

# **Saint Timothy's Episcopal Church Vestry Meeting Minutes Wednesday, April 23, 2025**

## **SUMMARY:**

- **MOTION:** The Vestry unanimously approved moving forward with CC Climate Control to approve an expenditure of up to \$145,000 for the HVAC system which includes the heat pump option, and to commission the Property Team to do research on the durability and longevity of the systems. The Property Team will have the final decision-making authority.
- **MOTION:** The Vestry unanimously approved the minutes from the March 19<sup>th</sup> Vestry Meeting, the reports and documents submitted by the treasurer, and several submitted rector and commission reports submitted prior to the meeting.
- **MOTION:** The Vestry unanimously approved to move into and out of Executive Session
- **MOTION:** The Vestry unanimously approved to modify the Guidelines for the Endowment Fund of Saint Timothy's Episcopal Church, Danville, California, dated July 7, 2007.

**Attendees:** Rev. Todd Bryant, Rev. Susan Geissler-O'Neil, Dick Firth, Eric Parnell, John Yow, Cathy Wickboldt, Teresa Rajaratnam, Taiwo Ojetayo, Kathleen Murphy, Scott MacDougall, Teresa Centeno Kim, and Kris Manning

**Absent:** Joe Grant,

**Call to Order:** The meeting was called to order at 6:32 PM via Zoom

1) **Opening Prayer** – Pastor Todd

Pastor Todd prayed for the concerns and thanksgivings voiced by the vestry members.

2) **Review and Confirmation of Agenda** The agenda was approved.

3) **Introduction of Guests** – Neal Matsunaga and Karen Anderson were present to give a presentation on the HVAC systems for Grace House.

- Discussion took place regarding which HVAC system we wanted to place in Grace House. One system used the conventional Electric/Gas Heat. The second option uses the heat pump option. After much discussion the Vestry decided that

the heat pump might be the better option. The vestry did have concerns regarding durability, longevity, and price point of the heat pump option.

- Of the two bids that were obtained, CC Climate Control (our current vendor) had the winning bid of \$144,525.75 for the HVAC with the heat pump option.

• **MOTION:** It was moved by Rev. Todd Bryant, seconded by Taiwo Ojetayo, and passed unanimously to move forward with CC Climate Control and approve an expenditure of up to \$145,000 for the HVAC system which includes the heat pump option, and to commission the Property Team to do research on the durability and longevity of the systems. The Property Team will have the final decision-making authority.

#### 4) **Recurring Action Items** – Minutes, Treasurer’s, Rector’s, and Commission Reports

- Approve minutes from March 19, 2025, Vestry Meeting, Treasurers Report, Balance Sheet, and P&L through March 31, 2025.
- **Commission and other reports**
  - Rector
  - Treasurer
  - Administration
  - Property (Nothing to report this month)
  - Communication/Engagement (Nothing to report this month)
  - Outreach/Social Justice
  - Fellowship (Nothing to Report this Month)
  - Multigenerational support (Nothing to Report this Month)
  - Preschool/Groups

**MOTION:** It was moved by Cathy Wickboldt, second by Eric Parnell, and passed unanimously to approve the minutes from the March 19<sup>th</sup> Vestry Meeting, the reports and documents submitted by the treasurer, and several rector and commission reports submitted prior to the meeting.

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

- **Review and modify 2007 Endowment Guidelines**

**MOTION:** It was moved by Taiwo, seconded by Kathleen, and passed unanimously to go into executive session.

**MOTION:** It was moved by Kathleen, seconded by Cathy, and passed unanimously to conclude executive session.

**MOTION:** It was moved by Eric Parnell, second by Cathy Wickboldt, and passed unanimously to modify the Guidelines for the Endowment Fund of Saint Timothy's Episcopal Church, Danville, California, dated July 7, 2007. It reads as follows:

#### VI. G (new)

Consistent with The Episcopal Church Foundation (ECF) guidelines and in compliance with existing California UPMIFA law, the endowment may include qualified funds that can be spent by the Vestry. Such funds can include, but not be limited to, *unrestricted* bequests to the Parish, the sale of property, or excess cash. These funds are considered to be a quasi-endowment, because the Vestry has the ability to spend down all or a significant part of these funds in accordance with the mission of the parish. The Vestry ratifies prior actions in 2025 consistent with this resolution.

#### 6) FYI

- **Building Kidz** – Moving Forward
- **Facilities:** Leak in Grace House basement which involved the elevator cost \$40,000 to repair. Insurance will cover cost.
- **Outreach:** Applications will be made to the Episcopal Impact Fund and passed on to CCIC to help fund their projects.

#### 7) **Closing Prayer** – Rev. Susan Geissler-O'Neil

**Meeting Adjourned** at 8:20 PM

**May Meeting** – May 21 @ 6:30 in Grace House

Submitted by Kris Manning