

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

Wednesday June 16, 2021 – Grace House Conference Room

Update Date: 08/12/2021

## SUMMARY:

### MOTIONS:

- The following were approved as posted prior to the meeting
  - Agenda for the meeting
  - Minutes of the May 2021 meeting were approved as posted
  - Treasurer's report
  - Submitted reports: Rector, Administration, Communications, Outreach and Worship
- The revised budget for the Noah's Ark preschool for 2021-2022 was approved as presented by Neal Matsunaga.

### ACTION ITEMS:

#### Attendees:

Ade Adekunle, Rev. Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Linda Clark, Rayne Devlin, Susan Geissler-O'Neil, Neal Matsunaga, Scott MacDougall, Trudy Macmillan, Steve Oki, Sally Shea Potts

#### Absent:

Steve Hedden, Cecilia Oduwole,

#### 1. Opening Prayer – Pastor Todd

Pastor Todd read from Joab

The vestry shared their prayers and concerns.

#### 2. Review and Confirm Agenda –

**MOTION** The draft agenda was approved

#### 3. Introduction of Guests – there were no guests

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

##### MOTION:

- a. Approve Agenda for the June Meeting – unanimously approved.
- b. Approve minutes from the May 19, 2021, vestry meeting – unanimously approved.
- c. Approve Treasurers Report, Balance Sheet and P&L through 31 May 2021 and report on Venmo account from bookkeeper in that order – unanimously approved.
- d. Approve the following Commission and other Reports – unanimously approved.
  - Rector
  - Administration
  - Communications
  - Outreach
  - Worship

### **Treasurer's Report review**

- Neal reviewed his report. The status is good due to unanticipated donations and expenses being lower than budgeted due to the closure of the church for most of this time
- Neal told the vestry about donations through Venmo including one designated for COVID in Brazil and India. Pastor Todd will attempt to contact the donor

### **5. Non-Recurring Action Items**

#### **a. Noah's Ark 2021-2022 Budget Review and Vote – Neal Matsunaga**

- Updated Noah's Ark 2021-2022 budget – as of 6/4/2021
- Current enrollment is 39 students. It was 34 students when the Noah's Ark board approved the initial budget
- Perspective parents are still touring
- Additional programs: Lunch bunch – lunch with teacher, handwriting without tears, Friday class, summer school – 22 interested – all popular
- Chapel is held every day (outside)

**MOTION:** The vestry approved the updated Noah's Ark budget for 2021-2022

#### **b. LOA (Letter of Agreement) for Rebekah Dodda – new Parish Administrator**

- Neal reviewed the LOA that he will give to Rebekah to sign tomorrow.
- Ade questioned the absence of a Performance Assessment in the document
- That will be added.
- Pastor Susan pointed out the error in the confidentiality agreement

#### **c. Executive Session – there are no notes from the Executive session where personnel issues were discussed**

### **6. FYI**

#### **a. Church Staff – Pastor Todd**

- 1) Parish Administrator – Rebekah Dodda started today. Todd is happy. Rebekah is a little overwhelmed but that is to be expected. She will have help from Kimberly through the end of the month.
- 2) Music Director
  - Todd described the status of the search for a Music Director.
  - Todd discussed offering the temporary position to M.J. for August and perhaps September. She is a probable candidate.

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**b. Outside Groups** meeting inside

- Todd outlined the rules for outside groups.
- Todd says there are rules for food – individual servings – no common plates – one person serves beverage.
- Todd will get the guidance on food but at the moment, HE DOESN'T KNOW.
- Bev is communicating with the groups.

**b. Zoom capability in Conference Room** – Sally

Sally has been working on a way to enable meetings using Zoom from the Overby Conference Room and/or library using a donated big screen TV, a laptop and an external microphone. The setup works – sort of but not well – yet.

**7. Closing Prayer**

## St Timothy's Calendar for Vestry as of 06/13/2021

Date	Event
Wednesday, June 16 – 6:30 pm	<b>Vestry Meeting - Parish Hall</b>
<b>Sunday, June 20 – 8:00 and 10:00 am</b>	<b>Worship in the church</b>
Monday, June 21 - tentative	Church Office Reopens
Tuesday – Thursday, June 22 – 24	VBS – Vacation Bible School
Friday, June 25	VBS Movie Night
Sunday, July 11 – 11 am – 1:00 pm	Food Drive for Monument Crisis Center – Front parking lot
Sunday, August 1	Darita's last Sunday at St. Timothy's
Saturday, August 7	Choral Audacity concert
Sunday, August 8 – 11 am – 1:00 pm	Food Drive for Monument Crisis Center – Front parking lot
<b>Wednesday, August 18 – 6:30 pm</b>	<b>Vestry Meeting</b>
<b>Sunday, Sept. 19 &amp; Saturday, Sept. 25</b>	<b>FOTH – Fruits Of The Harvest fundraiser for Outreach</b>

Submitted by Sally Shea Potts, Vestry Clerk

**Next Regular Vestry Meeting – Wednesday August 18, 2021**  
**TIDINGS DEADLINE & PUBLICATION SCHEDULE** (as of 5/18/2021)

Submission Deadline	Publication Date
September 1	September 8
September 24	October 1
October 24	November 1
November 16	November 22

**NOTE:** The deadline for the weekly **announcements** is **noon on Tuesday**. Announcements are sent to the parish using Constant Contact on Thursday afternoon. Information for Announcements should be sent to [parish@sainttimothysdanville.org](mailto:parish@sainttimothysdanville.org).

# Treasurer's Report

June 16, 2021

- Financial results through May are positive overall despite underruns in loose plate offerings, facilities cost sharing and flower donations due to the underruns being offset by higher than budgeted pledge and contributing income to date
- 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 May the church has received an additional 5 pledges for \$11,360, 2 of which were part of the forecast of 6 additional pledges and 3 that were new pledges. Given the time of year it appears unlikely we will be receiving any more of the pledges that were anticipated in the budget.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$274,299	\$281,791	\$ 7,492
Other Income	\$ 16,671	\$ 21,491	\$ 4,820
Expenses	\$314,084	\$257,526	\$56,558
Net Income	\$( 23,114)	\$ 45,756	

Pledge Income difference due to:

Receipt of a number of large pledge payments in the month of April

Other Income difference due to:

Loose Plate \$(3,379), Facilities Cost Sharing \$(6,462) and Flower Donations \$(450) under budget were offset by Contributing Income \$13,982 above budget.

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

Personnel expenses \$9,599 under budget due mainly to \$5,033 for administrative assistant/office manager and \$1,272 for childcare assistant positions being vacant and Musicians \$825 and Staff Allowances \$987 under budget

Altar Guild expenses \$585 under budget

Music expenses \$1,073 under budget

Christian Formation expenses \$605 under budget

Children & Youth Ministry expenses \$841 under budget

Fellowship expenses \$1,083 under budget

Administrative expenses \$3,708 under budget

Facilities expenses \$18,212 under budget

Finance expenses \$8,654 under budget

Contingency expenses \$1,836 under budget

## Action Items

- Review and approve Noah's Ark's 2021-2022 budget
- Executive session financial recommendation.

## Recurring Status

- Acct 62604 - Clergy Discretionary Fund activity year-to-date as of the end of May
  - No activity
- Venmo transactions in May:
  - 5/5 \$50 donation
  - 5/15 \$40 donation
  - 5/22 \$30 donation
  - 5/29 \$35 donation
  - 5/30 \$155 transferred to church checking acct/posted in Heritage 6/1
  - Bookkeeper completed monthly reconciliation of withdrawals/transfers with Venmo statement

## Other Status

- New administrative assistant Rebekah Dodda.
  - Start 6/16
  - Work M-Th, 9-2, 20 hrs./week

Neal Matsunaga

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

	Jan - May 21	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	17,768.00	17,768.00	0.00	100.0%
41100 - Current Year Pledges	288,268.05	256,530.75	31,737.30	112.4%
41300 - Prior Year Pledges Rec'd Late	18,275.00			
<b>Total 41000 - Pledge Income</b>	<b>324,311.05</b>	<b>274,298.75</b>	<b>50,012.30</b>	<b>118.2%</b>
42000 - Plate Offering				
42100 - Loose Plate	788.00	4,166.65	-3,378.65	18.9%
42150 - Contributing Income	20,232.00	6,250.00	13,982.00	323.7%
<b>Total 42000 - Plate Offering</b>	<b>21,020.00</b>	<b>10,416.65</b>	<b>10,603.35</b>	<b>201.8%</b>
43000 - Special Gifts	40.00			
44000 - Operating Support				
44200 - Facilities Cost Sharing	298.00	6,757.75	-6,461.75	4.4%
44300 - Flower Donations	175.00	625.00	-450.00	28.0%
<b>Total 44000 - Operating Support</b>	<b>471.00</b>	<b>7,382.75</b>	<b>-6,911.75</b>	<b>6.4%</b>
45000 - Other Income				
45200 - Amazon Smile	69.92			
45300 - Interest Income	69.60	114.60	-45.00	60.7%
45400 - Miscellaneous Income	100.00	108.31	-8.31	92.3%
<b>Total 45000 - Other Income</b>	<b>239.52</b>	<b>222.91</b>	<b>16.61</b>	<b>107.5%</b>
<b>Total 40000 - Donations</b>	<b>346,081.57</b>	<b>292,321.06</b>	<b>53,760.51</b>	<b>118.4%</b>
<b>Total Income</b>	<b>346,081.57</b>	<b>292,321.06</b>	<b>53,760.51</b>	<b>118.4%</b>
<b>Gross Profit</b>	<b>346,081.57</b>	<b>292,321.06</b>	<b>53,760.51</b>	<b>118.4%</b>
<b>Expense</b>				
60000 - Operating Expenses				
61000 - Diocesan Assessment	47,846.70	47,846.77	-0.07	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	40,320.00	40,320.00	0.00	100.0%
62120 - Associate Rector	33,473.80	33,473.75	0.05	100.0%
62198 - Clergy Pension Premiums	15,460.20	15,917.22	-457.02	97.1%
62199 - Clergy Benefits & Insurance	13,820.75	13,875.89	-55.14	99.6%
<b>Total 62100 - Clergy Compensation</b>	<b>103,074.75</b>	<b>103,586.86</b>	<b>-512.11</b>	<b>99.5%</b>
62200 - Lay Staff Compensation				
62202 - Music Director	19,385.88	16,995.00	2,390.88	114.1%
62203 - Office Manager	3,598.75	8,632.00	-5,033.25	41.7%
62213 - Office Staff-Temporary Help	1,792.40	332.00	1,460.40	539.9%
62204 - Bookkeeper	4,043.68	4,402.69	-359.01	91.8%
62205 - Childcare Assistant	0.00	1,272.04	-1,272.04	0.0%
62296 - Lay Payroll Taxes	1,700.61	2,419.94	-719.33	70.3%
62297 - Lay Pension Premiums	1,164.33	2,306.40	-1,142.07	50.5%
62299 - Pension Reimbrsmnt Noah's Ark	0.00			
62298 - Lay Benefits & Insurance	252.00	2,664.21	-2,412.21	9.5%
<b>Total 62200 - Lay Staff Compensation</b>	<b>31,937.65</b>	<b>39,024.28</b>	<b>-7,086.63</b>	<b>81.8%</b>
62300 - Workers Compensation Insurance	0.00	416.69	-416.69	0.0%
62400 - Payroll Processing Fees	273.00	420.00	-147.00	65.0%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	4,300.00	5,208.31	-908.31	82.6%
62512 - Supply Musicians	500.00	416.69	83.31	120.0%
<b>Total 62501 - Musicians</b>	<b>4,800.00</b>	<b>5,625.00</b>	<b>-825.00</b>	<b>85.3%</b>

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

	Jan - May 21	Budget	\$ Over Budget	% of Budget
62504 - Landscaping	10,085.00	10,085.00	0.00	100.0%
62505 - Janitorial Services	12,375.00	12,000.00	375.00	103.1%
<b>Total 62500 - Contractors (1099)</b>	<b>27,260.00</b>	<b>27,710.00</b>	<b>-450.00</b>	<b>98.4%</b>
<b>62600 - Staff Allowances</b>				
62601 - Continuing Education	0.00	416.69	-416.69	0.0%
62602 - Travel	0.00	250.00	-250.00	0.0%
62603 - Clergy Hospitality	137.94	333.31	-195.37	41.4%
62604 - Clergy Discretionary Fund	0.00	125.00	-125.00	0.0%
<b>Total 62600 - Staff Allowances</b>	<b>137.94</b>	<b>1,125.00</b>	<b>-987.06</b>	<b>12.3%</b>
<b>Total 62000 - Personnel Expense</b>	<b>162,683.34</b>	<b>172,282.83</b>	<b>-9,599.49</b>	<b>94.4%</b>
<b>63100 - Altar Guild</b>				
63101 - Candles and Wine	152.39	833.31	-680.92	18.3%
63102 - Flower Expense	502.78	416.69	86.09	120.7%
63105 - All Other Altar Guild Expenses	134.60	125.00	9.60	107.7%
<b>Total 63100 - Altar Guild</b>	<b>789.77</b>	<b>1,375.00</b>	<b>-585.23</b>	<b>57.4%</b>
<b>63200 - Music</b>				
<b>63205 - Music Expenses</b>				
63215 - Professional Expense	0.00	208.31	-208.31	0.0%
63216 - Music Hospitality	0.00	83.31	-83.31	0.0%
63205 - Music Expenses - Other	369.98	1,000.00	-630.02	37.0%
<b>Total 63205 - Music Expenses</b>	<b>369.98</b>	<b>1,291.62</b>	<b>-921.64</b>	<b>28.6%</b>
63206 - Musical Equipment R&M	390.00	541.69	-151.69	72.0%
<b>Total 63200 - Music</b>	<b>759.98</b>	<b>1,833.31</b>	<b>-1,073.33</b>	<b>41.5%</b>
<b>63300 - Christian Formation</b>				
63301 - EFM	0.00	208.31	-208.31	0.0%
63302 - Adult Education	43.50	416.69	-373.19	10.4%
63303 - Lenten Series	101.45	125.00	-23.55	81.2%
<b>Total 63300 - Christian Formation</b>	<b>144.95</b>	<b>750.00</b>	<b>-605.05</b>	<b>19.3%</b>
<b>63350 - Children &amp; Youth Ministry</b>				
63351 - Family Ministries	21.84	541.69	-519.85	4.0%
63352 - Youth Ministries	0.00	416.69	-416.69	0.0%
63353 - Acolytes	0.00	125.00	-125.00	0.0%
63350 - Children & Youth Ministry - Other	220.08			
<b>Total 63350 - Children &amp; Youth Ministry</b>	<b>241.92</b>	<b>1,083.38</b>	<b>-841.46</b>	<b>22.3%</b>
<b>64000 - Worship &amp; Liturgy</b>				
64108 - Liturgical Art	0.00	125.00	-125.00	0.0%
64150 - Miscellaneous Worship	147.24	250.00	-102.76	58.9%
<b>Total 64000 - Worship &amp; Liturgy</b>	<b>147.24</b>	<b>375.00</b>	<b>-227.76</b>	<b>39.3%</b>
64250 - Pastoral Care	0.00	83.31	-83.31	0.0%
<b>64500 - Fellowship</b>				
64501 - Sunday Coffee & Supplies	0.00	333.31	-333.31	0.0%
64502 - Parish Events-Connect	0.00	208.31	-208.31	0.0%
64503 - Reception Expense	0.00	208.31	-208.31	0.0%
64504 - Greeters-Welcome	0.00	208.31	-208.31	0.0%
64505 - Invites	0.00	83.31	-83.31	0.0%
64506 - Vestry Expenses	0.00	41.69	-41.69	0.0%
<b>Total 64500 - Fellowship</b>	<b>0.00</b>	<b>1,083.24</b>	<b>-1,083.24</b>	<b>0.0%</b>
<b>65000 - Administrative</b>				
65100 - Office Supplies	379.36	625.00	-245.64	60.7%
65101 - Paper	127.70	1,041.69	-913.99	12.3%
65102 - Advertising	248.53	416.69	-168.16	59.6%



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

	Jan - May 21	Budget	\$ Over Budget	% of Budget
65103 · Software	1,388.79	1,000.00	388.79	138.9%
65105 · Phone & Internet	2,775.20	2,291.69	483.51	121.1%
65106 · Misc Administration	20.00	250.00	-230.00	8.0%
65200 · Equipment				
65201 · Hardware	528.75	416.69	112.06	126.9%
65202 · Ricoh Copier	3,234.39	6,500.00	-3,265.61	49.8%
65203 · Other Equipment R&D	0.00	208.31	-208.31	0.0%
65204 · Risograph Copier	377.79	450.00	-72.21	84.0%
<b>Total 65200 · Equipment</b>	<b>4,140.93</b>	<b>7,575.00</b>	<b>-3,434.07</b>	<b>54.7%</b>
65300 · Postage				
65301 · Meter Postage	584.98	416.69	168.29	140.4%
65302 · Other Postage	72.50	62.50	10.00	116.0%
65303 · Meter Lease	1,544.92	1,291.69	253.23	119.6%
<b>Total 65300 · Postage</b>	<b>2,202.40</b>	<b>1,770.88</b>	<b>431.52</b>	<b>124.4%</b>
<b>Total 65000 · Administrative</b>	<b>11,262.91</b>	<b>14,970.95</b>	<b>-3,708.04</b>	<b>75.2%</b>
66000 · Facilities				
66100 · Campus Maintenance	6,166.51	14,583.31	-8,416.80	42.3%
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	725.00	708.31	16.69	102.4%
66116 · Maintenance	1,556.99	1,666.69	-109.70	93.4%
<b>Total 66110 · Rectory Maintenance</b>	<b>3,631.99</b>	<b>4,312.50</b>	<b>-680.51</b>	<b>84.2%</b>
66120 · Services				
66121 · Elevator & Fire Alarm	2,123.46	2,500.00	-376.54	84.9%
66122 · Other Services	675.75	2,500.00	-1,824.25	27.0%
66120 · Services - Other	363.00			
<b>Total 66120 · Services</b>	<b>3,162.21</b>	<b>5,000.00</b>	<b>-1,837.79</b>	<b>63.2%</b>
66130 · Facilities Supplies	358.93	1,458.31	-1,099.38	24.6%
66140 · Utilities				
66141 · EBMUD	2,257.08	8,000.00	-5,742.92	28.2%
66142 · Garbage	2,883.36	3,541.69	-658.33	75.8%
66143 · PG&E Gas	3,203.83	2,166.69	1,037.14	147.9%
66144 · PG&E Electrical	4,969.93	5,583.31	-613.38	89.0%
<b>Total 66140 · Utilities</b>	<b>13,114.20</b>	<b>19,291.69</b>	<b>-6,177.49</b>	<b>68.0%</b>
<b>Total 66000 · Facilities</b>	<b>26,433.84</b>	<b>44,645.81</b>	<b>-18,211.97</b>	<b>59.2%</b>
67000 · Finance				
67050 · Stewardship	0.00	1,000.00	-1,000.00	0.0%
67100 · Benevity Fees	17.80	62.50	-44.70	28.5%
67101 · Banking Charges	993.25	500.00	493.25	198.7%
67103 · Corporate Fees & Expenses	27.78	41.69	-13.91	66.6%
67104 · Property & Liability Insurance	7,781.00	12,942.94	-5,161.94	60.0%
67107 · Property Taxes				
67117 · Church Property Tax	0.00	2,974.17	-2,974.17	0.0%
67118 · Rectory Property Tax	404.31	337.08	67.23	120.0%
<b>Total 67107 · Property Taxes</b>	<b>404.31</b>	<b>3,311.23</b>	<b>-2,906.92</b>	<b>12.2%</b>
<b>Total 67000 · Finance</b>	<b>9,204.14</b>	<b>17,858.36</b>	<b>-8,654.22</b>	<b>51.5%</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	425.88	2,083.31	-1,657.43	20.4%

12:44 PM

06/09/21

Accrual Basis

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

	Jan - May 21	Budget	\$ Over Budget	% of Budget
69003 · COVID-19 Supplies	134.43	312.50	-178.07	43.0%
Total 69000 · Contingency	580.31	2,395.81	-1,835.50	23.4%
Total 60000 · Operating Expenses	267,575.10	314,083.77	-46,508.67	85.2%
Total Expense	267,575.10	314,083.77	-46,508.67	85.2%
Net Ordinary Income	78,508.47	-21,762.71	100,269.18	-360.7%
Other Income/Expense				
Other Income				
70000 · Program Accounts				
70060 · Maintenance & Improvement				
70061 · Maint & Improvement Income	4,500.00			
70065 · Maint & Improvement Expense	-14,800.24			
Total 70060 · Maintenance & Improvement	-10,300.24			
70130 · Concert Series				
70131 · Concert Series Income	100.00			
70135 · Concert Series Expense	-225.00			
Total 70130 · Concert Series	-125.00			
70140 · Columbarium				
70141 · Columbarium Income	4,800.00			
70145 · Columbarium Expense	-361.94			
Total 70140 · Columbarium	4,438.06			
70170 · Memorial				
70171 · Memorial Income	1,000.00			
Total 70170 · Memorial	1,000.00			
70230 · Capital Fund - Livestreaming				
70232 · Livestreaming - Expenses	-7,626.12			
70231 · Livestreaming - Donations	-837.15			
Total 70230 · Capital Fund - Livestreaming	-8,463.27			
Total 70000 · Program Accounts	-13,450.45			
80000 · Outreach Accounts				
80110 · Winter Nights				
80119 · Winter Nights Disbursements	-2,396.90			
Total 80110 · Winter Nights	-2,396.90			
89000 · Other Outreach				
89001 · Other Outreach Donations	10,500.00			
89005 · Other Outreach Disbursements	-2,000.00			
Total 89000 · Other Outreach	8,500.00			
Total 80000 · Outreach Accounts	6,103.10			
Total Other Income	-7,347.35			
Other Expense				
100000 · Ask My Accountant	0.00			
Total Other Expense	0.00			
Net Other Income	-7,347.35			
Net Income	71,159.12	-21,762.71	92,921.83	-327.0%

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

	May 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
10001 - Heritage Checking	197,069.99
10002 - Heritage Savings	18,723.87
17103 - Schwab	183,281.25
17104 - TD Ameritrade	357,392.93
<b>Total Checking/Savings</b>	756,468.04
Other Current Assets	
13000 - Special Loan	4,200.00
<b>Total Other Current Assets</b>	4,200.00
<b>Total Current Assets</b>	760,668.04
<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	480,535.41
17102 - SSGA Endowment Gain/Loss	255,323.84
<b>Total Other Assets</b>	735,859.25
<b>TOTAL ASSETS</b>	<b>4,464,094.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 - Accounts Payable	-8,831.45
<b>Total Accounts Payable</b>	-8,831.45
Other Current Liabilities	
21007 - Prepaid Pledge 2021	24,875.25
<b>Total Other Current Liabilities</b>	24,875.25
<b>Total Current Liabilities</b>	16,043.80
<b>Total Liabilities</b>	16,043.80
<b>Equity</b>	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	735,859.25
31503 - Fixed Assets	2,967,567.00
<b>Total 31300 - Perm. Restricted Net Assets</b>	3,703,426.25
31500 - Temp. Restricted Net Assets	
31510 - Program	360,748.05
31520 - Outreach	106,468.05
	467,216.10

12:41 PM

06/09/21

Accrual Basis

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

	<u>May 31, 21</u>
Total 31500 - Temp. Restricted Net Assets	467,216.10
32000 - Unrestricted Net Assets	206,249.02
Net Income	<u>71,159.12</u>
Total Equity	<u>4,448,050.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>4,464,094.29</u></u></b>

6/4/2021

RE: Venmo May Statement

Subject: **RE: Venmo May Statement**  
Date: 6/2/2021 12:27:21 PM Pacific Standard Time  
From: bookkeeper@sainttimothysdanville.org  
To: nkmats@aol.com, pledges@sainttimothysdanville.org  
Cc: lgclark19@yahoo.com

Neal, eta al

\$155 from Venmo posted to heritage on 06/01/21

I will be posting to **May** revenue in QuickBooks

Steve

-----  
Steve Zimmerman  
Bookkeeper  
St. Timothy's Episcopal Church  
Office Hours: Wednesdays 9:00 to 2:00

Noah's Ark Preschool  
2020-2021 Budget

		2017-2018 Act	2018-2019 Act	2019-2020 Act	2020--2021 Bud	2020-2021 Act	2021-2022 Bud	Notes
<b>INCOME</b>						a/o Apr		
	Registration Fees	\$2,100	\$2,725	\$1,425	1,620	\$2,615	\$2,970	
	Tuition	\$201,172	\$223,135	\$188,640	216,855	\$155,136	\$176,400	assume 34 students & 10% increase
	Lunch Bunch/Enrichment	\$9,564	\$12,517	\$8,400	13,500	\$9,913	\$29,670	
	Other Income	\$139	\$648	\$1,500	2,500	\$313	\$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>\$234,475</b>	<b>\$167,976</b>	<b>\$211,540</b>	
	<b>EXPENSES</b>							
	Payroll							
	Salary	\$168,496	\$167,252	\$181,150	\$211,939	\$138,464	\$165,549	
	Benefits	\$2,812	\$3,684	\$3,200	\$13,140	\$2,592	\$13,835	STD, LTD, unemp, dent, EAP, life
	Pension	\$9,769	\$8,247	\$13,000	\$12,791	\$5,144	\$9,666	20 hrs+ employees
	Taxes	\$12,543	\$12,479	\$13,391	\$15,581	\$10,554	\$12,253	FICA/Medicare
	Total Payroll	\$193,619	\$191,662	\$210,742	\$253,451	\$156,753	\$201,303	
	Administration							
	Admin Fee (8.5%)	\$17,767	\$18,259	\$16,034	\$0	\$0	\$14,994	8.5% of total tuition
	Advertising	\$154	\$312	\$300	\$300	\$142	\$300	
	Licenses	\$851	\$685	\$800	\$800	\$484	\$800	license, fingerprinting
	Office Supplies	\$828	\$809	\$1,000	\$1,000	\$915	\$1,000	
	Payroll Check Chg	\$1,000	\$918	\$1,000	\$1,848	\$1,477	\$1,596	\$7/chk, 2 chks/mo
	Phone	\$1,172	\$1,543	\$1,320	\$1,320	\$1,071	\$1,320	
	Misc	\$607	\$114	\$500	\$500	\$188	\$500	
	Total Administration	\$22,379	\$22,639	\$20,954	\$5,768	\$4,277	\$20,510	
	Insurance	\$2,747	\$2,902	\$3,850	\$3,850	\$3,396	\$3,850	workers comp
	Program Supplies	\$4,981	\$4,523	\$4,600	\$4,600	\$2,131	\$4,600	
	Staff Development	\$514	\$1,591	\$1,600	\$700	\$1,200	\$700	
	Snack & Kitchen Supplies	\$1,477	\$1,806	\$1,500	\$1,600	\$2,798	\$1,600	
	Staff Social Functions	\$683	\$524	\$600	\$700	\$440	\$700	
	Misc. Expenses	\$261	\$190	\$500	\$500	\$590	\$500	books, fund-raiser expenses
	<b>TOTAL EXPENSES</b>	<b>\$226,661</b>	<b>\$225,836</b>	<b>\$244,346</b>	<b>\$271,169</b>	<b>\$171,583</b>	<b>\$233,763</b>	
	<b>SURPLUS(SHORTFALL)</b>	<b>-\$13,686</b>	<b>\$13,188</b>	<b>-\$44,381</b>	<b>-\$36,694</b>	<b>-\$3,608</b>	<b>-\$22,223</b>	

**Letter of Agreement – Administrative Assistant  
Between  
St. Timothy’s Episcopal Church – Danville and Rebekah Dodda**

**Mission and Ministry**

Examples of the Administrative Assistant’s responsibilities will be available during training.

Critical needs for the job outside of administrative skills:

- Confidentiality  
Confidentiality is very important. The Administrative Assistant will hear parishioners’ stories and challenges a lot. This information is sacred. If either priest needs to know something about the needs and hurts of parishioners, please let us know. However, this is not to be share with your family of people in the congregation who you become familiar with.
- Timing  
Timing is everything. The Rector likes to work ahead, all the time. To be successful in this job the Administrative Assistant will need to be looking a month ahead and not just the week ahead. The Rector works electronically all the time, so experience and skills in using text and email and computers and software is critical.

**Time of Work and Leave**

The Administrative Assistant will work 20 hours and 4 days per week on a work schedule of Monday – Thursday, 9:00 – 2:00.

The Administrative Assistant position is an hourly, non-exempt position.

The Administrative Assistant will have the following periods of leave with full compensation:

- 9 paid holidays, to be taken so as to not interfere with Sunday or major church occasions: New Year’s Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving and Christmas Day.
- 2 weeks (40 hours) of vacation, accrued at the rate of 3.33 hours per month worked. Vacation days granted during a calendar year must be taken in the same calendar year.
- Requests for time off should be made in writing, at least 6 weeks in advance, to the Rector.

## **Insurance**

Workers' Compensation, Social Security and leaves for pregnancy and work-related disabilities are the only insurance benefits provided employees who work fewer than thirty (30) hours per week. For employees working at least 20 hours but less than 30 hours per week, St. Timothy's will not provide health care insurance but will allow the employee to purchase insurance through the church's insurance program at cost.

## **Retirement Benefits**

For employees working less than 30 hours per week, St. Timothy's will not provide a retirement pension. For employees working at least 20 hours per week St. Timothy's will contribute 5% of compensation to the Church Pension Group retirement plan. Employee contributions to the plan will also be matched up to 4% of compensation.

## **Disability**

In the event of long-term illness, injury or disability (unrelated to workplace injury), salary will not be continued through St. Timothy's.

## **Sick leave**

Paid sick leave is accumulated at the rate of 2 hours per month worked, for a total of 24 hours per year.

## **Use of Buildings**

Except for the use of the church and its buildings for the duties and ministries of the Administrative Assistant, she shall refer any requests to use the facilities for church programs or for programs involving individuals or groups from outside the parish to the Wardens following guidelines approved by the vestry.

## **Revision**

This letter is to be revised by mutual agreement and in writing annually. Compensation and expense revisions will be mutually agreed upon in a separate process with wardens and vestry.



**Interpretation**

- In the event of conflict over the terms of interpretation of this letter or work performance, the Rector along with the vestry will be brought into these discussions, if warranted or required.
- This letter of agreement shall be made part of the minutes of the next vestry meeting.
- The Administrative Assistant shall participate in all Diocesan or nationally required training, including anti-racism and anti-sexual misconduct training.
- The parish staff works at the discretion of and under the supervision of the Rector
- A required background check will be completed to the satisfaction of Diocesan requirements.
- This letter of agreement will be reviewed confidentially at the June 16, 2021, Vestrymeeting.

**Acceptance of this Letter of Agreement**

\_\_\_\_\_  
Rebekah Dodda

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Reverend Todd Bryant

\_\_\_\_\_  
Date

## **Addendum 1**

### **Financial, June 16, 2021**

#### **Compensation**

Rebekah Dodda's 2021 compensation is \$20/hour or \$20,800 per year, which will be reviewed and may be adjusted each year.

#### **Expenses**

- The church will provide for the normal expenses of the church office operations such as telephone, postage, office equipment, supplies, etc.
- In addition to regular church office operations "Professional Expense" includes reimbursement of documented expenses according to a Vestry approved plan. Professional expenses may include books, professional journals and professional memberships based on documented need for effective Office Management ministry.
- These funds do not carry over from year to year.

## **Rector Report June 2021**

### **Reopening**

I know you are sick of me talking about June 15<sup>th</sup> and the state of California. However, how “normal” we look this summer will have been determined by the time we meet for vestry. I will share my hot take during the vestry meeting.

### **Rebekah**

Also, by the time we meet for vestry, Rebekah Doodah will had have her first day in the parish admin role.

### **Sundays away**

I will be out for Sunday July 4, 11, 18<sup>th</sup>.

### **Livestream**

We now have a team of John Hager, Alex MacDougall, Kari Doolittle, Don Perry, Sathwik Rai, Liz and Kevin Knapp and Emma Gil. I am very happy with the people who will help out on Sunday.

You may be wondering what the heck is going on with the “sandstorm” that happens on the livestream video. Don Perry, as well as the Mahoney’s in the past, have tried so many different things. We are down to changing the software that runs the cameras and maybe even changing the cameras themselves. It is a problem that will be solved but may take a while.

Todd

# 2021-06 Admin Commission Report

Steven Oki

## Office Assistant Search

We have completed our search for our Office Assistant. We have made an offer to Rebekah Dodda, and she has accepted. Rebekah lives with her family in Mountain House, CA. She will be working in the office Monday - Thursday from 9 AM - 2 PM starting on June 16th (Wednesday). Rebekah will train with Kimberly Bryant until June 28th when Kimberly will be taking her vacation. We hope to have the office officially open on June 21st depending on California's opening restrictions.

The Search Team (listed below) have been working diligently since early March to find our new Office Assistant. We have gone through 2 recruitment cycles with Indeed and ZipRecruiter and have interviewed dozens of candidates. Only 3 candidates ever made it to the final round to interview with Pastor Todd.

I want to thank the members of our Search Team, our Clergy, and the Wardens working through the process with us. They have put in many days of effort in this process. I appreciate all their advice and effort.

### Search Team Members

- Kari Doolittle
- Alison Hill
- Neal Matsunaga
- Susan Oki
- Steven Oki
- Sally Shea Potts

## Office Changes

- Malwarebytes Renewal
  - Bev Matsunaga will charge on her card this time, but will be done by Admin credit card in the future
- Comcast Phone Bill Problems
  - Kari Doolittle has been working diligently on confusion with the phone bill versus the internet service bill. Apparently, each bill needs to go to a different address and all our payments have been going to the internet service side. Kari worked with Comcast and believes we have the bills and credits worked out and will correct our addresses so each bill will be sent to the correct address going forward. ([Kari - E-Mail explanation of Comcast phone bill](#))
- Zoom Hybrid Meeting Setup being tested to determine if we can have onsite meeting and still have people participate from home on Zoom

- Church computers (purchased in June 2014) are being inspected and upgraded.
  - Music Director Computer
  - Parish Admin Computer
  - Volunteer Desk Computer
  - Bookkeeper's Computer to be done (Week of June 13th)
  - Susan's Computer in August
- A calendar of expected equipment bills has been created to help the Parish Administrator and committee know when to expect them (and avoid late fees)
- The Postage Meter in the office will not be replaced when the lease runs out in late July 2021. The Administration Group looked at the cost of the current machine and a less expensive replacement and consulted with the staff and the major users and decided that the cost/benefit did not justify replacing the machine.

6/15/2021

Gmail - Admin Commission Report June



Steven Oki <stoki115@gmail.com>

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## Admin Commission Report June

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Kari Doolittle <kari.doolittle@gmail.com>  
To: Steven Oki <stoki115@gmail.com>  
Cc: Sally Shea Shea Potts <sallyspotts@gmail.com>

Tue, Jun 15, 2021 at 4:14 PM

Hello! Comcast Update:

2 hour phone call this morning, we get things a little but up to date

I'm still pushing for the \$358.50 installation credit; it's still on record and being followed up by the Comcast service agent I worked with today. A prior agent, not so helpful in the past, had closed the ticket--

All of our payments since January have been going to the internet account, thus the BVE (Business Voice Edge/Phones) payments have been applied to the internet account and the bve account shows seriously past due. We have a current credit on the internet account that I had moved to the BVE account, but that is all I can move.

Unfortunately, the payments are actually sent to two different locations, and in one instance only did the AR person catch the payment to the incorrect account and send it over to the correct address. The internet payments need to be sent to SoCal, while the BVE payments need to be sent to Philadelphia. I will set that up this week with new payment request forms.

Sally, I'm assuming I can find these in the drive files? or if you have them easily available and fillable I'll set that up ready to pay tomorrow/wednesday.

I was able to secure removal of all late charges, including this month. It appears we've written two checks they've not received yet as they have not been applied to either account. I'll collect the check information and make sure of the status before paying current bills.

One additional note: Comcast was running a special at the time of the signed contract where the installation fee was supposed to be waived - that's the credit I'm still trying to secure. Additionally, I was awarded a "thank you" credit card for the new BVE account. Once that arrives I plan to use that to pay against the account as well (I think it's supposed to be \$400). Current plan is for me to write a check to St.Tim's with notation to be applied to Comcast account.

Action items: I will be doing a cross check spreadsheet with what has been paid where, credits applied, etc. We cannot "move" payments from one account to another so it will look messed up for awhile. In this process I'll also be able to check which checks are still outstanding.

Clear as mud? Me, too! however I worked with an excellent service rep this morning and really do have a clearer picture of our accounts. I'm optimistic we'll be able to get current by month end.

~kari

[Quoted text hidden]

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# Communications Commission Monthly Report

June 2021

Actions taken since May 2021:

- Ongoing review of Web pages for quality assurance
- Revised [Communications Handbook](#) document
- Revised [Communication Vehicles](#) document
- Revised [Web Page Responsibilities](#) document

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

Submitted by:

Ade Adekunle

## Outreach Update for Vestry Meeting June '21. (G. Chong-Horsley)

### FOTH :

- Dates unchanged:
  - Pre-FOTH coffee hour on Zoom after Sunday Service Sept 19
  - On-site FOTH- lite (no live auction) Saturday Sept 25
- Reservation form filled out for FOTH for the patio and the parish hall for the week of Sept. 21st to the 26th, Library for collecting Wall of Wine bottles
- Signed the approval for Greater Giving Software annual fee for \$795.
- Weekly emails contain "Save the dates for FOTH" – Thank you admin for publishing.
- June Tidings article published regarding the beneficiary ministries – Thank you admin for publishing.
- Leslie (and Gabel) will be in touch (mainly, with parish admin and Todd) on these announcements to church members. No special help needed from Vestry at this point.
- Announcement Plans:
  - July, August, and in Tidings for September, with notices in our weekly email (Facebook tbd) announcements starting the week before Aug. 8th, kick-off Sunday. Invitation will be in the mail by August 5<sup>th</sup>.
  - Announcements from clergy every Sunday (FOTH speaker at announcement time especially August 8th and Sept. 5th Labor Day weekend.)
  - By kick-off : Sign-up sheets for volunteers on the rolling bulletin board & FOTH Web site will be up and active for reservation sales and for donations

### Winter Nights Shelter 2022:

Heads-up, Winter Nights Shelter is happening! We are hosting and the dates will be Jan 3 - 17, 2022. Reservation placed in calendar for Parish and Youth Center (use the showers and upstairs restrooms upstairs). Some co-ordination being worked out by Joann.

### Monument Crisis Center:

MCC announced that they are starting a capital campaign to buy their building. They will need to raise an additional \$3,700,000 to fully fund the purchase. Of course, we are not going to do anything more than their annual grant, but it is good to know what their needs are.

### Church Community Garden produce project:

Nora Hudson is starting up a new project in memory of Gary Hunt to collect and harvest produce/ herbs from our church and parishioners' home gardens. Last week, those produce was accepted at MCC alongside with the cans/goods we brought there.



# Worship Commission Report

June 2021

- Called all assigned families from Pastoral Care directory assignment.
- Recruited three youth to participate in the acolyte training but two declined.
- Completed rota for July 2021

Jacqueline Chiavini