

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

**Wednesday August 5, 2020**

**Zoom**

Update Date: 8/11/2202

**SUMMARY:**

**MOTION:** The motion to make the August 5, 2020 vestry meeting an executive session was moved, seconded, discussed and passed. **Minutes from an executive session are not reported to the parish.**

**MOTION:** Approve Darita Seth's request for a loan of \$6000 to assist with completing his bachelor's degree. St. Timothy's would provide assistance by:

1. Darita would pay off any Capital University education debt directly to the school and St. Timothy's would assist him with a \$6,000 loan for continuing education to help him cover the expense in the short term
2. If Darita accepts the loan, repayment would be at the rate of \$200/month or \$100/pay period through St. Timothy's payroll system.
3. St. Timothy's offer to provide a loan is contingent upon the following: Darita obtains written documentation from Capital University that:
  - a. Confirms the exact dollar amount of any outstanding indebtedness,
  - b. Confirms that satisfying this debt will be sufficient to allow Darita to enroll this fall and that there are no other impediments to Darita enrolling,
  - c. Confirms the number of credits required for Darita to earn his bachelor's degree,
  - d. Confirms that the University will accept past/continuing experience with Chanticleer or work at St. Timothy's as internship time and that said internship will satisfy the remaining credit requirements for Darita to graduate in the fall semester. As part of this, we will want to know what type/form of documentation, if any, will be required by the University from third parties (i.e. St Timothy's or Chanticleer)
4. Darita will provide confirmation of his earning a bachelor's degree to St. Timothy's upon completion of the 2020-2021 school year fall semester.

The above motion was proposed, seconded, discussed and passed without objection.

**Post meeting note: Neal Matsunaga informed us after the meeting that payroll system cannot be used to facilitate that repayment of the loan.**

Attendees: Rev. Todd Bryant, Linda Clark, Rayne Devlin, Dick Firth, Tom Linari, Neal Matsunaga, Trudy Macmillan, Sally Shea Potts, Rev. Susan Geissler-O'Neil (non-voting member)

Absent: Nancy Arroyoavila, Kari Doolittle, Steve Hedden, Alison Hill, Scott MacDougall, Mike Olden

**1. Review and Confirm Agenda**

**2. Non-Recurring Action Items**

- a. Motion to go to Executive Session was proposed and passed. Rev. Susan Geissler-O'Neil was invited to join the meeting. Executive session is used when a personnel matter is discussed. ***There are no minutes shared or highlights of vestry executive sessions reported to the parish.***

- b. Loan request from Darita Seth, Music Director of St. Timothy's

Todd, Neal, Dick and Linda Clark explained the background of the request.

Todd arrived in 2017 at the end of an effort to raise funds to help Darita. The vestry agreed to the effort. The way it was done, Darita had to pay taxes on the money he received. Todd feels that this was poorly managed. Darita has come up with a plan to pay off his bachelor's degree to enable him to start on his master's degree. Darita still needs 8 credits to complete his degree. The school is willing to work with him to enable him to complete the needed credits on-line – instead of on-site. The school has some responsibility in the mis-communication regarding the credits needed and the amount of debt he owed. The Master's program at Cal State Long Beach has been helping facilitate this and the course work for that program will be on-line for 2021.

The contact at the school will determine whether Darita must enroll in classes or can get credit for his church and Chanticleer work after the debt is paid.

The aim is to enable Darita to complete his bachelor's degree at the end of the Fall 2020 semester. The deadline for enrollment is this month.

Payment of the loan is contingent on Darita getting an exact figure from Capitol University on what he owes.

See the end of these minutes for the details of the request sent to the vestry before the meeting.

**MOTION:** Approve Darita Seth's request for a loan of \$6000 to assist with completing his bachelor's degree. St. Timothy's would provide assistance by:

5. Darita would pay off any Capital University education debt directly to the school and St. Timothy's would assist him with a \$6,000 loan for continuing education to help him cover the expense in the short term
6. If Darita accepts the loan, repayment would be at the rate of \$200/month or \$100/pay period through St. Timothy's payroll system.
7. St. Timothy's offer to provide a loan is contingent upon the following: Darita obtains written documentation from Capital University that:
  - e. Confirms the exact dollar amount of any outstanding indebtedness,
  - f. Confirms that satisfying this debt will be sufficient to allow Darita to enroll this fall and that there are no other impediments to Darita enrolling,
  - g. Confirms the number of credits required for Darita to earn his bachelor's degree,
  - h. Confirms that the University will accept past/continuing experience with Chanticleer or work at St. Timothy's as internship time and that said internship will satisfy the remaining credit requirements for Darita to graduate in the fall semester. As part of this, we will want to know what type/form of documentation, if any, will be required by the University from third parties (i.e. St Timothy's or Chanticleer)
8. Darita will provide confirmation of his earning a bachelor's degree to St. Timothy's upon completion of the 2020-2021 school year fall semester.

The above motion was proposed, seconded, discussed and passed without objection.

**Post meeting note: Neal Matsunaga informed us after the meeting that payroll system cannot be used to facilitate that repayment of the loan.**

Thank you to the following for working with Darita on this issue:

Linda Clark  
Rev. Todd Bryant  
Neal Matsunaga  
Dick Firth

## **DARITA SETH COLLEGE ASSISTANCE REQUEST**

August 4, 2020

St. Timothy's would like to support Darita returning to Capital University to complete his bachelor's degree requirements. Our understanding is he first needs to pay off about \$6,000 in student debt and then complete 8 credits of course work and that he would like to enroll for the school's fall semester to do this.

St. Timothy's would provide assistance by:

1. Darita would pay off any Capital University education debt directly to the school and St. Timothy's would assist him with a \$6,000 loan for continuing education to help him cover the expense in the short term. If Darita accepts the loan, repayment would be at the rate of \$200/month or \$100/pay period through St. Timothy's payroll system.
2. St. Timothy's offer to provide a loan is contingent upon the following:
  - a. Darita obtains written documentation from Capital University that
    - i. Confirms the exact dollar amount of any outstanding indebtedness.
    - ii. Confirms that satisfying this debt will be sufficient to allow Darita to enroll this fall and that there are no other impediments to Darita enrolling.
    - iii. Confirms the number of credits required for Darita to earn his bachelor's degree.
    - iv. Confirms that the University will accept past/continuing experience with Chanticleer or work at St. Timothy's as internship time and that said internship will satisfy the remaining credit requirements for Darita to graduate in the fall semester. As part of this, we will want to know what type/form of documentation, if any, will be required by the University from third parties (i.e. St Timothy's or Chanticleer)
  - b. Approval of a loan by St. Timothy's Vestry, which we shall endeavor to obtain no later than August 14.
3. Darita will provide confirmation of his earning a bachelor's degree to St. Timothy's upon completion of the 2020-2021 school year fall semester.

*The above was sent to the clerk by Dick Firth and Neal Matsunaga and forwarded to the vestry prior to the meeting*

Minutes submitted by Sally Shea Potts, Vestry Clerk