

# ST. TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

## Wednesday, November 18, 2020 – Zoom

Update Date: 12/10/2020

### SUMMARY:

### MOTIONS:

- Approved the minutes of the October 21 vestry meeting, the treasurers report and accompanying documents, the rector's report and the reports from Property, Stewardship and Worship.
- Approved spending up to \$5,000 of undesignated memorial funds for two large televisions for use in the church
- Approved use of the part of the property behind the Noah's Ark play yard for a small herb and flower garden. The group must follow the current COVID protocols during construction and work on the project. Funding for the garden comes from an anonymous donation. Passed unanimously

### ACTION ITEMS:

- Bev to communicate with outside groups regarding meetings and gatherings on campus – We are still on lockdown mode.
- Kari: Come up with the questions and procedures that will apply to all service participants to make sure we are screening them for Covid.
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Attendees: Sally Shea Potts, Rev. Todd Bryant, Linda Clark, Rayne Devlin, Kari Doolittle, Dick Firth, Steve Hedden, Alison Hill, Trudy Macmillan, Tom Linari, Neal Matsunaga, Scott MacDougall, Rev. Susan Geissler-O'Neil,

Absent: Nancy Arroyoavila, Mike Olden,

### 1. Opening Prayer – Pastor Todd – Ephesians 1

Hope, prayers for Betty Davis, hope, strength to continue fighting this virus.

### 2. Review and Confirm Agenda – There were no additions or changes to the agenda.

### 3. Introduction of Guests – There were no guests at the November vestry meeting.

### 4. Recurring Action Items – Minutes, Treasurer's, Rector's, and Commission Reports

- a. Approve minutes from the October 21, 2020 vestry meeting.
- b. Approve Treasurers Report, Balance Sheet and P&L through October 31, 2020, in that order
- c. Commission and other Reports
  - Rector
  - Property
  - Stewardship
  - Worship

**MOTION:** It was moved, seconded and passed to approve the minutes of the October 21 vestry meeting, the treasurers report and accompanying documents, the rector's report and the reports from Property, Stewardship and Worship.

## 5. Non-Recurring Action Items

### a. Expenditures for **new TV screens for the church** – Neal Matsunaga, Pastor Todd

- Approve spending up to \$5,000 of undesignated memorial funds for two large televisions for use in the church. The current projected images do not come out well on livestreaming and we will be doing services without printed bulletins so need clear video images.
- This expenditure has been reviewed by the Finance Committee.
- Question: Are the new screens bigger than the current screens? No, the current ones are 100". Covid protocols require NO PAPER.
- The TV's will be removeable.
- The cost includes a maximum warranty

**MOTION:** It was moved, seconded and passed to use of \$5,000 of undesignated memorial funds for 2 large televisions for use in the church.

### b. **Herb and Flower Garden** – Tom Linari – Property (*see property report for details*)

- Financed by a \$2500 donation, which has already been received.
- Planned by Jan Mahoney who is a master gardener
- Location: behind Noah's Ark playground
- Nora Hudson has committed to keep it watered and maintained.
- Products from the garden will go to church members
- Timing was not discussed during the Property Team meeting
- Purple restriction: No more than 3 family groups working on the project at a time
- Project is to build community

**MOTION:** It was moved, seconded and approved to use of the part of the property behind the Noah's Ark play yard for a small herb and flower garden. The group must follow the current COVID protocols during construction and work on the project. Passed unanimously

## 6. Discussion Items

### a. **Update on On-Site Worship** – Pastor Todd

- Contra Costa County has gone to purple which allows for limited people in church – will be limited to the Live-Stream crew and the participants
- Question: Choir – small choir group – everyone masked
- Kari: Call this am from County who was saying no singing in the church
- Notice going to the parish in the Announcements that there will be no on-site worship starting on 11/29 as was previously planned

**b. St. Timothy's Campus Continued Closure** — Todd & Dick (*See rector's report for details*)

- When we were at orange, there were several requests to use Grace House and the parking lots for gatherings
- Recommendation: While purple, no gatherings of outside groups
- Pastor Todd is VERY TIRED of "expert" recommendations. Looking for short list of recommendation for when the Covid level changes
- D. Firth & N. Matsunaga recommendation: When level changes, we need to master on-site services with good protocols before we allow outside groups to meet on-site. Pastor Todd recommends that we give ourselves 90 days to master the level before allowing other groups to meet on-site.
- Boy Scouts had a Food Drive on campus on Saturday. They were unwilling to enforce masks for the boys. Pastor Todd had given them permission for the food drive.
- Impact on Food Drives – None during December
- Dick Firth will draft a message for Bev

**c. Choir** – Pastor Todd

- Current choir participation is low during pandemic – only about ½ showed up for Zoom meetings and submitted recordings were even fewer
- Pastor Todd recommends allowing the choir to gather outside to record their anthem when Contra Costa County goes to red – up to 10 members

**d. Servers** – Pastor Todd

- Need a way to be sure that returning college kids aren't transmitting COVID to others in church
- Todd: Similar questions to the gym;
- Kari: Come up with the questions and procedures that will apply to all participants
- Neal says that Boy Scouts have an additional question about high-risk group
- FYI – the following Covid supplies are available on campus – Masks, wipes, hand sanitizer and thermometers. Contact Bev Matsunaga for the current locations.

**e. Vestry Nominations** – Dick Firth

- 6 open slots – 2 for 2 years, 4 for 3 years
- Dick has called 5 people - #1 – no, #2 yes, #3 leaning against, #4 & #5 won't return calls
- There have no calls to volunteer for the 2021 vestry as a result of Todd's plea on Sunday

**f. 2021 Budget** – Neal Matsunaga –

- Some people have NOT submitted their 2021 budget requests. They were due on November 18<sup>th</sup>.

g. **Parish Hall Changes** – Tom Linari

- **Hearing Loop:** The Hearing loop has not been operational since the floor work was done. The assumption is that one or more of the operations on the floor have broken the loop. The flooring contractor was informed of the existence and location of the hearing loop. Pastor Todd and Tom talked to the hearing loop guy today. Options: find break or do a new loop. Tom talked to the Floor person (sales). “Send bill to him for the floor”. Jeff can use a detector to find the break perhaps. Probable
- **Chairs:** 77 chairs have been ordered – 12 with arms and the rest without arms. They are due to arrive on November 16
- **Painting:** Chair closet was painted by the Hedden’s and Tom Linari. Leslie Firth and Bev Matsunaga painted the bulletin boards. Neal Matsunaga did touchup painting on the walls and woodwork.
- **Carpet for stage:** Has been Ordered and installation scheduled
- **Doors:** \$7400 bid; Per Susan, Rob Wilson can improve other doors

7. **FYI**

a. **Boy Scout USA and Delaware BSA bankruptcy** – Pastor Todd – Diocese of CA has filed a claim with the Boy Scouts

b. **Treasurer’s Report**

- Clergy Discretionary Fund Activity – 1 expenditure of \$150 during October. There has been a donation to the fund.
- Pledge income shortfall is mainly due to 7 families who have not made a payment against their 2020 status
- Loan from PG&E to redo parish lighting (no interest) has been paid off

c. **Advent**

- Candles ordered for families with children
- Advent packets prepared for families

8. **Closing Prayer** – Alison Hill

## St Timothy's Calendar for Vestry as of 11/17/2020

Date	Event
<b>Wednesday, November 18</b>	<b>Budget Requests due to Treasurer – Neal Matsunaga</b>
<b>Wednesday, November 18 – 6:30 pm – Zoom</b>	<b>Vestry Meeting</b>
Thursday, November 19 – 11:00 am	Weekday Coffee Hour – Zoom – <i>contact Sally for Zoom invitation</i>
Wednesday, November 25	December Tidings Deadline
Thursday – Friday, November 26 - 27	Church Office Closed for Thanksgiving
Sunday, November 29 – 8:00 am [PH] & 10:00 am [church and online]	Worship on Campus
<b>Wednesday, December 2</b>	<b>Finance Committee – Initial Budget Review</b>
<b>Wednesday, December 9</b>	<b>Finance Committee – Final Budget Review</b>
<b>Wednesday, December 16 – 6:30 pm – Zoom</b>	<b>Vestry Meeting</b>
<b>Wednesday, December 16</b>	<b>Draft budget presented to vestry</b>
Thursday, December 17 – 6:30 pm	Deanery Meeting [location unknown]
Thursday, December 17	Tidings Deadline (?)
<b>2021</b>	
<b>Wednesday, January 13</b>	<b>Finance Committee – Budget with projected Pledge Income review</b>
<b>Wednesday, January 20 – 6:30 pm - Zoom</b>	<b>Vestry Meeting</b>
<b>Wednesday, January 20 – at Vestry Meeting</b>	<b>Final Budget presented to vestry and voted on</b>
<b>Sunday, January 31</b>	<b>Annual Meeting</b>

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – 25 November 2020  
**Next Regular Vestry Meeting – 16 December 2020**

# Rector report, November 2020

Ah...Covid. I would like us to have a robust conversation about outside groups, server teams, and music as it relates to reopening. If we move to the "purple tier" in Contra Costa county, we fold our hands and stop the reopening process. The halt looks like: No in person worship, no outside groups (inside our buildings). That is sort of the "easy" option.

## **The harder option is where you come in.**

If Contra Costa stays at red for a while – we proceed to open on Nov 29<sup>th</sup>.

## **My opinion about things to consider**

*If we stay at red*

### 1 Choir

we allow for willing choir members to sing in up to groups of 10 (masked, distanced, and outside.)

### 2. Outside Groups

Walk before we run --delay outside group meeting *inside* our buildings for a 2-3 of months. Scouts already come to St. Timothy's - but they remain outside.

### 3. Server in Worship

We allow servers of all ages to serve in church. College kids are deemed higher risk, but if we ask the right question, communicate risk, I believe all who are willing should serve. Travelers of any age should not serve for 14 days. I am very aware that without a comprehensive plan we can tip into ageism. (The diocese has removed their ban on 65 + people serving – where I was forced to restrict people of a certain age). There is a backstory that I can share in person.

***I don't want a motion but want to have coordinating conversation where we speak as one voice and one team***

## **TV's**

At some point we are going to have people on campus in two services (one in PH and one in sanctuary).

On the livestream video that you see at home --the projector screens 'wash out' significantly. I would like you all to approve what the finance committee reviewed.- two large TV's to be mounted where the projector screens were in the sanctuary. The projectors are not going to waste -they are set up in the Parish Hall, and I think it looks great.

## **Christmas**

**Pre-recorded launch of Christmas eve --Dec 24 @ 7:30pm.**

The staff wants to pre-record Christmas Eve and launch at roughly 7:30pm -7:45pm on Christmas Eve. This needs to be highly polished and produced. We made this decision because even if we had people it would be a bit of bummer for what is supposed to be one of our biggest pomp and circumstance services.

***If we have not gone to the 'purple shut down'*** we will have family friendly outdoor service at roughly **4:30pm on Christmas Eve** and a **10am service on Christmas Day** in church (no video recording). If we do go "purple" these two services will disappear.

# Treasurer's Report

November 18, 2020

## Financial Highlights

- Financial results through October are positive overall due to inclusion of PPP loan funds in the Other Income part of the operating budget.
- There is an underrun in Pledge Income due mainly to pledges that are behind in payments and an underrun in Expenses reflecting a decrease in expenses due to shelter in place protocols.
- Pledge income in our approved budget for 2020 is based on 159 pledges. Our budget included a projected revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and a projected deficit of \$45,034.
- 7 pledges for \$21,100 have not made any payments yet in 2020. The is the same status as last month.
- 54 pledges are paid in full for \$246,438. Last month it was 42 for \$186,416.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$548,851	\$518,362	\$(30,489)
Other Income	\$ 57,728	\$128,343	\$ 70,615
Expenses	\$645,173	\$625,869	\$ 19,304
Net Income	\$ (38,594)	\$ 20,836	

### Income

The Pledge Income difference reflects about \$17,835 for pledges that have not made any payments yet through the first 10 months of 2020 and about \$11,400 included in pledge income budget on the assumption that we would receive additional pledges during the year.

### Other Income difference due to:

Loose Plate \$(6,880) and Facilities Cost Sharing \$(8,343) under budget offset by Contributing Income about \$12,943 above budget and inclusion of \$73,329 of PPP loan funds as operating income.

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

Personnel expenses \$18,829 under budget

Altar Guild expenses \$2,544 under budget

Christian Formation expenses \$963 under budget

Children & Youth Ministry expenses \$2,869 under budget

Fellowship expenses \$2,960 under budget

Administrative expenses \$8,232 under budget

Facilities expenses \$(13,738) over budget

Finance expenses \$(7,105) over budget due to timing of insurance and property tax payments.

Contingency expenses \$3,138 under budget

### **Action Item**

- Approve spending up to \$5,000 of undesignated memorial funds for two 86" televisions for use in the church. The current projected images do not come out well on livestreaming and we will be doing services without printed bulletins so need clear video images.

### **Recurring Status**

- Acct 62604 - Clergy Discretionary Fund activity as of the end of October is
  - 5/31 \$150 check to individual for assistance

### **Other Status**

- Budget preparation time has arrived. Budget request input is due today. The schedule for preparation of the 2021 budget is:
  - 11/18 – budget requests due to the treasurer
  - 12/2 – initial budget review by the Finance Committee
  - 12/9 – final budget review by the Finance Committee
  - 12/16 – budget presented to the Vestry for initial approval
  - 1/13 – budget, with final pledge income, presented to the Finance Committee
  - 1/20/21 – budget, with final pledge income, presented to the Vestry for final approval.

Neal Matsunaga



## Saint Timothy's Episcopal Church

## Balance Sheet

11/09/20

As of October 31, 2020

Accrual Basis

	Oct 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	200,078.69
10002 - Heritage Savings	5,000.13
17103 - Schwab	176,859.99
17104 - TD Ameritrade	335,021.24
Total Checking/Savings	716,960.05
Other Current Assets	
13000 - Special Loan	5,600.00
Total Other Current Assets	5,600.00
Total Current Assets	722,560.05
Fixed Assets	
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
Total 18000 - Fixed Assets	2,967,567.00
Total Fixed Assets	2,967,567.00
Other Assets	
17101 - SSGA Endowment Fund	480,535.41
17102 - SSGA Endowment Gain/Loss	152,612.78
Total Other Assets	633,148.19
<b>TOTAL ASSETS</b>	<b>4,323,275.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	36,711.91
Total Accounts Payable	36,711.91
Other Current Liabilities	
21006 - Prepaid Pledges 2020	9,981.59
Total Other Current Liabilities	9,981.59
Total Current Liabilities	46,693.50
Total Liabilities	46,693.50
Equity	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	633,148.19
31503 - Fixed Assets	2,967,567.00
Total 31300 - Perm. Restricted Net Assets	3,600,715.19
31500 - Temp. Restricted Net Assets	
31510 - Program	360,748.05
31520 - Outreach	121,468.05

3:00 PM  
11/09/20  
Accrual Basis

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

	Oct 31, 20
Total 31500 - Temp. Restricted Net Assets	482,216.10
32000 - Unrestricted Net Assets	217,344.24
Net Income	-23,693.79
Total Equity	4,276,581.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,323,275.24</b>

## Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	53,136.13	52,598.34	537.79	101.0%
41100 - Current Year Pledges	494,848.86	496,252.50	-1,403.64	99.7%
41300 - Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
<b>Total 41000 - Pledge Income</b>	<b>549,819.99</b>	<b>548,850.84</b>	<b>969.15</b>	<b>100.2%</b>
42000 - Plate Offering				
42100 - Loose Plate	2,120.38	9,000.00	-6,879.62	23.6%
42150 - Contributing Income	39,859.57	26,916.66	12,942.91	148.1%
<b>Total 42000 - Plate Offering</b>	<b>41,979.95</b>	<b>35,916.66</b>	<b>6,063.29</b>	<b>116.9%</b>
43000 - Special Gifts	100.00	0.00	100.00	100.0%
44000 - Operating Support				
44200 - Facilities Cost Sharing	10,939.27	19,282.00	-8,342.73	56.7%
44300 - Flower Donations	1,551.05	2,063.34	-532.29	74.5%
<b>Total 44000 - Operating Support</b>	<b>12,490.32</b>	<b>21,365.34</b>	<b>-8,875.02</b>	<b>58.5%</b>
45000 - Other Income				
45100 - eScrip Remittance	-1.26	0.00	-1.26	100.0%
45200 - Amazon Smile	-24.16	0.00	-24.16	100.0%
45300 - Interest Income	320.24	229.16	91.08	139.7%
45400 - Miscellaneous Income	148.44	216.66	-68.22	68.5%
45500 - PPP Funds	73,329.45	0.00	73,329.45	0.0%
<b>Total 45000 - Other Income</b>	<b>73,772.71</b>	<b>445.82</b>	<b>73,326.89</b>	<b>16,547.6%</b>
<b>Total 40000 - Donations</b>	<b>678,162.97</b>	<b>606,578.66</b>	<b>71,584.31</b>	<b>111.8%</b>
<b>Total Income</b>	<b>678,162.97</b>	<b>606,578.66</b>	<b>71,584.31</b>	<b>111.8%</b>
<b>Gross Profit</b>	<b>678,162.97</b>	<b>606,578.66</b>	<b>71,584.31</b>	<b>111.8%</b>
<b>Expense</b>				
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
60000 - Operating Expenses				
61000 - Diocesan Assessment	92,717.70	92,717.50	0.20	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	79,376.50	79,370.00	6.50	100.0%
62120 - Associate Rector	65,164.20	65,168.34	-4.14	100.0%
62130 - Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
62198 - Clergy Pension Premiums	30,302.90	31,216.66	-913.76	97.1%
62199 - Clergy Benefits & Insurance	26,175.70	25,439.16	736.54	102.9%
<b>Total 62100 - Clergy Compensation</b>	<b>201,019.30</b>	<b>201,194.16</b>	<b>-174.86</b>	<b>99.9%</b>
62200 - Lay Staff Compensation				
62201 - Family Minister	0.00	0.00	0.00	0.0%
62202 - Music Director	34,352.72	33,455.00	897.72	102.7%
62203 - Office Manager	16,805.77	16,995.00	-189.23	98.9%
62213 - Office Staff-Temporary Help	0.00	750.84	-750.84	0.0%
62204 - Bookkeeper	9,410.00	17,333.34	-7,923.34	54.3%
62205 - Childcare Assistant	393.49	2,504.16	-2,110.67	15.7%
62296 - Lay Payroll Taxes	3,967.14	5,434.16	-1,467.02	73.0%
62297 - Lay Pension Premiums	3,418.51	4,540.84	-1,122.33	75.3%
62299 - Pension Reimbramnt Noah's Ark	520.98	0.00	520.98	100.0%
62298 - Lay Benefits & Insurance	645.90	5,285.84	-4,639.94	12.2%
<b>Total 62200 - Lay Staff Compensation</b>	<b>69,514.51</b>	<b>86,299.18</b>	<b>-16,784.67</b>	<b>80.6%</b>
62300 - Workers Compensation Insurance	810.00	1,000.00	-190.00	81.0%
62400 - Payroll Processing Fees	658.00	840.00	-182.00	78.3%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	10,400.00	10,416.66	-16.66	99.8%
62512 - Supply Musicians	250.00	1,916.66	-1,666.66	13.0%
<b>Total 62501 - Musicians</b>	<b>10,650.00</b>	<b>12,333.32</b>	<b>-1,683.32</b>	<b>86.4%</b>
62504 - Landscaping	19,704.54	20,175.00	-470.46	97.7%
62505 - Janitorial Services	26,775.00	24,000.00	2,775.00	111.6%
<b>Total 62500 - Contractors (1099)</b>	<b>57,129.54</b>	<b>56,508.32</b>	<b>621.22</b>	<b>101.1%</b>
62600 - Staff Allowances				

## Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
62601 - Continuing Education	478.15	1,666.66	-1,188.51	28.7%
62602 - Travel	714.41	500.00	214.41	142.9%
62603 - Clergy Hospitality	590.24	1,500.00	-909.76	39.3%
62604 - Clergy Discretionary Fund	15.00	250.00	-235.00	6.0%
<b>Total 62600 - Staff Allowances</b>	<b>1,797.80</b>	<b>3,916.66</b>	<b>-2,118.86</b>	<b>45.9%</b>
<b>Total 62000 - Personnel Expense</b>	<b>330,929.15</b>	<b>349,758.32</b>	<b>-18,829.17</b>	<b>94.6%</b>
63100 - Altar Guild				
63101 - Candles and Wine	514.26	2,458.34	-1,944.08	20.9%
63102 - Flower Expense	2,078.15	2,683.34	-605.19	77.4%
63103 - Laundry Services	0.00	66.66	-66.66	0.0%
63105 - All Other Altar Guild Expenses	363.19	291.66	71.53	124.5%
<b>Total 63100 - Altar Guild</b>	<b>2,955.60</b>	<b>5,500.00</b>	<b>-2,544.40</b>	<b>53.7%</b>
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	0.00	1,083.34	-1,083.34	0.0%
63216 - Music Hospitality	176.13	416.66	-240.53	42.3%
63205 - Music Expenses - Other	1,405.85			
<b>Total 63205 - Music Expenses</b>	<b>1,581.98</b>	<b>1,500.00</b>	<b>81.98</b>	<b>105.5%</b>
63206 - Musical Equipment R&M	260.00	583.34	-323.34	44.6%
<b>Total 63200 - Music</b>	<b>1,841.98</b>	<b>2,083.34</b>	<b>-241.36</b>	<b>88.4%</b>
63300 - Christian Formation				
63301 - EFM	0.00	416.66	-416.66	0.0%
63302 - Adult Education	130.50	833.34	-702.84	15.7%
63303 - Lenten Series	406.80	250.00	156.80	162.7%
63304 - Activity Support	0.00	0.00	0.00	0.0%
<b>Total 63300 - Christian Formation</b>	<b>537.30</b>	<b>1,500.00</b>	<b>-962.70</b>	<b>35.8%</b>
63350 - Children & Youth Ministry				
63351 - Family Ministries	130.51	1,083.34	-952.83	12.0%
63352 - Youth Ministries	0.00	1,666.66	-1,666.66	0.0%
63353 - Acolytes	0.00	250.00	-250.00	0.0%
<b>Total 63350 - Children &amp; Youth Ministry</b>	<b>130.51</b>	<b>3,000.00</b>	<b>-2,869.49</b>	<b>4.4%</b>
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	250.00	-250.00	0.0%
64150 - Miscellaneous Worship	713.22	416.66	296.56	171.2%
<b>Total 64000 - Worship &amp; Liturgy</b>	<b>713.22</b>	<b>666.66</b>	<b>46.56</b>	<b>107.0%</b>
64250 - Pastoral Care	0.00	416.66	-416.66	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	367.97	1,083.34	-715.37	34.0%
64502 - Parish Events-Connect	0.00	666.66	-666.66	0.0%
64503 - Reception Expense	0.00	666.66	-666.66	0.0%
64504 - Greeters-Welcome	76.00	416.66	-340.66	18.2%
64505 - Invites	0.00	166.66	-166.66	0.0%
64506 - Vestry Expenses	95.99	83.34	12.65	115.2%
64508 - NEW (New Episcopal Women)	0.00	416.66	-416.66	0.0%
64599 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
<b>Total 64500 - Fellowship</b>	<b>539.96</b>	<b>3,499.98</b>	<b>-2,960.02</b>	<b>15.4%</b>
65000 - Administrative				
65100 - Office Supplies	568.55	1,666.66	-1,098.11	34.1%
65101 - Paper	948.35	3,083.34	-2,134.99	30.8%
65102 - Advertising	575.90	500.00	75.90	115.2%
65103 - Software	1,549.64	1,666.66	-117.02	93.0%
65105 - Phone & Internet	4,829.33	4,616.66	212.67	104.6%
65106 - Misc Administration	0.00	500.00	-500.00	0.0%
65200 - Equipment				
65204 - Ricograph Copier	0.00	3,666.66	-3,666.66	0.0%
65201 - Hardware	1,014.12	583.34	430.78	173.8%
65202 - Ricoh Copier	10,700.01	13,000.00	-2,299.99	82.3%
65203 - Other Equipment R&D	500.00	416.66	83.34	120.0%
<b>Total 65200 - Equipment</b>	<b>12,214.13</b>	<b>17,666.66</b>	<b>-5,452.53</b>	<b>69.1%</b>
65300 - Postage				
65301 - Meter Postage	1,034.86	833.34	201.52	124.2%

## Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through October 2020



	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
65302 - Other Postage	136.51	125.00	11.51	109.2%
65303 - Meter Lease	3,151.96	2,583.34	568.62	122.0%
<b>Total 65300 - Postage</b>	<b>4,323.33</b>	<b>3,541.68</b>	<b>781.65</b>	<b>122.1%</b>
<b>Total 65000 - Administrative</b>	<b>25,009.23</b>	<b>33,241.66</b>	<b>-8,232.43</b>	<b>75.2%</b>
<b>66000 - Facilities</b>				
66100 - Campus Maintenance	36,341.93	29,166.66	7,175.27	124.6%
66110 - Rectory Maintenance				
66111 - Insurance	261.00	541.66	-280.66	48.2%
66112 - Landscaping	2,700.00	3,333.34	-633.34	81.0%
66113 - Pool	1,300.00	1,416.66	-116.66	91.8%
66116 - Maintenance	2,561.68	3,333.34	-771.66	76.9%
66110 - Rectory Maintenance - Other	53.06			
<b>Total 66110 - Rectory Maintenance</b>	<b>6,875.74</b>	<b>8,625.00</b>	<b>-1,749.26</b>	<b>79.7%</b>
<b>66120 - Services</b>				
66121 - Elevator & Fire Alarm	10,206.18	6,666.66	3,539.52	153.1%
66122 - Other Services	4,057.30	5,000.00	-942.70	81.1%
<b>Total 66120 - Services</b>	<b>14,263.48</b>	<b>11,666.66</b>	<b>2,596.82</b>	<b>122.3%</b>
<b>66130 - Facilities Supplies</b>	<b>1,827.79</b>	<b>2,500.00</b>	<b>-672.21</b>	<b>73.1%</b>
<b>66140 - Utilities</b>				
66141 - EBMUD	23,098.55	16,000.00	7,098.55	144.4%
66142 - Garbage	6,845.81	6,500.00	345.81	105.3%
66143 - PG&E Gas	3,705.34	4,333.34	-628.00	85.5%
66144 - PG&E Electrical	11,197.28	11,166.66	30.62	100.3%
66145 - PG&E Loan	6,299.13	6,759.16	-460.03	93.2%
<b>Total 66140 - Utilities</b>	<b>51,146.11</b>	<b>44,759.16</b>	<b>6,386.95</b>	<b>114.3%</b>
<b>Total 66000 - Facilities</b>	<b>110,455.05</b>	<b>96,717.48</b>	<b>13,737.57</b>	<b>114.2%</b>
<b>67000 - Finance</b>				
67050 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
67100 - Benefity Fees	33.37	125.00	-91.63	26.7%
67101 - Banking Charges	1,847.85	1,000.00	847.85	184.8%
67103 - Corporate Fees & Expenses	0.00	83.34	-83.34	0.0%
67104 - Property & Liability Insurance	30,948.00	25,788.34	5,159.66	120.0%
67107 - Property Taxes				
67117 - Church Property Tax	10,716.18	7,166.66	3,549.52	149.5%
67118 - Rectory Property Tax	464.74	741.66	-276.92	62.7%
<b>Total 67107 - Property Taxes</b>	<b>11,180.92</b>	<b>7,908.32</b>	<b>3,272.60</b>	<b>141.4%</b>
<b>Total 67000 - Finance</b>	<b>44,010.14</b>	<b>36,905.00</b>	<b>7,105.14</b>	<b>119.3%</b>
<b>68000 - Budgeted Outreach</b>				
68002 - Budgeted Outreach	12,500.00	12,500.00	0.00	100.0%
68003 - Schools & Interfaith Council	2,500.00	2,500.00	0.00	100.0%
<b>Total 68000 - Budgeted Outreach</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>69000 - Contingency</b>				
69001 - Contingency	364.34	4,166.66	-3,802.32	8.7%
69003 - COVID-19 Supplies	664.72			
<b>Total 69000 - Contingency</b>	<b>1,029.06</b>	<b>4,166.66</b>	<b>-3,137.60</b>	<b>24.7%</b>
<b>Total 60000 - Operating Expenses</b>	<b>625,868.90</b>	<b>645,173.26</b>	<b>-19,304.36</b>	<b>97.0%</b>
<b>Total Expense</b>	<b>625,868.90</b>	<b>645,173.26</b>	<b>-19,304.36</b>	<b>97.0%</b>
<b>Net Ordinary Income</b>	<b>52,294.07</b>	<b>-38,594.60</b>	<b>90,888.67</b>	<b>-135.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>70000 - Program Accounts</b>				
70230 - Capital Fund - Livestreaming				
70232 - Livestreaming - Expenses	-29,891.57			
70231 - Livestreaming - Donations	55,630.00			
<b>Total 70230 - Capital Fund - Livestreaming</b>	<b>25,738.43</b>			
<b>70040 - Boy Scout Troop #36</b>				
70041 - Boy Scout Troop Income	1,675.00			
70045 - Boy Scout Troop Expenses	-1,675.00			

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

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
Total 70040 - Boy Scout Troop #36	0.00			
70050 - Parish Activities				
70051 - Parish Activities Income	680.00			
70055 - Parish Activities Expense	-680.00			
Total 70050 - Parish Activities	0.00			
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	71,088.25			
70065 - Maint & Improvement Expense	-99,760.49			
70060 - Maintenance & Improvement - Other	-17,540.00			
Total 70060 - Maintenance & Improvement	-46,332.24			
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	-366.72			
Total 70140 - Columbarium	-116.72			
70150 - Ackerman				
70155 - Ackerman Expenses	-17,168.03			
Total 70150 - Ackerman	-17,168.03			
70160 - Music Program				
70165 - Music Program Expenses	-1,150.00			
Total 70160 - Music Program	-1,150.00			
70170 - Memorial				
70171 - Memorial Income	1,125.00			
Total 70170 - Memorial	1,125.00			
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	-43,874.57			
80000 - Outreach Accounts				
80010 - Adopt-a-Bike Program				
80011 - Adopt-a-Bike Program Income	870.00			
80015 - Adopt-a-Bike Program Expense	-3,338.17			
80019 - Adopt-a-Bike Disbursements	-400.00			
80010 - Adopt-a-Bike Program - Other	100.00			
Total 80010 - Adopt-a-Bike Program	-2,768.17			
80020 - Christmas Boxes				
80029 - Christmas Boxes Disbursements	-1,000.00			
Total 80020 - Christmas Boxes	-1,000.00			
80040 - Fruits of the Harvest				
80042 - General Donations	54,063.07			
80048 - Event Expenses	-2,595.69			
80049 - Outreach Disbursements	-70,550.00			
Total 80040 - Fruits of the Harvest	-19,082.62			

3:02 PM

11/09/20

Accrual Basis

## Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
80050 - Backpack Project				
80051 - Backpack Project Donations	95.00			
80059 - Backpack Project Disbursements	-75.00			
Total 80050 - Backpack Project	20.00			
80100 - Trinity Center				
80101 - Trinity Center Donations	2,000.00			
80105 - Trinity Center Disbursements	-1,980.00			
Total 80100 - Trinity Center	20.00			
80110 - Winter Nights				
80111 - Winter Nights Income	1,640.00			
80115 - Winter Nights Expense	-78.52			
Total 80110 - Winter Nights	1,561.48			
80130 - Outreach Emergency				
80135 - Outreach Emergency Expense	-10,000.00			
Total 80130 - Outreach Emergency	-10,000.00			
89000 - Other Outreach				
89001 - Other Outreach Donations	16,075.00			
89005 - Other Outreach Disbursements	-16,075.00			
Total 89000 - Other Outreach	0.00			
Total 80000 - Outreach Accounts	-31,249.31			
Total Other Income	-75,123.88			
Other Expense				
100000 - Ask My Accountant	863.98			
Total Other Expense	863.98			
Net Other Income	-75,987.86			
Net Income	-23,693.79	-38,594.60	14,900.81	61.4%

# Property commission report

1 message

tillerman-tom@sbcglobal.net <tillerman-tom@sbcglobal.net>

To: sallyspotts@gmail.com

Hi Sally,  
Property commission report for November.

Garden project: (Nora)

Nora Hudson, along with Jan Mahoney have presented the property commission with a plan to plant an herb garden, vege granite pathway that leads to the labyrinth.

The budget for this project is \$2,500. That was donated a little while back.

This budget will take care of the construction of the raised bed planter and all associated cost of starting this, but also incl.







This is viable project looking for approval.  
The property commission recommends this approval.

Parish hall update:

Chairs (Sandy)

The chairs for the parish hall should be delivered next week hopefully Friday the 20th.

Sound mitigation (Leslie )

Leslie made a presentation regarding sound mitigation in the parish hall.

The plan is to have sound dampening panels hang on the soffits with brackets along the side walls, and a pattern of sound. This will be color coordinated and used for gatherings that are not concerts.

Altar carpet: (Leslie)

The altar carpet has been ordered and possibly installed by 10/23

Storage closet:(Tom)

The storage closet was painted Sunday by Steve Hedden and Sons.

Hearing loop: (Tom)

The good news is the floor in the parish hall is done, and is beuuuuuutiful. The bad news is the hearing loop that we did fix broken.

Pastor Todd and myself are going to have a Zoom meeting on Tuesday to see if we can come up with a plan to fix this and

Just to keep you in the loop ( pun intended), the installation person was specifically told what was going on with the floor / person, Tom.

At the meeting.

Thank you,  
Tom Linari  
Sent from my iPhone

## Campus Work

### Parish Hall

Paint chair, podium and Altar Guild closets (have Diablo paint and do touchup )

### Kitchen - Move

- trays for dishwasher
- bowls, pot lids, and serving trays back to metal tables
- cookie sheets to oven top
- Have oven repaired

### Hall - Move

- scout trophy case back to hall
- rolling tables back into chair closet
- trash containers back into hall
- piano back into hall
  
- Install bulletin boards
- Rob Wilson repaired broken pew. Todd and Rob moved pew to raised part of hall.

P&G on Friday, November 27 will do the following cleaning

- blue fabric chairs
- library/conference room carpet
- living room carpet
- second floor hallway
- entry way of parish hall
- church carpet??

## Items to consider

- When are the new chairs coming? Help is needed with this project
- When is the carpet going to be installed?
- Can we afford to replace the front doors of the parish hall with ADA door opener
- Do we want to keep the book cart and kiosk?
- Replace sliding wood lower vent covers in parish hall
- Should we keep blue fabric chairs and use them in the youth center?
- Should we keep the blue plastic chairs which are used in the youth center. Chairs are in disrepair and the shells need to be replaced

# Worship Commission Report

November 2020

Submitted by Linda Clark

- Attending weekly Online Streaming Committee. There have been a few issues that have needed attention but, at this time, appear to be solved. The committee continues to work on ways to streamline communication and presentation.
- Attended worship meeting including Pastor Todd to discuss Advent. Considering options that depend on the ability of parishioners to be in church or continue at home.
- Attended finance committee meeting. Working on 2021 budget.
- Meeting with Pastor Todd to discuss 2021.
- Working on vestry calendar for 2021.