

# Saint Timothy's Episcopal Church Vestry Meeting Minutes Wednesday, December 18, 2024

## SUMMARY:

- **MOTION:** The Vestry unanimously approved the November Vestry meeting minutes, 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 the 2025 Housing Resolutions for Rev. Todd Bryant and Rev. Susan Geissler-O'Neil.
  
- **MOTION:** The Vestry unanimously approved the 8-week Sabbatical plus 1 week of continuing education for Rev. Susan in early 2025. Also approved was and 8-week sabbatical for Rev Todd in the summer of 2025.

Attendees: Rev. Todd Bryant, Rev. Susan Geissler-O'Neil, Karen Anderson, Dick Firth, Liz Knape, Eric Parnell, John Yow, Cathy Wickboldt, Teresa Rajaratnam, Taiwo Ojetayo, and Kris Manning

Absent: Teresa Centeno Kim,

**Call to Order:** The meeting was called to order at 6:30PM in Grace House

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** – Ella Knape.

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

- a) Approve minutes from November 20, 2024, Vestry Meeting.
- b) **Treasurers** Report, Balance Sheet, and P&L through November 30, 2024
- c) **Commission and other reports**
  - Rector

- Treasurer
- Administration
- Communications
- Property
- Outreach
- Fellowship (Nothing to Report this Month)
- Adult Formation (Nothing to Report this Month)
- Communication (Nothing to Report this Month)

d) **MOTION:** It was moved by Cathy, second by Liz, and passed unanimously to approve the minutes from the November 20th 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**

### a) **Clergy Housing Allowance**

(1) **MOTION:** It was moved by Taiwo, second by Erick, and passed unanimously to approve the 2025 housing resolutions for Rev. Todd Bryant and Rev. Susan Geissler-O’Neil that are attached to these minutes.

### b) **Sabbaticals**

- Rev Susan will take 8 weeks, plus and additional week for continuing education in early 2025.
- Rev Todd will take 12 weeks in summer of 2025

(1) **MOTION:** It was moved by Liz, second by Erick, and passed unanimously to approve an 8-week Sabbatical plus 1 week of continuing education for Rev. Susan in early 2025. Also approved was and 8-week sabbatical for Rev Todd in the summer of 2025.

## 6) **Discussion Items**

### a) **Financial review**

- See Treasurer’s Commission Report

### b) **Draft 2025 Budget**

- Budget income \$754,922

- Budget Expense \$872,884
- Net Operating Income: (\$75,462)

**c) Facilities**

- Large Oak on Diablo Road is down and all but one large piece was removed. Todd moved that piece to the back parking lot area

**d) Scouts**

- Scouts will build a bench in the back parking area by the storage sheds.
- Scouts will construct a wooden post with chain to close off access to Saint Timothy's back, non-developed area.

**e) Building Kidz**

- St. Timothy's and Building Kidz came to an initial non-binding agreement as partially shown below:
  - Building Kidz would rent the preschool building for \$9,000/Month or \$108,000/year.
  - Saint Timothy's would fund half the cost of the installation of sprinklers (approx. \$50,000) and full installation of air-conditioning (approx. \$53,000)
  - St Timothy's would offset costs with \$45,000 in Noah's Ark reserves.
  - Additionally, Building Kids would improve the property spending approx. \$434,000 in capital expenditures.
  - 5-year lease with two 5-year options.

**7) FYI**

**a) Annual Report**

- Vestry Members were reminded to prepare and send their Annual Reports to Kimberly prior to the Annual Meeting on **February 2, 2025**

**b) Rev Todd asked Eric Parnell to be Senior Warden.**

**c) Church Lockup**

- Rev. Susan asked us that when we are locking up, to turn off the activation switch on the automatic door in Parish Hall, and to be sure that the door is locked. She reminded us to turn off heating in Parish Hall.

8) **Closing Prayer** – Cathy Wickboldt

**Meeting Adjourned** at 7:45 PM

**January Meeting** – January 15 @ 6:30 in Grace House

Submitted by Kris Manning

**2025 HOUSING RESOLUTION  
THE REVEREND TODD BRYANT**

Resolution of the vestry of St. Timothy’s Episcopal Church, December 18, 2024  
WHEREAS the Rev. Todd Bryant is employed as a minister of the Gospel by St. Timothy’s Episcopal Church in Danville, CA, which does provide a residence for him, but does not provide the full cost of maintaining such residence; the Vestry of St. Timothy’s resolves that of the total compensation of approximately \$113,261.00 to be paid to the Rev. Todd Bryant during 2025, that \$ 90,608.80 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

This resolution was attached to the Vestry minutes for the meeting it was approved at.

**2025 HOUSING RESOLUTION  
THE REVEREND SUSAN GEISSLER-O’NEIL**

Resolution of the vestry of St. Timothy’s Episcopal Church, December 18, 2024  
WHEREAS The Rev. Susan Geissler-O’Neil is employed as a minister of the Gospel by the Episcopal Church of St. Timothy’s Episcopal Church, Danville, California which does not provide a residence for her; the Vestry of St. Timothy’s resolves that of the total annual compensation of approximately \$90,000 to be paid to The Rev. Susan Geissler-O’Neil during the year 2025, \$56,000 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. The vestry further resolves that the amount designated as housing allowance shall apply to calendar year 2025 and all future years during which each of the above ministers are employed by Episcopal Church of St. Timothy.