSGA Endowment Gain/Loss	118,014.74
<b>Total Other Assets</b>	597,550.15
<b>TOTAL ASSETS</b>	4,283,779.72
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	-733.72
<b>Total Accounts Payable</b>	-733.72
<b>Other Current Liabilities</b>	
21006 · Prepaid Pledges 2020	36,735.59
<b>Total Other Current Liabilities</b>	36,735.59

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Accrual Basis

**Saint Timothy's Episcopal Church**  
**Balance Sheet**  
As of May 31, 2020

	<u>May 31, 20</u>
Total Current Liabilities	36,001.87
Total Liabilities	36,001.87
Equity	
31300 · Perm. Restricted Net Assets	
31501 · SSGA Endowment Fund	579,243.16
31503 · Fixed Assets	<u>2,967,567.00</u>
Total 31300 · Perm. Restricted Net Assets	3,546,810.16
31500 · Temp. Restricted Net Assets	
31504 · SSGA Endowment Gain/(Loss)	18,306.99
31510 · Program	360,748.05
31520 · Outreach	<u>113,968.05</u>
Total 31500 · Temp. Restricted Net Assets	493,023.09
32000 · Unrestricted Net Assets	203,707.19
Net Income	<u>4,237.41</u>
Total Equity	<u>4,247,777.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,283,779.72</u></b>

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Accrual Basis

**Saint Timothy's Episcopal Church**  
**Profit & Loss Budget vs. Actual**  
 January through May 2020

	Jan - May 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · Donations</b>				
<b>41000 · Pledge Income</b>				
41120 · Prepaid Pledges Rec'd Prev Year	26,382.13	26,299.19	82.94	100.3%
41100 · Current Year Pledges	256,487.26	248,126.25	8,361.01	103.4%
41300 · Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
<b>Total 41000 · Pledge Income</b>	<u>284,704.39</u>	<u>274,425.44</u>	<u>10,278.95</u>	<u>103.7%</u>
<b>42000 · Plate Offering</b>				
42100 · Loose Plate	2,120.38	4,500.00	-2,379.62	47.1%
42150 · Contributing Income	21,581.57	13,458.31	8,123.26	160.4%
<b>Total 42000 · Plate Offering</b>	<u>23,701.95</u>	<u>17,958.31</u>	<u>5,743.64</u>	<u>132.0%</u>
<b>43000 · Special Gifts</b>	0.00	0.00	0.00	0.0%
<b>44000 · Operating Support</b>				
44200 · Facilities Cost Sharing	10,843.27	12,461.00	-1,617.73	87.0%
44300 · Flower Donations	809.55	1,041.69	-232.14	77.7%
<b>Total 44000 · Operating Support</b>	<u>11,652.82</u>	<u>13,502.69</u>	<u>-1,849.87</u>	<u>86.3%</u>
<b>45000 · Other Income</b>				
45100 · eScrip Remittance	0.00	0.00	0.00	0.0%
45200 · Amazon Smile	46.05	0.00	46.05	100.0%
45300 · Interest Income	92.02	114.56	-22.54	80.3%
45400 · Miscellaneous Income	85.00	108.31	-23.31	78.5%
<b>Total 45000 · Other Income</b>	<u>223.07</u>	<u>222.87</u>	<u>0.20</u>	<u>100.1%</u>
<b>Total 40000 · Donations</b>	<u>320,282.23</u>	<u>306,109.31</u>	<u>14,172.92</u>	<u>104.6%</u>
<b>Total Income</b>	<u>320,282.23</u>	<u>306,109.31</u>	<u>14,172.92</u>	<u>104.6%</u>
<b>Gross Profit</b>	<u>320,282.23</u>	<u>306,109.31</u>	<u>14,172.92</u>	<u>104.6%</u>
<b>Expense</b>				
<b>66900 · Reconciliation Discrepancies</b>	0.00			
<b>60000 · Operating Expenses</b>				
61000 · Diocesan Assessment	46,358.85	46,358.75	0.10	100.0%
<b>62000 · Personnel Expense</b>				
<b>62100 · Clergy Compensation</b>				
62110 · Rector	39,691.50	39,685.00	6.50	100.0%
62120 · Associate Rector	32,580.10	32,584.19	-4.09	100.0%
62130 · Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
62198 · Clergy Pension Premiums	15,151.45	15,608.31	-456.86	97.1%
62199 · Clergy Benefits & Insurance	13,087.85	12,719.56	368.29	102.9%

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Accrual Basis

**Saint Timothy's Episcopal Church**  
**Profit & Loss Budget vs. Actual**  
 January through May 2020

	Jan - May 20	Budget	\$ Over Budget	% of Budget
Total 62100 · Clergy Compensation	100,510.90	100,597.06	-86.16	99.9%
62200 · Lay Staff Compensation				
62201 · Family Minister	0.00	0.00	0.00	0.0%
62202 · Music Director	17,625.22	16,727.50	897.72	105.4%
62203 · Office Manager	8,098.93	8,497.50	-398.57	95.3%
62213 · Office Staff-Temporary Help	0.00	375.44	-375.44	0.0%
62204 · Bookkeeper	5,730.00	8,666.69	-2,936.69	66.1%
62205 · Childcare Assistant	393.49	1,252.06	-858.57	31.4%
62296 · Lay Payroll Taxes	2,086.86	2,717.06	-630.20	76.8%
62297 · Lay Pension Premiums	1,897.77	2,270.44	-372.67	83.6%
62299 · Pension Reimbrsmnt Noah's Ark	-87.86	0.00	-87.86	100.0%
62298 · Lay Benefits & Insurance	322.95	2,642.94	-2,319.99	12.2%
Total 62200 · Lay Staff Compensation	36,067.36	43,149.63	-7,082.27	83.6%
62300 · Workers Compensation Insurance	772.00	500.00	272.00	154.4%
62400 · Payroll Processing Fees	343.00	420.00	-77.00	81.7%
62500 · Contractors (1099)				
62501 · Musicians				
62511 · Paid Musicians	3,875.00	5,208.31	-1,333.31	74.4%
62512 · Supply Musicians	250.00	958.31	-708.31	26.1%
Total 62501 · Musicians	4,125.00	6,166.62	-2,041.62	66.9%
62504 · Landscaping	9,619.54	10,087.50	-467.96	95.4%
62505 · Janitorial Services	11,925.00	12,000.00	-75.00	99.4%
Total 62500 · Contractors (1099)	25,669.54	28,254.12	-2,584.58	90.9%
62600 · Staff Allowances				
62601 · Continuing Education	432.79	833.31	-400.52	51.9%
62602 · Travel	412.93	250.00	162.93	165.2%
62603 · Clergy Hospitality	520.10	750.00	-229.90	69.3%
62604 · Clergy Discretionary Fund	164.76	125.00	39.76	131.8%
Total 62600 · Staff Allowances	1,530.58	1,958.31	-427.73	78.2%
Total 62000 · Personnel Expense	164,893.38	174,879.12	-9,985.74	94.3%
63100 · Altar Guild				
63101 · Candles and Wine	418.07	1,229.19	-811.12	34.0%
63102 · Flower Expense	1,569.51	1,341.69	227.82	117.0%
63103 · Laundry Services	0.00	33.31	-33.31	0.0%
63105 · All Other Altar Guild Expenses	67.46	145.81	-78.35	46.3%
Total 63100 · Altar Guild	2,055.04	2,750.00	-694.96	74.7%
63200 · Music				
63205 · Music Expenses				

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Accrual Basis

**Saint Timothy's Episcopal Church**  
**Profit & Loss Budget vs. Actual**  
 January through May 2020

	Jan - May 20	Budget	\$ Over Budget	% of Budget
63215 · Professional Expense	0.00	541.69	-541.69	0.0%
63216 · Music Hospitality	0.00	208.31	-208.31	0.0%
63205 · Music Expenses - Other	294.76			
<b>Total 63205 · Music Expenses</b>	<b>294.76</b>	<b>750.00</b>	<b>-455.24</b>	<b>39.3%</b>
63206 · Musical Equipment R&M	0.00	291.69	-291.69	0.0%
<b>Total 63200 · Music</b>	<b>294.76</b>	<b>1,041.69</b>	<b>-746.93</b>	<b>28.3%</b>
63300 · Christian Formation				
63301 · EFM	0.00	208.31	-208.31	0.0%
63302 · Adult Education	43.50	416.69	-373.19	10.4%
63303 · Lenten Series	406.80	125.00	281.80	325.4%
63304 · Activity Support	0.00	0.00	0.00	0.0%
<b>Total 63300 · Christian Formation</b>	<b>450.30</b>	<b>750.00</b>	<b>-299.70</b>	<b>60.0%</b>
63350 · Children & Youth Ministry				
63351 · Family Ministries	83.92	541.69	-457.77	15.5%
63352 · Youth Ministries	0.00	833.31	-833.31	0.0%
63353 · Acolytes	0.00	125.00	-125.00	0.0%
<b>Total 63350 · Children &amp; Youth Ministry</b>	<b>83.92</b>	<b>1,500.00</b>	<b>-1,416.08</b>	<b>5.6%</b>
64000 · Worship & Liturgy				
64108 · Liturgical Art	0.00	125.00	-125.00	0.0%
64150 · Miscellaneous Worship	275.37	208.31	67.06	132.2%
<b>Total 64000 · Worship &amp; Liturgy</b>	<b>275.37</b>	<b>333.31</b>	<b>-57.94</b>	<b>82.6%</b>
64250 · Pastoral Care	0.00	208.31	-208.31	0.0%
64500 · Fellowship				
64501 · Sunday Coffee & Supplies	367.97	541.69	-173.72	67.9%
64502 · Parish Events-Connect	0.00	333.31	-333.31	0.0%
64503 · Reception Expense	0.00	333.31	-333.31	0.0%
64504 · Greeters-Welcome	76.00	208.31	-132.31	36.5%
64505 · Invites	0.00	83.31	-83.31	0.0%
64506 · Vestry Expenses	95.99	41.69	54.30	230.2%
64508 · NEW (New Episcopal Women)	0.00	208.31	-208.31	0.0%
64599 · Coffee Hour Donations	0.00	0.00	0.00	0.0%
<b>Total 64500 · Fellowship</b>	<b>539.96</b>	<b>1,749.93</b>	<b>-1,209.97</b>	<b>30.9%</b>
65000 · Administrative				
65100 · Office Supplies	367.82	833.31	-465.49	44.1%
65101 · Paper	911.02	1,541.69	-630.67	59.1%
65102 · Advertising	575.90	250.00	325.90	230.4%
65103 · Software	650.98	833.31	-182.33	78.1%

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06/08/20

Accrual Basis

**Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual  
January through May 2020**

	Jan - May 20	Budget	\$ Over Budget	% of Budget
65105 · Phone & Internet	2,394.27	2,308.31	85.96	103.7%
65106 · Misc Administration	0.00	250.00	-250.00	0.0%
65200 · Equipment				
65204 · Risograph Copier	0.00	1,833.31	-1,833.31	0.0%
65201 · Hardware	0.00	291.69	-291.69	0.0%
65202 · Ricoh Copier	6,456.61	6,500.00	-43.39	99.3%
65203 · Other Equipment R&D	0.00	208.31	-208.31	0.0%
<b>Total 65200 · Equipment</b>	<b>6,456.61</b>	<b>8,833.31</b>	<b>-2,376.70</b>	<b>73.1%</b>
65300 · Postage				
65301 · Meter Postage	400.00	416.69	-16.69	96.0%
65302 · Other Postage	122.80	62.50	60.30	196.5%
65303 · Meter Lease	1,607.04	1,291.69	315.35	124.4%
<b>Total 65300 · Postage</b>	<b>2,129.84</b>	<b>1,770.88</b>	<b>358.96</b>	<b>120.3%</b>
<b>Total 65000 · Administrative</b>	<b>13,486.44</b>	<b>16,620.81</b>	<b>-3,134.37</b>	<b>81.1%</b>
66000 · Facilities				
66100 · Campus Maintenance	5,225.49	14,583.31	-9,357.82	35.8%
66110 · Rectory Maintenance				
66111 · Insurance	0.00	270.81	-270.81	0.0%
66112 · Landscaping	1,350.00	1,666.69	-316.69	81.0%
66113 · Pool	954.00	708.31	245.69	134.7%
66116 · Maintenance	258.00	1,666.69	-1,408.69	15.5%
66110 · Rectory Maintenance - Other	53.06			
<b>Total 66110 · Rectory Maintenance</b>	<b>2,615.06</b>	<b>4,312.50</b>	<b>-1,697.44</b>	<b>60.6%</b>
66120 · Services				
66121 · Elevator & Fire Alarm	3,140.44	3,333.31	-192.87	94.2%
66122 · Other Services	3,477.30	2,500.00	977.30	139.1%
<b>Total 66120 · Services</b>	<b>6,617.74</b>	<b>5,833.31</b>	<b>784.43</b>	<b>113.4%</b>
66130 · Facilities Supplies	1,402.14	1,250.00	152.14	112.2%
66140 · Utilities				
66141 · EBMUD	6,349.36	8,000.00	-1,650.64	79.4%
66142 · Garbage	3,324.36	3,250.00	74.36	102.3%
66143 · PG&E Gas	3,051.81	2,166.69	885.12	140.9%
66144 · PG&E Electrical	5,448.65	5,583.31	-134.66	97.6%
66145 · PG&E Loan	3,379.45	3,379.56	-0.11	100.0%
<b>Total 66140 · Utilities</b>	<b>21,553.63</b>	<b>22,379.56</b>	<b>-825.93</b>	<b>96.3%</b>
<b>Total 66000 · Facilities</b>	<b>37,414.06</b>	<b>48,358.68</b>	<b>-10,944.62</b>	<b>77.4%</b>
67000 · Finance				
67050 · Stewardship	0.00	1,000.00	-1,000.00	0.0%

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Accrual Basis

**Saint Timothy's Episcopal Church**  
**Profit & Loss Budget vs. Actual**  
 January through May 2020

	Jan - May 20	Budget	\$ Over Budget	% of Budget
67100 · Benevity Fees	20.02	62.50	-42.48	32.0%
67101 · Banking Charges	752.82	500.00	252.82	150.6%
67103 · Corporate Fees & Expenses	0.00	41.69	-41.69	0.0%
67104 · Property & Liability Insurance	23,212.93	12,894.19	10,318.74	180.0%
67107 · Property Taxes				
67117 · Church Property Tax	0.00	3,583.31	-3,583.31	0.0%
67118 · Rectory Property Tax	464.74	370.81	93.93	125.3%
<b>Total 67107 · Property Taxes</b>	<b>464.74</b>	<b>3,954.12</b>	<b>-3,489.38</b>	<b>11.8%</b>
<b>Total 67000 · Finance</b>	<b>24,450.51</b>	<b>18,452.50</b>	<b>5,998.01</b>	<b>132.5%</b>
68000 · Budgeted Outreach				
68002 · Budgeted Outreach	6,250.00	6,250.00	0.00	100.0%
68003 · Schools & Interfaith Council	1,250.00	1,250.00	0.00	100.0%
<b>Total 68000 · Budgeted Outreach</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>100.0%</b>
69000 · Contingency				
69001 · Contingency	344.34	2,083.31	-1,738.97	16.5%
<b>Total 69000 · Contingency</b>	<b>344.34</b>	<b>2,083.31</b>	<b>-1,738.97</b>	<b>16.5%</b>
<b>Total 60000 · Operating Expenses</b>	<b>298,146.93</b>	<b>322,586.41</b>	<b>-24,439.48</b>	<b>92.4%</b>
<b>Total Expense</b>	<b>298,146.93</b>	<b>322,586.41</b>	<b>-24,439.48</b>	<b>92.4%</b>
<b>Net Ordinary Income</b>	<b>22,135.30</b>	<b>-16,477.10</b>	<b>38,612.40</b>	<b>-134.3%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
70000 · Program Accounts				
70040 · Boy Scout Troop #36				
70041 · Boy Scout Troop Income	1,525.00			
70045 · Boy Scout Troop Expenses	-1,525.00			
<b>Total 70040 · Boy Scout Troop #36</b>	<b>0.00</b>			
70050 · Parish Activities				
70051 · Parish Activities Income	455.00			
70055 · Parish Activities Expense	-455.00			
<b>Total 70050 · Parish Activities</b>	<b>0.00</b>			
70060 · Maintenance & Improvement				
70061 · Maint & Improvement Income	1,038.25			
70065 · Maint & Improvement Expense	-15,232.68			
<b>Total 70060 · Maintenance &amp; Improvement</b>	<b>-14,194.43</b>			



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Accrual Basis

**Saint Timothy's Episcopal Church**  
**Profit & Loss Budget vs. Actual**  
 January through May 2020

	<u>Jan - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
70100 · Vestry Retreat				
70105 · Vestry Retreat Expense	-344.19			
Total 70100 · Vestry Retreat	-344.19			
70110 · Youth Trips				
70111 · Youth Trips Income	300.00			
Total 70110 · Youth Trips	300.00			
70130 · Concert Series				
70131 · Concert Series Income	25.00			
70135 · Concert Series Expense	-5,992.62			
Total 70130 · Concert Series	-5,967.62			
70140 · Columbarium				
70141 · Columbarium Income	250.00			
70145 · Columbarium Expense	-108.01			
Total 70140 · Columbarium	141.99			
70150 · Ackerman				
70155 · Ackerman Expenses	-1,350.00			
Total 70150 · Ackerman	-1,350.00			
70170 · Memorial				
70171 · Memorial Income	775.00			
Total 70170 · Memorial	775.00			
70200 · Men's Group				
70201 · Men's Group Income	345.00			
70205 · Men's Group Expense	-304.20			
Total 70200 · Men's Group	40.80			
Total 70000 · Program Accounts	-20,598.45			
80000 · Outreach Accounts				
80010 · Adopt-a-Bike Program				
80011 · Adopt-a-Bike Program Income	240.00			
80015 · Adopt-a-Bike Program Expense	-3,282.89			
Total 80010 · Adopt-a-Bike Program	-3,042.89			
80020 · Christmas Boxes				
80029 · Christmas Boxes Disbursements	-1,000.00			
Total 80020 · Christmas Boxes	-1,000.00			



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Accrual Basis

**Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual  
January through May 2020**

	Jan - May 20	Budget	\$ Over Budget	% of Budget
80100 · Trinity Center				
80101 · Trinity Center Donations	2,000.00			
80105 · Trinity Center Disbursements	-1,980.00			
<b>Total 80100 · Trinity Center</b>	<b>20.00</b>			
80110 · Winter Nights				
80111 · Winter Nights Income	1,640.00			
80115 · Winter Nights Expense	-78.52			
<b>Total 80110 · Winter Nights</b>	<b>1,561.48</b>			
80130 · Outreach Emergency				
80135 · Outreach Emergency Expense	-10,000.00			
<b>Total 80130 · Outreach Emergency</b>	<b>-10,000.00</b>			
89000 · Other Outreach				
89001 · Other Outreach Donations	16,000.00			
<b>Total 89000 · Other Outreach</b>	<b>16,000.00</b>			
<b>Total 80000 · Outreach Accounts</b>	<b>3,538.59</b>			
<b>Total Other Income</b>	<b>-17,059.86</b>			
Other Expense				
100000 · Ask My Accountant	838.03			
<b>Total Other Expense</b>	<b>838.03</b>			
<b>Net Other Income</b>	<b>-17,897.89</b>			
<b>Net Income</b>	<b>4,237.41</b>	<b>-16,477.10</b>	<b>20,714.51</b>	<b>-25.7%</b>

St. Timothy's Episcopal Church  
June 10, 2020

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# Proposal for Video Streaming System for Sanctuary

PRELIMINARY

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PRELIMINARY

# I. Summary

## The Need

Over the next 12-18 months we will have a significant portion of our congregation that will not be able to attend church due to the COVID-19 concerns. We need to allow those unable to be present at St. Timothy's to worship with us and still be an active part of our congregation.

Even after the pandemic timeframe, there is still a need to minister to those that are house-bound, traveling, etc. We can offer these streaming and recording services for baptisms, weddings, memorial services, concerts, and other special events as well.

## The Vision

Develop a video streaming system that:

- Could provide quality video and sound with a real-time stream to the Internet for viewing and long-term storage
- Includes professional-level production-quality hardware and software
- Integration of church service bulletin, additional graphics, etc. displayed in video stream
- Can be set-up and pre-programmed for simple operation with 1-2 hours of training

Additional capabilities (with the optional equipment with \$40K budget) could include:

- A pre-service meet and greet by our greeters, vestry members, and/or pastors
- Incorporation of remote readers, intercessors, etc. (from home or other locations) into live service and stream
- A virtual visit from the bishop, or others into the live service and stream
- After the service, an interactive Zoom coffee hour from Grace House Conference Room between church attendees and the home-bound or traveling members
- Bible studies (formation classes), meetings, etc. from Grace House Conference Room with remote viewers

## The Project

- A basic system price range of \$25-30K. Additional feature options ranging from \$3K to \$15K.
- Acquisition, installation, integration, set-up and testing, and training to be done by Ryan and Rand Mahoney, and Don Perry (pro-bono). Approx.: 4-8 weeks.
- Purchase and deliver of equipment: estimated 2-6 weeks.
- Total time (acquisition to operational): 6-10 weeks.

## II. Introduction

Since the beginning of Shelter in Place in March 2020, Don Perry, Ryan and Rand Mahoney have been recording services utilizing personal equipment including multiple cameras, microphones, and audio recorders to produce videos of services. After recording for a few hours, the video then needs to be edited and rendered to create the final video that is shown on Sunday. Each week this process normally takes 30+ hours of editing and rendering and is not sustainable in the long run.

The Shelter in Place order is expected to last for additional time and it is uncertain when we will be able to have a "normal" service. Even after the order is lifted there will be limited participation and we may be limited to the number of people that can return to the sanctuary.

## III. Needs/Problems

- After the pandemic reopening and once St. Timothy's is able to offer in-person worship, we will still be limited to about 25%-33% of our sanctuary capacity. Many people will not be able to attend due to this limit.
- In addition, many parishioners have indicated that they will not attend church again until a vaccine is available (perhaps 12-18 months from now).
- Without some type of worship connection, members may drift away from the church. Funding may drop for the church, as well.
- We also have an opportunity to reach others that may not be able to attend St. Timothy's on Sundays. This may include former parishioners that have been members of St. Timothy's that have left the area. It also include people from around the country that can feel like they are a part of the community.
- We can also reach out to local assisted living homes and nursing homes who may offer viewing of our service so their residents can connect to a church.
- Currently funerals are limited to 10 people this could provide a way to have more people attend.
- Videos of special events such as baptisms, weddings, memorial services, and other special events can be recorded and people could be provided with a physical copy as a keepsake.

## IV. Goals/Objectives

Provide a high quality livestream of St. Timothy's worship services by September 20, 2020 to reach members of Saint Timothy's and the greater community so they can experience worship even if they are concerned about their health, or are unable to attend the worship for other reasons. The congregation of St. Timothy's and the greater community has come to expect a high quality



(professional level) of services that has been provided. The video streaming system will meet that level of expectation.

- Objective 1: Secure support from the pastors and vestry to move forward on this proposal and project by June 17, 2020.
- Objective 2: Secure funding through pledges/donations from the congregations and others for a minimum of \$25K by June 21, 2020 to start the basic project and up to \$40K by August 31, 2020 to fund additional proposals to the project.
- Objective 3: Order equipment by June 30, 2020.
- Objective 4: Install the equipment and needed infrastructure for video streaming by September 6, 2020.
- Objective 5: Test and optimize performance of the video streaming system by September 19, 2020.
- Objective 6: Go live with the video streaming system by September 20, 2020 in time for Welcome Home Sunday.

## V. Features of Video Streaming System

Key features of the video streaming system can be divided into 3 parts.

### Main system (\$25-30K)

- Quality video and sound with a real-time stream to the Internet for viewing and long-term storage
- Professional-level production-quality hardware and software
- Integration of church service bulletins, additional graphics, etc. displayed in video stream
- Ability to set-up and pre-program worship logistics for simple operation with 1-2 hours of training

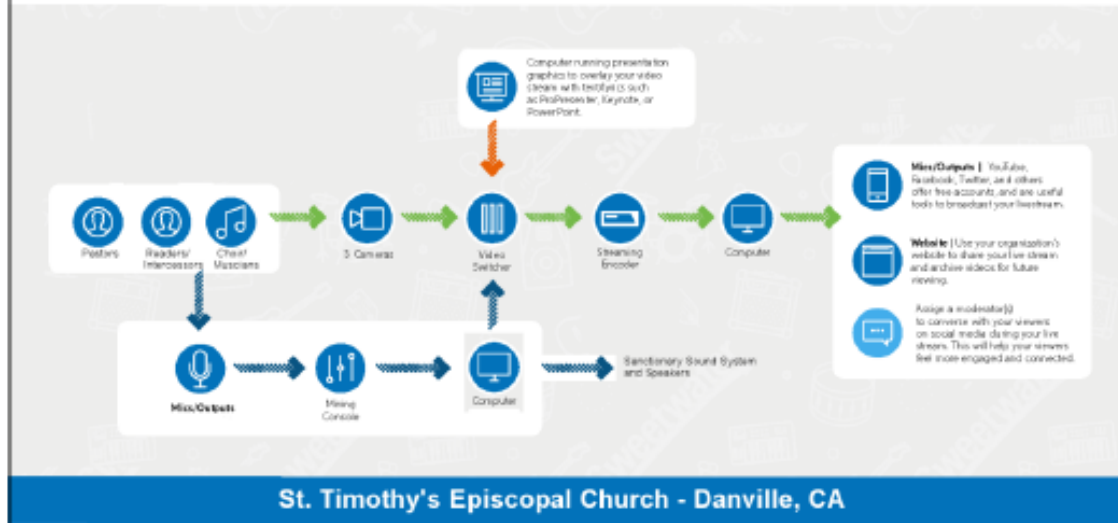
### Additional Funding Option 1

- A pre-service meet and greet by our greeters, vestry members, and/or pastors
- Bible studies, meetings, etc. from Grace House Conference Room with remote viewers

### Additional Funding Option 2

- Incorporation of remote readers, intercessors, etc. (from home or other locations) into live service and stream
- A virtual visit from the bishop, or others into the live service and stream

## Live Video Streaming System



## VI. Timetable

	Description of Work	Start and End Dates
Phase One	Secure support & funding	May 25 to June 21, 2020
Phase Two	Procure the equipment and secure the needed Internet capabilities	June 22 to August 31, 2020
Phase Three	Install, test, and optimize the equipment.	July 1 to September 19, 2020

## VII. Budget

	Description of Work	Anticipated Costs
Main system	Basic system: Video Livestream equipment for sanctuary	\$25,000 – \$30,000
Additional Funding Option 1	Video Conference capabilities for Coffee Hours from Grace House Conference Room	\$3,000 – \$5,000
Additional Funding Option 2	Video Conference capabilities inside the sanctuary (have at-home readers, etc. as part of the service via the sanctuary projection/sound system)	\$3,000 – \$5,000
	<b>Total</b>	<b>\$25,000 – \$40,000</b>

## VIII. Key Personnel

Don Perry started recording sermons at Saint Timothy's for display on the church website a little of a year ago and started recording the full services during Shelter-in-Place in March. Within a few weeks Rand and Ryan joined Don in these video productions.

For the last 3 months Don, Rand, and Ryan have been the technical team that has helped make the sanctuary worship videos possible to air on Sunday mornings. They have used their expertise and \$30,000-40,000 of their personal audio/video production equipment and software to produce and post these service recordings.

This technical group will be responsible for the selection and installation of the video streaming equipment and its initial operation. They will also help train additional people on the operation of the equipment.

Detailed bios for each person can be found in the appendix.

## IX. Evaluation

The video streaming system will be tested and optimized during September. The pastors and music director will have an opportunity to evaluate the system and give feedback.

## X. Endorsements

The technical team does not own an A/V installation company, nor is it our full time jobs. However, the quality of these church service recordings over the last 3 months is a strong testament of the expertise and reliability of this technical team. Week after week this team has delivered quality recordings of the



church services and has never failed. The feedback from the pastoral team, musicians, and congregation has been extremely favorable.

In addition we have received unsolicited feedback from key people in the industry.

- **Chips Davis** of Chips Davis Designs, LLC says, "I watched the Church's May 31 presentation on YouTube. The entire production was very professional and well balanced. It is probably the best I've have seen."  
**Note:** Chips has over 35 years of experience with sound engineering in recording, television, radio and live concerts. He has provided technical direction, sound engineering and/or audio consultation for scores of nationally-known entertainers working in Las Vegas and Hollywood. He has participated in the production of numerous nationally broadcast television specials.
- **Tori Campbell (Nelson)**, former KTVU New Anchor for 19 years and former church member, says from Singapore "...I explored a few online church options but nothing felt right. And I initially resisted watching the St. Timothy's service since it was happening at 1am Monday for me! But I'm glad I chose to give a Monday morning online service a try. I really enjoy seeing the familiar setting ...  
I want to say how professional the video is with the editing, multiple cameras and the texts that pop up and the images as well. The singing is lovely and the Pentecost collection hymn with all the multiple singers, including my mother-in-law Ellen, was spectacular, and gave me chills in a good way! I'm sorry I can't join the live Zoom coffee hour due to the time difference. But please know that your efforts and your message have helped this lost lamb regain her faith and feel closer to God."

## XI. Next Steps

- Next Step 1: Approve proposal
- Next Step 2: Secure adequate funding to move forward

## Appendix A

<b>Equipment (Main system + Option 2)</b>	<b>Price</b>
Video Streaming Workstation, Monitor	\$3,500
Audio Control Workstation, Monitor	\$3,500
UPS; Power supplies, cords	\$500
4 HDMI Capture Card, connections, cabling	\$1,000
3 Camera Kit, Controller, Streaming Software, mounts	\$11,000
Wirecast controller	\$1,000
Digital audio board, XLR audio interface	\$3,500
PZM Mic, Condenser Mic	\$1,500
Graphics Computer, Monitor	\$1,000
Modem and Router for Main Internet Network	\$1,500
Router for Audio Network	\$300
Various cables, accessories, and install costs	\$1,250
Audio stage box/snake	\$1,200
Desk Console	\$1,500
Subtotal	\$32,250
Tax	\$2,661
Shipping	\$400
<b>Total</b>	<b>\$34,911</b>

<b>Equipment (Option 1)</b>	<b>Price</b>
Computer, Install Hardware	\$1,500
Large Screen Display, Mount	\$2,000
Webcam	\$250
Various cables, accessories, and install costs	\$1,000
Subtotal	\$4,750
Tax	\$392
Shipping	\$150
<b>Total</b>	<b>\$5,142</b>

Before purchases a quote will be received and a detailed receipt of all purchases will be given to the church.

## Appendix B - Internet Speed Requirements

Here are general requirements and recommendations.

Because internet upload/download speeds fluctuate, it's generally a good idea to have a 35-40% buffer.

**For Facebook Live** (best for most accessible):

The platform only provides the recommended max bitrate of 4,000 kbps for video. For audio, it recommends up to 128 kbps. The maximum resolution is 720p, with 30 frames reproduced per second. In total, aim at an upload speed of 5.7 Mbps.

**For YouTube** (best for the highest quality live streaming):

For 1080p video at 30 frames per second, the bitrate range is 3,000 to 6,000 kbps. That translates into speeds between 3.8 Mbps and 7.4 Mbps.

From: <https://www.epiphany.com/blog/bandwidth-for-streaming/>

For live streaming, the video file size depends on the quality of the content.

We recommend an upload speed of:

- 6 Mps for 720p
- 13 Mbps for 1080p
- Final Thoughts: There is no easy answer to "What internet speed do I need to live stream?" but knowing the factors that affect your network can help you create the internet conditions you need.

From: <https://www.boxcast.com/blog/what-upload-speed-do-i-need-to-stream>

We are working with Kari Doolittle on these needs from our vendors.

**SUMMARY: The targeted service to get is 15-20 Mbps Upload for 1080p30 video streaming**

## Appendix C – Resume for Rand Mahoney



Rand Mahoney has had many, many years of experience in photography, video, and audio production. Rand is a retired analytical chemist having worked in the pharmaceutical and scientific instrument industries. Currently he works full-time professionally for the Boy Scouts of America. He is also part of the Communication Reserves for the San Ramon Valley Fire Prevention District where he does radio and data commutations, including RF work (wireless data & radio equipment) and network systems.

Rand started over 45 years ago as a part-time professional photographer for Pacific Lutheran University while attending there. He also had his own photography business doing proms, weddings, and free-lancing.

30 years ago he got involved in doing video as a hobby and started with linear video editing (a real challenge compared to nowadays techniques and hardware).

20 years ago as an analytical chemist Rand worked in Product Marketing, where he put his photography experience to use and developed a working knowledge of video production as he worked closely with a video production company to produce much product marketing materials for a number of years.

At about the same time he got involved in audio production by assisting with the sanctuary sound system at Peace Lutheran Church (Danville). In 2007 he and his family moved to St. Timothy's and shortly thereafter he became one of the main soundboard operators at the church. He also provided audio recordings of the sermons for posting on the church website, where he was the webmaster for many years.

Rand was the audio engineer for many of the St. Timothy Musical Productions. Both he and his son Ryan also filmed and produced a number of videos of the musicals as well.

Over the last 10-15 years Rand has acquired and uses a lot of high-end, professional-quality video and audio equipment. He started an audio production business recording and producing high quality music recordings for local schools. He also helped Ryan start his video production company.



## Appendix C (cont.) – Resume for Ryan Mahoney



Ryan Mahoney has a Bachelor of Arts in **Broadcasting and Electronic Communication Arts (BECA)** with an emphasis in **Television Production** from San Francisco State University. He currently works full time as a Media Communications and Public Edition Analyst at San Ramon Valley Fire Protection District. He is also part of the Communication Reserves for the San Ramon Valley Fire Prevention District where he does radio and data commutations, including RF work (wireless & radio equipment) and network systems.

In addition, Ryan operates an audio/video production company, **P38 Productions**. He has done contract work producing highlight videos of Pac12 football games for an online news company, he has served as a technical director for live satellite media tours for multiple television news stations across the country, and has worked as a video director for online live stream broadcasts of multiple different sports for San Francisco State University and the California Collegiate Athletic Association Conference.

Ryan started at St. Timothy's at a young age assisting his father who operated the sound system during the Sunday service.

## Appendix C (cont.) – Resume for Donald S. Perry

Don has been a parishioner at Saint Timothy's since 2007. He has been an active participant in and developer of Formation programming at Saint Timothy's. He is a graduate of Education for Ministries and continues to attend as a graduate and participate in the program of dialogue and ministry building. Prior to his reception in the Episcopal Church in 2007 he was actively participating in Formation programming in the Catholic Church (Saint Augustine, Pleasanton and Saint Isidore's, Danville) since 1983. As a result, he has a strong commitment to formation programming and evangelization.

Don has been a real estate broker since 1978 and a real estate appraiser since 1987. He has been involved with the rental and renovation of Saint Timothy's properties (both Shadow Creek and Ackerman).

In 2019 Don purchased cameras, equipment and software for the specific purpose of recording and posting of Sermons at Saint Timothy's. These Sermons were posted to allow parishioners to view sermons that they may have missed for some reason. The more significant purpose was to allow anyone religion or church "shopping" to be able to experience what Saint Timothy's and the Episcopal Church are about. He sought to give a face and a voice to the love, justice and inclusion that is Saint Timothy's.

Don has a computer background as is proficient in Java Script, Python and C#. He uses Adobe Premier Pro Aftereffects and the full Creative Cloud Suite for editing.

Don has created software for the management of claims and litigation for title companies. He has created software for the management and processing of real estate appraisals. He has recorded, edited and posted sermons for Saint Timothy's. He has recorded, edited and broadcast full liturgical services at Saint Timothy's which included sound and graphics.

Don possesses professional quality installation tools and equipment for electric and cabling. He has the equipment and software for the conversion of recorded media to various formats.

Don's vision for the Live Stream broadcast is:

- To allow vulnerable parishioners full participation in the service
- To allow parishioners who are traveling or have moved full participation in the service
- To expand the Saint Timothy's liturgy to those who are seeking a new church
- To provide a liturgical experience to those in nursing homes, hospitals ...
- To assist Outreach to promote our partners in their missions
  - o To allow for interactive Coffee Hours during the pandemic and beyond especially for homebound parishioners
- To support our ecumenical counterparts in their missions by offering
  - o access to our technology (our Muslim and Jewish sisters and brothers ...)
- To expand our Formation programming both within our parish and beyond
  - o To allow for interactive events such as visits from the Bishop, authors, and special guests

## Appendix D (cont.) – FAQs

- What capabilities are being proposed?
  - See Sections 1 and 5 in this proposal
- What equipment, software and services (e.g. enhanced data line) are being proposed?
  - [answer pending]
- How many bids were obtained and which one was selected and why?
  - We have working prices from vendors that we normally use for equipment like this. We will get a quote before we place the order. For most video equipment B&H Photo Video is the preferred vendor. For most audio equipment Sweetwater is the preferred vendor. For most computer workstations Puget Systems is the preferred vendor. We have worked with these specific vendors over the last 15-20 year and use them because of their broad offering of products and expertise, excellent quality and reliable customer service, and very competitive pricing.
- What are the current estimated acquisition and ongoing costs? What is your confidence level that the project will be able to stay under this estimate?
  - Acquisition costs: \$25-40K
  - Ongoing costs: [info pending for Internet services]
  - High level of confidence that we will be at or below the projected acquisition cost.
- Will there be a need for any facility modifications in the church or elsewhere on the campus for the equipment?
  - The need to run a Cat 5/6 (internet) line from the Parish Hall to the Sanctuary. The technical team will do this.
  - The vestry may want to consider security upgrades for the sanctuary due to the cost of the A/V equipment inside. E.g. strong door latches, security cameras, etc.
- Have you evaluated what other churches, who currently stream services, use and if our proposal is significantly different from theirs why?
  - We have looked online at several churches including Cornerstone Church in Livermore and CPC in Danville.
  - Michael Olden is very familiar with Cornerstone. Their "live" service is actually a pre-recorded service.
  - Both of these churches have limited offerings with only 1 or 2 camera and usually just the musical (praise) group and the pastor.
  - We have a request in to visit CPC to take a first-hand look at their equipment.
  - Something to consider is that many of the warehouse churches have a different worship style and layout compared to St. Timothy's, so equipment and needs will vary.
- Have you been using your own equipment to produce the online services?
  - Yes. Don, Ryan, and Rand have been using their own personal audio, video, workstations, and software to produce the videos of the service for the last 3 months. They have about \$30-40K worth of equipment that is used.
- Where will this equipment be housed and how much room will it require?
  - Some of it will be mounted in the sanctuary (such as camera, microphones), some of it will reside in the A/V cabinet in the narthex closet, and some of it will be located on a console (workstation desk) where the old sound board used to be at the back of the church.
- Will the church have enough electrical power for all of the equipment?
  - Yes.
- Going over the gear list (a preliminary list from last month) even their low end estimates seems overpriced.
  - Each item on this preliminary list from last month was from vendors that we work with regularly and they are VERY COMPETITIVE in their pricing.
- Why are there 3 separate computers for doing one live stream?



- o The proposed system was put together to provide the best in power, flexibility, and most importantly reliability. One computer will be used for the audio system, another for the video system and outboard streaming, and a third for handling service bulletin text, graphics, and incoming video feeds.
- How is this new setup going to be integrated into the Church's current audio system?
  - o The new video system will use the microphones, transmitters, receivers, power amps, and speakers of the existing sound system and will integrate into the video system.
- Are participants in the service going to have to wear two microphones, one for the live stream and one for the in person system?
  - o No. See answer above.
- The system seems overpriced.
  - o That all depends on how you view it. Can you get a video stream for less money? Yes! You can even do it for next to nothing. Just go with an iPhone and stream to Zoom as was done on June 6. Will this meet the expectation of the congregation? We don't believe so. We believe the congregation has come to expect a high quality, professional video on our church services. This proposed package meets those expectations and needs, and donors are willing to fund it.
- It looks like software was left off the preliminary list from last month?
  - o No, it was already included in the hardware package.
- Can't you use free software such as OBS?
  - o Yes, you can but it has limited features and capabilities. We are choosing software that has the features we need and is designed to work well with the hardware we have selected.
- Are there ongoing software subscription costs?
  - o No. The software license is perpetual, i.e. you can use it forever without it expiring.
-



**Noah's Ark Preschool  
2019-2020 Budget**

		2017-2018 Act	2018-2019 Act	2019-2020 Bud	2019-2020 Act (a/o May)	2020-2021 Bud	Notes
<b>INCOME</b>							
	Registration Fees	\$2,100	\$2,725	\$1,425	\$1,665	\$1,620	
	Tuition	\$201,172	\$223,135	\$188,640	\$168,419	\$147,960	
	Lunch Bunch/Enrichment	\$9,564	\$12,517	\$8,400	\$13,898	\$13,500	
	Other Income	\$139	\$648	\$1,500	\$811	\$2,500	fund-raiser, interest, donations, gift cards
<b>TOTAL INCOME</b>		<b>\$212,975</b>	<b>\$239,025</b>	<b>\$199,965</b>	<b>\$184,793</b>	<b>\$165,580</b>	
<b>EXPENSES</b>							
<b>Payroll</b>							
	Salary	\$168,496	\$167,252	\$181,150	\$176,415	\$191,601	
	Benefits	\$2,812	\$3,684	\$3,200	\$1,854	\$12,892	STD, LTD, unemp, dent, EAP, life
	Pension	\$9,769	\$8,247	\$13,000	\$8,049	\$11,704	20 hrs+ employees
	Taxes	\$12,543	\$12,479	\$13,391	\$13,210	\$14,657	FICA/Medicare
	<b>Total Payroll</b>	<b>\$193,619</b>	<b>\$191,662</b>	<b>\$210,742</b>	<b>\$199,527</b>	<b>\$230,855</b>	
<b>Administration</b>							
	Admin Fee (8.5%)	\$17,767	\$18,259	\$16,034	\$16,134	\$21,508	8.5% of total tuition
	Advertising	\$154	\$312	\$300	\$740	\$300	regular, +consultant
	Licenses	\$851	\$685	\$800	\$671	\$800	license, fingerprinting
	Office Supplies	\$828	\$809	\$1,000	\$736	\$1,000	
	Payroll Check Chg	\$1,000	\$918	\$1,000	\$1,652	\$1,722	\$7/chk
	Phone	\$1,172	\$1,543	\$1,320	\$1,107	\$1,320	
	Misc	\$607	\$114	\$500	\$70	\$500	
	<b>Total Administration</b>	<b>\$22,379</b>	<b>\$22,639</b>	<b>\$20,954</b>	<b>\$21,111</b>	<b>\$27,150</b>	
	Insurance	\$2,747	\$2,902	\$3,850	\$3,070	\$3,850	workers comp
	Program Supplies	\$4,981	\$4,523	\$4,600	\$3,073	\$4,600	
	Staff Development	\$514	\$1,591	\$1,600	\$678	\$700	
	Snack & Kitchen Supplies	\$1,477	\$1,806	\$1,500	\$1,359	\$1,600	
	Staff Social Functions	\$683	\$524	\$600	\$9	\$700	
	Misc. Expenses	\$261	\$190	\$500	\$442	\$500	books, fund-raiser expenses
<b>TOTAL EXPENSES</b>		<b>\$226,661</b>	<b>\$225,836</b>	<b>\$244,346</b>	<b>\$229,269</b>	<b>\$269,955</b>	
	Suspense				\$467		
<b>SURPLUS(SHORTFALL)</b>		<b>-\$13,686</b>	<b>\$13,188</b>	<b>-\$44,381</b>	<b>-\$44,943</b>	<b>-\$104,375</b>	

2020-6-15 preschool options.xlsx

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H49

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>NOAHS ARK BUDGET SHORTFALL DISCUSSION</b>											
2												
3	<b>FACTS</b>											
4		Licensed for max of 40 students on site at any time based on facility										
5		Currently has a MWF class, a TuThur class and a MTWTh class										
6		Started enrichment class on Fridays last year										
7		2019-2020 staff was director, admin assistant, project assistant and 10 teachers										
8		\$65,000 reserves										
9		2020-2021 school year will start end of August										
10												
11	<b>ISSUES</b>											
12		Uncertainty on what will be classroom requirements by August. May change end of June										
13		Current only allow 12 students per class and no mixing of classes and teachers										
14		Potentially have 4 classes with up to 12 students each										
15		Usually 40-45 students enrolled by end of school year, this year 33										
16		Two issues										
17		number of enrolled students (had 1 tour last week and 2 tours this week)										
18		new tasks and requirements from county health and state licensing										
19												
20	<b>2019-2021 BUDGET</b>											
21		\$47,000 estimated shortfall										
22		\$2,400 to have 4 senior teachers work through June to help with setting up school for next year.										
23		\$9,050 estimated total salary for June										
24		\$30,100 estimated PPP replacement funds										
25												
26	<b>2020-2021 BUDGET</b>											
27		\$104,375 shortfall										
28		No cola increases included. Can be paid retroactively if revenue improves										
29		No changes in staff hours										
30		Rest of budget basically same as 2019-2020 budget										
31												
32	<b>OPTIONS FOR CLOSING BUDGET SHORTFALL</b>											
33		Increase enrollment										
34		\$4,500 average per student so would need about 23 students more										
35		Reduce staff/hours										
36		\$16.97 teacher average hourly rate so would need to reduce about 6,100 hours or about 680 hours per month										
37		675 budgeted teacher hours per month										
38		Assume one year issue and use reserves and/or church support/loan to bridge the year										
39		Close preschool										
40		Relook budget after August										
41												

2020-6-17 various status.xlsx

File Home Insert Draw Page Layout Formulas Data Review View Dev

G52

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>LIVESTREAM FUNDING OPTIONS</b>															
2																
3		\$1,127.68	43000 - Special Gifts (unrestricted)													
4		\$13,646.25	70170 - Memorials (undesignated)													
5		\$600.00	1/2 of \$1,200 McCluer gift													
6																
7	<b>PARISH HALL RENOVATION</b>															
8																
9		\$42,712.24	Balance remaining in parish hall renovation budget													
10																
11		\$38,136.00	Bid to paint parish hall and entry way													
12		\$8,983.00	Bid to paint nursery, children's liturgy and bathroom hallway													
13		\$47,119.00	Total													
14																
15		-\$4,406.76	Shortfall													
16																
17		\$4,000.00	Anonymous donation													
18																
19	<b>PPP LOAN (\$111,460) INCOME ESTIMATE</b>															
20																
21		Thru May														
22		\$47,150.29	Payroll													
23		\$4,243.66	Utilities													
24		\$51,393.95	Total													
25																
26		Estimated June														
27		\$36,000.00	Payroll													
28		\$4,300.00	Utilities													
29		\$40,300.00	Total													
30																
31		Total (8 weeks in original PPP loan program)														
32		\$83,150.29	Payroll													
33		\$8,543.66	Utilities													
34		<b>\$91,693.95</b>	Total													
35																
36		Beyond 8 weeks (if more time is allowed)														
37		<b>\$19,766.05</b>														
38																
39		\$102,916.00	Payroll (92%)													
40		\$8,544.00	Utilities (8%)													
41		\$111,460.00	Total													
42																
43		Allocation church/preschool														
44			Church				Preschool									
45			Payroll	Utilities	Payroll	Utilities										
46		May	\$26,112	\$4,145	\$21,038	\$99	\$51,394									
47		June	\$26,000	\$4,200	\$10,000	\$100	\$40,300									
48		Beyond	\$10,000	\$4,300	\$5,366	\$100	\$19,766									
49		Total	\$62,112	\$12,645	\$36,404	\$299	\$111,460									
50																
51			\$74,757		\$36,703											
52			67%		33%											
53																
54																
55																

From: <tillerman-tom@sbcglobal.net>

Date: Tue, Jun 16, 2020 at 7:13 PM

Subject: **Property commission report**

To: <sallyspotts@gmail.com>

1. A meeting was held regarding the **live streaming project**. Rand Mahoney, Ryan Mahoney, Don Perry laid out what was going to be needed to purchase, install, and get up and running the live streaming features for St. Tim's. Pastor Todd is going to have the person in charge of this type of broadcasting at Grace Cathedral, look over and double check the proposal. Our goal is to be up and running by Welcome Home Sunday in September. The approximate cost for this project is 40,00.00. The fund drive as of 6/16/2020, is 39,000.00.
2. The **parish hall painting project** is due to be started on June 22nd. The original bid did not include the two side rooms, the Godly Play room and the nursery. An updated bid was \$ 4,000.00 extra. The anonymous donor has stepped up again to cover that so those rooms have been added. An additional list was made for what we might want to add to the project in the future - chairs, tables and the like.
3. I will be meeting with Allan Hirashiki to establish **guidelines for the re-opening of St. Tim's**.
4. We are going to start the **bathroom remodel for Ackerman** around the middle of June. Sandy Varco will be coordinating with Kimberly on tiles etc.
5. I will be meeting with Nora Hudson next month on her update **for suggestions for the sound system in the church**.

Thanks,

Tom

Sent from my iPhone

Worship Committee Report  
June, 2020

Worship Commissioner: Linda Clark

- Made check-in calls to parishioners. This is a wonderful way to not only remind our church community that we care but also that we are here to listen to their comments and concerns.
- Participated in preparations for Pentecostal Sunday.
- Offered input to the Live Stream presentation to the parishioners.
- Attended meeting with the technology team working on the Live Stream equipment purchase and details.