

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday March 17, 2021 – 5:00 pm - Zoom

Update Date: 4/14/2021

SUMMARY:

MOTIONS:

- The following minutes and reports were approved unanimously:
 - Minutes of the January 20 and 31 meetings,
 - Report on the February email vote on the 2020 Parochial Report,
 - Treasurer Reports for January and February 2021,
 - Rector's report, and
 - Reports from the Senior Warden, Administration, Communication, Outreach and Worship.

OTHER IMPORTANT ITEMS:

- The church received a gift of \$14,000.
- Rob Koteskey is organizing a Fellowship Committee to encourage and facilitate fellowship opportunities for parish members. Rob and his committee welcome ideas and participation.
- Vestry members will again call parish members in 2021
- Ade Adekunle, Communications is organizing reviews and updates for the pages on the website
- The phones in Grace House have been upgraded and the network wiring in Grace House evaluated and is begin documented by a group led by Kari Doolittle
- Kari Doolittle introduced the Whole and Healthy Church effort for the Episcopal Church in the Diocese of California. New members of the Vestry will have a background check and attend 2 on-line training sessions on keeping children and church members safe.

Attendees: Ade Adekunle, Rev. Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Linda Clark, Rayne Devlin, Rev. Susan Geisler-O'Neil, Scott MacDougall, Trudy Macmillan, Neal Matsunaga, Cecelia Oluwole, Steven Oki, Sally S Potts, Rob Koteskey

Missing: Stephen Hedden, Mike Olden,

1. Opening Prayer – Pastor Todd

Pastor Todd prayed using a quote from the Maundy Thursday service - Jesus's command to love one another. Maundy Thursday is about Jesus washing the feet of his apostles. Receiving love may be harder than giving.

2. Review and Confirm Agenda

3. Introduction of Guests – Rob Koteskey - Fellowship and Kari Doolittle for Whole/Healthy Church

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

- a. Agenda was approved unanimously
- b. The following items were approved:
 - Minutes from the January 20 vestry meeting
 - Minutes from the January 31, 2021 meeting
 - Report on the February 2021 vote on the Parochial Report.
 - Treasurers Report, Balance Sheet and P&L through 31 January 2021
 - Treasurers Report, Balance Sheet and P&L through 28 February 2021

- c. Commission and other Reports
 - Rector’s Report
 - Senior Warden
 - Administration Commission
 - Communications
 - Outreach
 - Worship

5. Report on Finances from Treasurer – Neal Matsunaga

- The 2021 budget assumed 153 pledges for \$643,317 that had been received by the end of 2020 and forecast receiving an additional 6 pledges for an additional \$15,000. Through February the church has received an additional 5 pledges for \$11,360, 2 that were part of the forecast of 6 additional pledges and 3 that were new pledges.
- Year to date budget vs actual results, adjusted for amortizing “pledges paid in full” in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$109,720	\$100,724	\$(8,996)
Other Income	\$ 5,857	\$ 17,239	\$11,382
Expenses	\$125,634	\$105,941	\$19,693
Net Income	\$(10,057)	\$ 12,022	

- There was a large \$14,000 gift that was not budgeted. It is what profoundly impacts the Income side.
- Expect Darita to use a lot of his budget in February and during Holy Week to pay the “young” musicians to help with the vocal part of the services.
- No activity in the Clergy Discretionary Fund this month
- Neal is working on the justification to NOT pay back the PPP loan from 2020. It is NOT easy.
- Diocese auditor will be in Grace House on Friday to audit the church and the pre-school books for 2018 and 2019. Lots of documentation has been collected to

6. Discussion Items

a. Fellowship & Reopening – Pastor Todd and Rob Koteskey

Reopen after 2 weeks in Yellow. 90 days after the church reopens, outside groups can meet on campus. Small group singers will be in church

Rob – working on what he is going to do. He has recruited 3 others to join him on working- defining fellowship in 2021.

What does the vestry want?

- Groups meeting now: Bible Study, Life Story, Book, others???
- Todd: Fellowship vs Formation
- Linda: Suggest that send suggestions to Rob – rob.kotesky@gmail.com
- From the group – Attend meetings – what’s happening
- What additional support is needed?
- Brainstorm as a group – there’s no youth group now

- Each member is going to find 2 more people to help with Fellowship
- Plan to meet monthly

b. Vestry Calling – Trudy Macmillan

In 2020, vestry was calling 2 pages of the directory. Trudy will reassign the names. If you want to not participate, send email to Trudy by Sunday.

c. Church Website Pages – Ade Adekunle – see his monthly report (Communications)

The website is our face to the world. It is a good tool for current and perspective members. The content is critical. Ade shared his thoughts on how to put up good and accurate information. Ade shared, during the meeting the documents referenced in his communications report. He has been examining how the church currently communicates with the parish and others.

The current website is the 4th one that Ade know about. He is impressed by the organization of the current website.

Ade explained the organization of his Excel document (2 tabs – Communications Vehicles & Web Page Responsibilities

Ade would like each page on the website to have an “owner” who will make sure that the information on the page is current and accurate.

Pastor Todd talked to most of the menu owners who will interface with the page owners.

Ade requests that vestry members send suggestions for owners of pages

Ade recommends that page owners check their page(s) every 2 weeks.

7. FYI

a. Phone Upgrade & TV support removal & New Parish Administrator Search – Steve Oki, Administration

- Administration has removed the TV cable coverage from our Comcast contract to save us \$40/month. This was only used during Winter Nights Shelter
- Network wiring in Grace House was messed up before Saturday effort of Don Perry, Kari, Steve Oki, Mike Olden,
- A phone has been added in the Sacristy – courtesy of
- Parish Admin search has begun. Emails have been sent and the job description has been posted to the parish website.

b. Whole and Healthy Church – Kari Doolittle

- Diocese runs a program now called Whole and Healthy Church – formerly called Safe Church. Clergy are required. Vestry is asked to get a background check and attend 2 on-line classes. Kari will set up invitation to the background check and after that the links to the training courses will be sent to the vestry members. Kari Doolittle and Roz
- Jacque: Is there a like of who has already been done this. Kari has a list and will send background requests to only those who are NOT on the list.
- Ade: Are the courses on-line? Yes

c. New option for Contributions and Payment – Venmo – N. Matsunaga & Pastor Todd

- Pastor Todd: Looking for alternate ways to enable the Parish to give \$\$ for stuff
- Neal: Topic was discussed in the Finance Committee in December.
- Dick Firth is researching Venmo and alternatives. There has been negative feedback about Venmo regarding cost and security. Peace Lutheran is using PayPal. Neal is asking around about other organizations and what they are using.
- Neal described how Venmo works. Need to work out how the money gets into the church account(s). Neal is concerned about the logistics and security.
- Ade says that Venmo is widely used.
- Pastor Todd is looking for an easy way to set up a way to collect \$\$ for an event such as a concert or parent's night out.
- Rayne Devlin: Uses Venmo a lot.
- Linda Clark also knows that the younger people are using this a lot.
- PayPal charges 2.5 %
- Pastor Todd: Will have the logistics worked by the next vestry meeting.

8. Closing Prayer – Ade Adekunle

Link to Sign-Up Genius Form - www.signupgenius.com/go/20F0B4AAFA62EA20-vestry - January 2022 is available

St Timothy's Calendar for Vestry as of 03/17/2021

Date	Event
Wednesday, March 17 – 5:00 pm - Zoom	Vestry Meeting
Sunday, March 28 – 2:00-4:00 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Thursday, April 1 – 6:30 pm	Maundy Thursday Service
Friday, April 2 – 12 pm, 1 pm (Stations) & 8 pm	Good Friday Services
Saturday, April 3 – 8 pm	Easter Vigil – Live Stream
Sunday, April 4 – EASTER – 8 am	Easter Live at the National Cathedral
Sunday, April 4 – EASTER – 9:15 am	Easter Coffee Hour
Sunday, April 11 - 2:00-4:00 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Wednesday, April 21 – 6:30 pm - Zoom	Vestry Meeting
Sunday, April 25 - 2:00-4:00 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Wednesday, May 19 – 6:30 pm - Zoom	Vestry Meeting

Next Regular Vestry Meeting – Wednesday, April 21

Treasurer's Report

February 17, 2021

Financial Highlights

- Financial results through January are negative overall due to an underrun of pledge income offset somewhat by an underrun of expenses.
- The 2021 budget assumed 153 pledges for \$643,317 that had been received by the end of the year and forecast receiving an additional 6 pledges for and additional \$15,000. In January the church received an additional 5 pledges for \$11,360.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Pledge Income	\$54,860	\$27,255	\$(27,605)
Other Income	\$ 3,604	\$14,633	\$ 11,029
Expenses	\$62,817	\$53,339	\$ 9,478
Net Income	\$(4,353)	\$(11,451)	

Pledge Income difference due to:

Underrun of about \$(3,640) in additional pledges forecast but not received and about \$(23,965) budgeted pledge income not received. There were 56 givers with no payments in January for almost \$(19,000). Part of the problem may be due to a built in lag of 7-10 days posting donations due to people mailing in checks. Checks mailed 7-10 days before the end of January were likely not posted in January's books.

Other Income difference due to:

Loose Plate \$(833), Facilities Cost Sharing \$(1,056) and Flower Donations \$(125) under budget offset by Contributing Income about \$13,055 above budget.

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

Personnel expenses \$3,477 under budget due mainly to \$2,017 landscaping bill not paid

Music expenses \$367 under budget

Children & Youth Ministry expenses \$195 under budget

Fellowship expenses \$217 under budget

Administrative expenses \$219 under budget

Facilities expenses \$1,066 under budget

Finance expenses \$3,572 under budget

Contingency expenses \$464 under budget

Action Item - No actions needed

Recurring Status

- Acct 62604 - Clergy Discretionary Fund activity as of the end of January is
 - No activity

Other Status - Nothing to report

Neal Matsunaga

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Accrual Basis

Saint Timothy's Episcopal Church

Balance Sheet

As of January 31, 2021

	<u>Jan 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	192,758.00
10002 - Heritage Savings	35,841.14
17103 - Schwab	159,351.82
17104 - TD Ameritrade	343,141.60
	<hr/>
Total Checking/Savings	731,092.56
Other Current Assets	
13000 - Special Loan	5,000.00
	<hr/>
Total Other Current Assets	5,000.00
Total Current Assets	<hr/> 736,092.56
Fixed Assets	
18000 - Fixed Assets	
18001 - Bell Tower	64,000.00
18002 - Church Building	208,463.00
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
	<hr/>
Total 18000 - Fixed Assets	2,967,567.00
Total Fixed Assets	<hr/> 2,967,567.00
Other Assets	
17101 - SSGA Endowment Fund	480,535.41
17102 - SSGA Endowment Gain/Loss	216,407.26
	<hr/>
Total Other Assets	696,942.67
TOTAL ASSETS	<hr/> 4,400,602.23 <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	146.05
	<hr/>
Total Accounts Payable	146.05

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Accrual Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
Other Current Liabilities	
21007 · Prepaid Pledge 2021	39,089.65
Total Other Current Liabilities	<u>39,089.65</u>
Total Current Liabilities	<u>39,235.70</u>
Total Liabilities	39,235.70
Equity	
31300 · Perm. Restricted Net Assets	
31501 · SSGA Endowment Fund	696,942.67
31503 · Fixed Assets	2,967,567.00
Total 31300 · Perm. Restricted Net Assets	<u>3,664,509.67</u>
31500 · Temp. Restricted Net Assets	
31510 · Program	360,748.05
31520 · Outreach	125,968.05
Total 31500 · Temp. Restricted Net Assets	<u>486,716.10</u>
32000 · Unrestricted Net Assets	172,627.09
Net Income	37,513.67
Total Equity	<u>4,361,366.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,400,602.23</u></u>

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Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	3,553.60	3,553.60	0.00	100.0%
41100 - Current Year Pledges	53,970.00	51,306.15	2,663.85	105.2%
41300 - Prior Year Pledges Rec'd Late	18,275.00			
Total 41000 - Pledge Income	75,798.60	54,859.75	20,938.85	138.2%
42000 - Plate Offering				
42100 - Loose Plate	0.00	833.33	-833.33	0.0%
42150 - Contributing Income	14,305.00	1,250.00	13,055.00	1,144.4%
Total 42000 - Plate Offering	14,305.00	2,083.33	12,221.67	686.6%
44000 - Operating Support				
44200 - Facilities Cost Sharing	296.00	1,351.55	-1,055.55	21.9%
44300 - Flower Donations	0.00	125.00	-125.00	0.0%
Total 44000 - Operating Support	296.00	1,476.55	-1,180.55	20.0%
45000 - Other Income				
45300 - Interest Income	31.61	22.92	8.69	137.9%
45400 - Miscellaneous Income	0.00	21.63	-21.63	0.0%
Total 45000 - Other Income	31.61	44.55	-12.94	71.0%
Total 40000 - Donations	90,431.21	58,464.18	31,967.03	154.7%
Total Income	90,431.21	58,464.18	31,967.03	154.7%
Gross Profit	90,431.21	58,464.18	31,967.03	154.7%
Expense				
60000 - Operating Expenses				
61000 - Diocesan Assessment	9,569.34	9,569.37	-0.03	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	8,064.00	8,064.00	0.00	100.0%
62120 - Associate Rector	6,694.76	6,694.75	0.01	100.0%
62198 - Clergy Pension Premiums	3,030.29	3,183.42	-153.13	95.2%
62199 - Clergy Benefits & Insurance	2,764.15	2,775.13	-10.98	99.6%
Total 62100 - Clergy Compensation	20,553.20	20,717.30	-164.10	99.2%
62200 - Lay Staff Compensation				
62202 - Music Director	4,325.40	3,399.00	926.40	127.3%
62203 - Office Manager	1,593.60	1,726.40	-132.80	92.3%
62213 - Office Staff-Temporary Help	0.00	66.40	-66.40	0.0%

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Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
62204 - Bookkeeper	772.16	880.57	-108.41	87.7%
62205 - Childcare Assistant	0.00	254.44	-254.44	0.0%
62296 - Lay Payroll Taxes	438.46	483.94	-45.48	90.6%
62297 - Lay Pension Premiums	343.77	461.24	-117.47	74.5%
62299 - Pension Reimbrsmnt Noah's Ark	0.00			
62298 - Lay Benefits & Insurance	64.57	532.85	-468.28	12.1%
Total 62200 - Lay Staff Compensation	7,537.96	7,804.84	-266.88	96.6%
62300 - Workers Compensation Insurance	0.00	83.37	-83.37	0.0%
62400 - Payroll Processing Fees	63.00	84.00	-21.00	75.0%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	300.00	1,041.63	-741.63	28.8%
62512 - Supply Musicians	0.00	83.37	-83.37	0.0%
Total 62501 - Musicians	300.00	1,125.00	-825.00	26.7%
62504 - Landscaping	0.00	2,017.00	-2,017.00	0.0%
62505 - Janitorial Services	2,475.00	2,400.00	75.00	103.1%
Total 62500 - Contractors (1099)	2,775.00	5,542.00	-2,767.00	50.1%
62600 - Staff Allowances				
62601 - Continuing Education	0.00	83.37	-83.37	0.0%
62602 - Travel	0.00	50.00	-50.00	0.0%
62603 - Clergy Hospitality	50.00	66.63	-16.63	75.0%
62604 - Clergy Discretionary Fund	0.00	25.00	-25.00	0.0%
Total 62600 - Staff Allowances	50.00	225.00	-175.00	22.2%
Total 62000 - Personnel Expense	30,979.16	34,456.51	-3,477.35	89.9%
63100 - Altar Guild				
63101 - Candles and Wine	0.00	166.63	-166.63	0.0%
63102 - Flower Expense	313.93	83.37	230.56	376.6%
63105 - All Other Altar Guild Expenses	0.00	25.00	-25.00	0.0%
Total 63100 - Altar Guild	313.93	275.00	38.93	114.2%
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	0.00	41.63	-41.63	0.0%
63216 - Music Hospitality	0.00	16.63	-16.63	0.0%
63205 - Music Expenses - Other	0.00	200.00	-200.00	0.0%
Total 63205 - Music Expenses	0.00	258.26	-258.26	0.0%
63206 - Musical Equipment R&M	0.00	108.37	-108.37	0.0%

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Accrual Basis

Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
Total 63200 - Music	0.00	366.63	-366.63	0.0%
63300 - Christian Formation				
63301 - EFM	0.00	41.63	-41.63	0.0%
63302 - Adult Education	0.00	83.37	-83.37	0.0%
63303 - Lenten Series	0.00	25.00	-25.00	0.0%
Total 63300 - Christian Formation	0.00	150.00	-150.00	0.0%
63350 - Children & Youth Ministry				
63351 - Family Ministries	21.84	108.37	-86.53	20.2%
63352 - Youth Ministries	0.00	83.37	-83.37	0.0%
63353 - Acolytes	0.00	25.00	-25.00	0.0%
Total 63350 - Children & Youth Ministry	21.84	216.74	-194.90	10.1%
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	25.00	-25.00	0.0%
64150 - Miscellaneous Worship	0.00	50.00	-50.00	0.0%
Total 64000 - Worship & Liturgy	0.00	75.00	-75.00	0.0%
64250 - Pastoral Care	0.00	16.63	-16.63	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	0.00	66.63	-66.63	0.0%
64502 - Parish Events-Connect	0.00	41.63	-41.63	0.0%
64503 - Reception Expense	0.00	41.63	-41.63	0.0%
64504 - Greeters-Welcome	0.00	41.63	-41.63	0.0%
64505 - Invites	0.00	16.63	-16.63	0.0%
64506 - Vestry Expenses	0.00	8.37	-8.37	0.0%
Total 64500 - Fellowship	0.00	216.52	-216.52	0.0%
65000 - Administrative				
65100 - Office Supplies	10.98	125.00	-114.02	8.8%
65101 - Paper	0.00	208.37	-208.37	0.0%
65102 - Advertising	0.00	83.37	-83.37	0.0%
65103 - Software	480.99	200.00	280.99	240.5%
65105 - Phone & Internet	383.45	458.37	-74.92	83.7%
65106 - Misc Administration	0.00	50.00	-50.00	0.0%
65200 - Equipment				
65204 - Risograph Copier	182.48	90.00	92.48	202.8%
65201 - Hardware	0.00	83.37	-83.37	0.0%
65202 - Ricoh Copier	672.61	1,300.00	-627.39	51.7%
65203 - Other Equipment R&D	0.00	41.63	-41.63	0.0%
Total 65200 - Equipment	855.09	1,515.00	-659.91	56.4%
65300 - Postage				

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Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
65301 - Meter Postage	200.00	83.37	116.63	239.9%
65302 - Other Postage	72.50	12.50	60.00	580.0%
65303 - Meter Lease	772.48	258.37	514.09	299.0%
Total 65300 - Postage	1,044.96	354.24	690.72	295.0%
Total 65000 - Administrative	2,775.47	2,994.35	-218.88	92.7%
66000 - Facilities				
66100 - Campus Maintenance	3,905.00	2,916.63	988.37	133.9%
66110 - Rectory Maintenance				
66111 - Insurance	0.00	54.13	-54.13	0.0%
66112 - Landscaping	270.00	333.37	-63.37	81.0%
66113 - Pool	115.00	141.63	-26.63	81.2%
66116 - Maintenance	504.80	333.37	171.43	151.4%
Total 66110 - Rectory Maintenance	889.80	862.50	27.30	103.2%
66120 - Services				
66121 - Elevator & Fire Alarm	458.72	500.00	-41.28	91.7%
66122 - Other Services	0.00	500.00	-500.00	0.0%
Total 66120 - Services	458.72	1,000.00	-541.28	45.9%
66130 - Facilities Supplies	0.00	291.63	-291.63	0.0%
66140 - Utilities				
66141 - EBMUD	0.00	1,600.00	-1,600.00	0.0%
66142 - Garbage	499.25	708.37	-209.12	70.5%
66143 - PG&E Gas	1,062.77	433.37	629.40	245.2%
66144 - PG&E Electrical	1,047.85	1,116.63	-68.78	93.8%
Total 66140 - Utilities	2,609.87	3,858.37	-1,248.50	67.6%
Total 66000 - Facilities	7,863.39	8,929.13	-1,065.74	88.1%
67000 - Finance				
67050 - Stewardship	0.00	200.00	-200.00	0.0%
67100 - Benevity Fees	0.00	12.50	-12.50	0.0%
67101 - Banking Charges	300.83	100.00	200.83	300.8%
67103 - Corporate Fees & Expenses	0.00	8.37	-8.37	0.0%
67104 - Property & Liability Insurance	0.00	2,588.62	-2,588.62	0.0%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	594.85	-594.85	0.0%
67118 - Rectory Property Tax	0.00	67.38	-67.38	0.0%
Total 67107 - Property Taxes	0.00	662.23	-662.23	0.0%
Total 67000 - Finance	300.83	3,571.72	-3,270.89	8.4%
68000 - Budgeted Outreach				

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02/08/21

Accrual Basis

**Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January 2021**

	Jan 21	Budget	\$ Over Budget	% of Budget
68002 · Budgeted Outreach	1,250.00	1,250.00	0.00	100.0%
68003 · Schools & Interfaith Council	250.00	250.00	0.00	100.0%
Total 68000 · Budgeted Outreach	1,500.00	1,500.00	0.00	100.0%
69000 · Contingency				
69001 · Contingency	0.00	416.63	-416.63	0.0%
69003 · COVID-19 Supplies	14.99	62.50	-47.51	24.0%
Total 69000 · Contingency	14.99	479.13	-464.14	3.1%
Total 60000 · Operating Expenses	53,338.95	62,816.73	-9,477.78	84.9%
Total Expense	53,338.95	62,816.73	-9,477.78	84.9%
Net Ordinary Income	37,092.26	-4,352.55	41,444.81	-852.2%
Other Income/Expense				
Other Income				
70000 · Program Accounts				
70060 · Maintenance & Improvement				
70065 · Maint & Improvement Expense	-1,087.68			
Total 70060 · Maintenance & Improvement	-1,087.68			
70130 · Concert Series				
70131 · Concert Series Income	100.00			
70135 · Concert Series Expense	-225.00			
Total 70130 · Concert Series	-125.00			
70140 · Columbarium				
70145 · Columbarium Expense	-69.58			
Total 70140 · Columbarium	-69.58			
70170 · Memorial				
70171 · Memorial Income	1,000.00			
Total 70170 · Memorial	1,000.00			
70230 · Capital Fund - Livestreaming				
70232 · Livestreaming - Expenses	-296.33			
Total 70230 · Capital Fund - Livestreaming	-296.33			
Total 70000 · Program Accounts	-578.59			
80000 · Outreach Accounts				
89000 · Other Outreach				
89001 · Other Outreach Donations	1,000.00			

3:46 PM

02/08/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January 2021

	<u>Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 89000 - Other Outreach	<u>1,000.00</u>			
Total 80000 - Outreach Accounts	<u>1,000.00</u>			
Total Other Income	<u>421.41</u>			
Net Other Income	<u>421.41</u>			
Net Income	<u><u>37,513.67</u></u>	<u><u>-4,352.55</u></u>	<u><u>41,866.22</u></u>	<u><u>-861.9%</u></u>

Rector Report March 2021

Youth images in digital and print media.

As we move to re-open, I am going to begin pushing that every Sunday morning and other events require media releases for minors who participate. This is for all ministry leaders who have even a tangential connection with minors where photos and videos being taken.

We have made it easy. If a minor shows up to your event and photos are being taken or cameras are rolling, stop, get out your phone, go the member section of website and get the parent to fill out the form on the “Minor Media Release Form” subpage of the members section on the website

<https://www.sainttimothysdanville.org/minor-media-release-form.html>

we want to begin to build an electronic database. The link above makes it easy – no paper, no record keeping –every form is emailed to the parish email.

So, if you want to show a video on the website. Great, let’s make sure we have a release for all minors appearing on the video. You want to have images in the Tidings? Great, just send the link to every parent or guardian who is in charge of the minors pictured.

FOTH

The outreach team is currently considering dates for FOTH. I want use to consider the approach of pairing it with Welcome Back Sunday. I believe this should be in place of a traditional ministry fair. We put FOTH (and by extension it’s partner ministries) at the center of our Fall kickoff.

Venmo

You may have seen some traffic regarding Venmo. Venmo s an app-based way for people to donate. There are some questions about tracking and auditability that Dick Firth is helping us work out. I believe Venmo is great for one-off events where possible casual givers abound and should not be advertised as a replacement for our current giving system.

I think it would be extremely helpful at choir concerts, FOTH, and other events. In these situations, people who may not take the time to fill out a giving profile, would whip out their phone and give by Venmo. What a prime rule of business? Make it easy to pay. St. Timothy’s leans toward a harder-to-pay business.

I don’t think Venmo will produce a huge income stream, However, if we want to communicate that we are forward looking and meeting people where they are with regard to digital giving, I and from a PR perspective look like we are embracing a new generation of givers.

If, however Dick’s research shows that we are recklessly vulnerable in a traceability and auditability, that might cause us to look at a different approach.

Parish Admin job opening

I am impressed and grateful for the work of Steve Oki’s team. The job description is live, and an action plan is being worked through as we speak. Pray that we have good candidates soon.

MCC

I continue to be grateful for Tania, Carolyn, Dave and Sally efforts on the Food Drives.

Worship / Reopening

We are still on the same pattern of re-opening in the yellow tier. As of March 14, we are in the red tier

Music and Red Tier

I have invited a limited quartet to sing in church (still no parishioners) starting March 21st. Masked and distanced.

Holy Week

Holy Week is well planned and ready to deploy.

Maundy Thursday

One small question that will be hopefully be resolved by the time we meet in our March Vestry is the shape of a possible Lutheran, Methodist, Episcopal Maundy Thursday. If we can pull it off, this joint worship will **be** our Maundy Thursday offering.

Easter Sunday

I want to maintain the course of going to the National Cathedral on Easter Sunday.

Senior Warden Monthly Report

March 15, 2021

By Linda Clark

1. The Feb. 17 virtual vestry was well attended. The goal was to give new and not new vestry members information regarding vestry member responsibilities and answer any questions. Sally, Neal and Bev did a wonderful job of fielding questions and providing necessary information.
2. I attended the Feb. 10 and March 10 Finance Committee meetings. There will be a Dioceses audit of our books in March.
3. Met with Pastor Todd on Feb. 17 to discuss a variety of subjects.
4. Met with Pastor Todd on March 2.
5. Met with Pastor Todd and executive committee on March 4 and March 11.
6. Attended Mar. 7 10am service and March 14 10a service in order to check-in with live stream team other volunteers present.
7. Attended Finance Committee Zoom on March 10.
8. Met with Pastor Todd Monday, March 15.

Administration Commission Report

Jan/Feb 2021

Comcast

It has been an eventful 2 months working with Comcast on several problems and the installation of the new Comcast Business VoiceEdge system. Billing problems after the installation also seem to be persisting.

- January 2021: Comcast implemented blanket increases to the rental of the TV adapter (from .95 to 9.95) and increase to the Basic TV services (from 9.95 to 29.95). The bill was paid before the conclusion of research to avoid late charges
- February 2021: Kari Doolittle cancels TV services with Comcast; Comcast agrees to refund January basic tv charges as a credit on the next billing cycle
- February 13th: All computers and phones were out for an extended time and Comcast was called.
 - Tech determined that problem was not with Comcast Equipment and had something to do with wiring within Grace House
 - Steve Oki, Kari Doolittle, and Rand Mahoney were called to investigate and determined that 2 ethernet lines were causing the problem and were removed from the switch. All phones and computers then came up except for Susan's Office phone. Susan's phone was fixed on February 20th during the wiring review.
 - Plan to schedule a team to scan and label all computer outlets
- March 9: Comcast billing for new Business VoiceEdge (BE) phone system arrives - billing includes \$349.50 in installation fees
 - Kari contacts Comcast; refund cannot be issued directly since the credit of installation fees is not included in the final contract. Contact with original sales Rep results in agreement credit should be issued; Rep will follow up with billing on process.
- March 9: Don Perry completes installation of final new phone in Sacristy. Kari will complete registration and set up of new phone week of March 15

Grace House Wiring

- February 20th: We assembled a team to trace and label ethernet/phone wiring in Grace house
 - Don Perry
 - Rich Wood (IT consultant)
 - Steven Oki
 - Kari Doolittle
- Led by Don Perry we were able to label all the wiring and outlets and correct and remove old wiring that was not needed.
- Rich upgraded Wi-Fi routers in Grace house (office and outside choir room) and in Parish Hall
- Don determined that with some wiring modifications, the wiring would support our ethernet needs at gigabit speed.
- Don is looking into improving wiring and network access to the Parish Hall and Education wing

Admin Assistant Search Team

- February: Jeanette Sebree gives notice and is taking a job at Albertsons
- Kimberly Bryant will be the temporary Admin Assistant until a permanent replacement can be found
- A search team has been formed to do advertising, recruiting, and search for a new candidate. The team consists of the following people (most of which were part of the original team):
 - Steve Oki
 - Alison Hill
 - Kari Doolittle
 - Sally Shea Potts
 - Neal Matsunaga
 - Susan Oki

Zoom Account Acquired

- The Administration team has licensed 2 Pro accounts for Zoom. One of these will be used during the search for the Parish Administrator and the other for fellowship - as needed. The second account can be temporarily assigned to a Zoom basic (\$0) account.

Communications Commission Monthly Report
March, 2021

Actions taken since Annual Meeting, January 29, 2021:

Conducted a review and assessment of St. Tim's Communications landscape.

- Prepared new [Communications Handbook](#) (*work in progress*)
- Prepared new [Communication Vehicles](#) document (*work in progress*)
- Prepared new [Web Page Responsibilities](#) document (*work in progress*)
- Reached out to Pastor Todd and Sally for review and comments. Updated the documents.

Please click on links to the documents to review and provide feedback.

Submitted by:
Ade Adekunle

Outreach Meeting Minutes from 3/8/2021, Courtesy of Sally.

Introductions and short updates on ministries and Covid impact

1. Discovery Center – Nancy Lucas – seeing an increase in counseling load
2. Comfort Cubs – Nancy Lucas – very few clients due to the pandemic
3. GAIA – Diane Carpenter - training nurses for Nigeria, ahead in AIDS treatments, dealing with Coronavirus.
4. Habitat for Humanity – Dave Kutrosky – worked in Martinez a few years ago on project. Dave gets regular updates on build near the Pleasant Hill BART station. Plan to start in late summer or fall. Delayed due to pandemic. Workers must be 16 or above. Dave will let us know how much building Playhouses requires in \$\$ contribution in order to participate.
5. Hope Solutions – Leslie Firth – housing navigation to address homelessness.
6. Loaves and Fishes – Leslie Firth – used to participate 1x/month to help, but we are on hiatus; demand has increased to 950 meals served a day at their 5 dining rooms. L & F changed to “To-Go” meals out the door including a bag from their food pantry. Barbara Monsler is furnishing bags from her retirement community. 2 L&F people doing the cooking at Trinity Center. Trinity Center is looking for help managing L&F food service at Trinity Center. Leslie will ask about plastic bags from our food drive. Tania has some and there are more in the conference room.
7. Monument Crisis Center – Sally Shea Potts – Food distribution in their parking lot 3 mornings a week. Inside spaces converted to food storage and distribution preparation. Dave Kutrosky says that the lines on Monday mornings have been getting longer.
8. Food Drive for MCC – Carolyn Bried & Tania Hanson DeYoung - 2 drives/month in the front parking lot – In 2020 we had donations of \$4000/27 cars. – So far this year we have had donations of - \$2100 and 7 cars of food. We had volunteers from Mormon church at the last drive and they will publicize it to other Mormon churches. Update on MCC Food Drive – Planning to do 2 times a month through October
9. Options Recover Services– Peg Miller & Patti Farris – went remote 1 year ago – x addicts served day – They have staff in Comfort Inn where homeless are being housed. Options has programs in 9 prisons and in Santa Rita facility. Drug & Alcohol counseling is being given in the prisons by trained “lifers” counselors helping fellow inmates. Graduations are remote. St. Timothy’s sponsors the September graduation.
10. PFLAG – Parents and Families supporting Lesbian and Gay people - Steve Mason – Thankful for the donation – do a lot of peer counselling – clientele has changed to included trans-gender parents – Now active in all the high schools and all middle schools and some grammar schools. The change in the attitude of the public since the founding has been profound. PFLAG lobbies for rights and supports counselling for parents.
11. Rise Against Hunger – Joann Oliver – revised working model to work with partner organizations to facilitate food distribution. Do have small events. They are hosting groups at their facility. This could be a possible youth immersion project.

12. Shelter, Inc – Leslie Firth – mostly working remotely – intake center for finding housing for those who need housing. They are participating in a county program to make sure clients are in a general data base in order to provide the services they need. Alison Hill is now the liaison for Shelter, Inc.
13. Gretta Foundation – Tania Hanson DeYoung – Response to pandemic was to shut schools. The nursing school has just restarted. Money was used to purchase PPE for graduates to use in the hospitals where they are working.
14. Respite Inn – Carleen Carns – residential care – part time – no residence during pandemic – Facilitating Zoom meetings for clients – average 5 activities / week. Covid vaccinations facilitated for clients and families. Took the “down time” to do overdue maintenance and upgrades on the facilities.
15. Trinity Center – Steve Mason – Joined the board of directors since he could not volunteer – Winter Night program is happening at the Armory with overnight guests in tents. Several Trinity Center members are housed at St. Paul’s Commons. Has seen lots of cooperation among the charities. Trinity Center is reaching out to the Rainbow Center in Concord who has a younger clientele. Steve knows of at least 15 Trinity Center clients who now live in St. Paul’s Commons. St. Paul’s Commons has 44 units. Tania proposed to give existing available funds (split between Adopt-a-bike and Trinity) to provide meals for the Armory clients and Steve agreed.
16. Winter Nights Shelter – Joann Oliver – instead of housing clients in 2021, the clients were housed at San Damiano. Danville congregations including St. Timothy’s provided \$\$ and food in December. Planning for winter 2021/2022 is in process; plan now is uncertain. Working with other organizations to find permanent housing. San Damiano was good housing-wise but VERY ISOLATED! The generosity of the parish was AMAZING!
17. Multi-faith Action Coalition – Peg is active with them.
18. Adopt A Family Bikes – Rand Mahoney & Tania Hanson DeYoung – cancelled in 2020 but hopeful for 2021. Demand from schools and others has been less during the pandemic. One of the volunteers is helping those who do call.

OUTREACH CALENDAR FOR 2021

Plan Outreach Calendar and FOTH date as much as we possibly can with Covid restrictions

- July to mid-Aug. – Backpack Drive for Home Solutions – probably virtual again – since it was so successful in 2020
- Mid-August – FOTH – in order to have more time to prepare. Need to do something different than the video, **date pending approval from Vestry**
- Rise Against Hunger – tentative in September
- November – Christmas Food Boxes or Thanksgiving Food Bags – depending on pandemic
- December – possible Shelter, Inc. Gift wrapping and possible Share the warmth sock drive
- January or February 2022 – Winter Nights Shelter

Worship and Liturgy Monthly Report

March 2021

Action taken since Annual Meeting, January 29, 2021:

- Reviewed Website and suggested changes which were made.
- Reached out to Darita regarding a meeting to discuss youth choirs.
- Reached out to Rayne regarding more inclusion of youth in the worship when services begin again. Rayne had some great ideas.
- Cathy M, Holly T and Leslie Firth have transformed sanctuary to the Lenten Season.
- Published rota through April.
- Scheduled individuals for the Passion on Palm Sunday and Good Friday.
- Worked with Kari D to develop suggestions for those pre-recording scripture readings.
- Learned how to use Google Doc and host a Zoom Meeting.
- Updated Acolyte Crosses
- Trained one new acolyte

Submitted by Jacqueline Chiavini