

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

**Sunday, February 6, 2022**

Update Date: 3/1/2022

**SUMMARY:**

**MOTIONS:**

- **MOTION:** Elect Scott MacDougall as Jr Warden for 2022 – passed unanimously
- **MOTION:** Elect Dick Firth as Treasurer – passed unanimously
- **MOTION:** Elect Sally Shea Potts as Vestry Clerk – passed unanimously
- **MOTION:** Change the authorized signatures on the several church accounts – checking, savings and investment to delete the former Senior Warden and Treasurer and add Charlie Wills (Senior Warden) and Dick Firth (treasurer) – approved unanimously
- **MOTION:** Approve opening a new account at TDAmeritrade to enable the investment strategy change approved by the vestry at the December 2021 meeting – approved unanimously

Attendees: Ade Adekunle, Karen Anderson, Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Dick Firth, Susan Geissler-O'Neil (NV), Liz Knape, Scott MacDougall, Kris Manning, Neal Matsunaga(NV), Cecilia Oduwole, Steve Oki, Sally Shea Potts(NV), Charlie Wills

Absent: Rayne Devlin  
(NV) = Non-Voting

**1. Non-Recurring Action Items**

a. Election of the Clerk

**MOTION:** It was moved, seconded and passed unanimously to elect Sally Shea Potts as vestry clerk for 2022.

b. Election of the Treasurer

**MOTION:** It was moved, seconded and passed unanimously to elect Dick Firth as treasurer for 2022.

c. Election of the Junior Warden

**MOTION:** It was moved, seconded and passed unanimously to elect Scott MacDougall as Junior Warden for 2022.

d. Resolution authorizing opening an additional account at TD Ameritrade, via Smart Portfolio, to enable the change in investment strategy approved by the Vestry of St. Timothy's at the December 13, 2021 Vestry meeting.

**MOTION:** It was moved, seconded and unanimously approved to open an additional account at TD Ameritrade via Smart Portfolio to enable the change in investment strategy approved by the Vestry at the December 13, 2021 meeting.

e. Resolution for **Signature Changes** (see the document from the Treasurer below) – Neal Matsunaga

Approve changes to approved account signers for St. Timothy's accounts at Heritage Bank, Charles Schwab, TD Ameritrade, Church Pension Group, Episcopal Church Foundation, Smart Portfolio and Venmo and for Noah's Ark's accounts at Heritage Bank and for the church credit card account with B of A and the preschool credit card account with Heritage Bank.

Background:

1. Each year the Vestry passes resolution(s) identifying who can sign checks or other documents for the accounts we have at various financial institutions and who the institutions will take instructions from.
2. The Vestry members typically approve some combination of the Senior Warden, Junior Warden, Treasurer and Clerk.

**MOTION:** It was moved, seconded and passed unanimously to make the following changes to the *signers of the several church financial accounts*

- a. Heritage Bank: access and check signing authority for all accounts for both St. Timothy's and Noah's Ark:
  - Remove the following: Linda Clark, Neal Matsunaga
  - Add the following: Charles Wills, Richard Firth
  - Continue with Scott MacDougall, Sarah Potts
- b. Charles Schwab: access, buy/sell stock and transfer funds to Heritage Bank
  - Remove the following: Linda Clark, Neal Matsunaga
  - Add the following: Charles Wills, Richard Firth
- c. TD Ameritrade: access, buy/sell stock
  - Remove the following: Linda Clark, Neal Matsunaga
  - Add the following: Charles Wills
  - Continue with Richard Firth
- d. CPG – Church Pension Group:
  - Remove the following: Linda Clark, Neal Matsunaga
  - Add the following: Charles Wills, Richard Firth
- e. Episcopal Church Foundation:
  - Remove the following: Linda Clark, Neal Matsunaga
  - Add the following: Charles Wills, Richard Firth
- f. Smart Portfolio
  - Remove Neal Matsunaga
  - Continue with Todd Bryant, Richard Firth
- g. Venmo
  - Remove Linda Clark, Neal Matsunaga
  - Add Richard Firth
  - Continue with Parish Admin, Pledge Secretary, Bookkeeper for Venmo emails
- h. B of A credit card
  - Remove Neal Matsunaga
  - Add Richard Firth
- i. Heritage Bank credit card
  - Remove Neal Matsunaga
  - Add Richard Firth

**2. Discussion Items**

a. Vestry Retreat – Pastor Todd

Based on the responses to the Doodle Poll, the vestry retreat will be in the Parish Hall on:

Friday, February 11, 2022, from 6:30 pm – 9:00 pm – Get to know each other

Saturday, February 12, 2022, from 9:00 am to 12:00 pm

Pastor Todd will set up virtual access to the retreat for Karen Anderson.

Submitted by Sarah Shea Potts, Vestry Clerk