

# Saint Timothy's Episcopal Church Vestry Meeting Minutes Wednesday, March 20, 2024

## SUMMARY:

**MOTION:** The Vestry unanimously approved the February 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 closure of Noah's Ark Preschool

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

Absent: Liz Knape

**Call to Order:** The meeting was called to order at 6:30PM Via Zoom

- 1) **Review and Confirmation of Agenda** The agenda was approved.
- 2) **Introduction of Guests** – There were no guests at the meeting.
- 3) **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
  - a) Approve minutes from the Annual Meeting, February 5<sup>th</sup> Meeting, and February 12<sup>th</sup> Vestry Meeting.
  - b) **Treasurers** Report, Balance Sheet, and P&L through February 28, 2024
  - c) **Commission and other reports**
    - Rector
    - Administration
    - Communications
    - Property
    - Outreach
    - Fellowship
    - Communication
    - Noah's Ark

d) **MOTION:** It was moved by Cathy Wickboldt, seconded by Eric Parnell, and passed unanimously to approve the minutes from the Annual Meeting, February 5<sup>th</sup> Meeting, and February 12<sup>th</sup> Vestry Meeting, the reports and documents submitted by the treasurer and several rector and commission reports submitted prior to the meeting.

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

- Noah's Ark
  - Financial Outlook, near-term
    - Actual bottom line through 2/29/2024 (8 Months) = (\$17,350).
    - Possible March – May bottom line = \$21,000 (based on February).
    - June (based on June 2023) = (\$14,370).
    - July / August (based on 2023) = (\$27,716).
    - **Bottom Line through August = (\$38,436).**
  - 2/29/2024 cash = \$107,000, less \$38,436 = **\$68,672 in reserve on 9/1/2024.**
  - As shown above, due to declining enrollment, the school is unable to support itself and it was recommended that the school permanently close at the end of the June summer school session.
  - Future use of building is not known at this point.

**MOTION:** It was moved Taiwo Ojetayo, seconded by Teresa Rajaratnam, and passed unanimously to begin the process of shutting down Noah's Ark Preschool as follows:

- March 20<sup>th</sup> – Rev. Todd to inform Diocese following Vestry meeting.
- March 22<sup>nd</sup> – Inform Noah's Ark Staff
- March 24<sup>th</sup> – Inform St Timothy's Congregation
- March 25<sup>th</sup> – Special Noah's Ark Board Meeting to inform Board.
- March 25<sup>th</sup> – Inform Noah's Ark Parents via email.
- March 20<sup>th</sup> – May 20<sup>th</sup>- School to continue as usual.
- May 21<sup>st</sup> – June 4<sup>th</sup> - Summer Session to run.
- June 4<sup>th</sup> – End of August 2024, Retain Shipra to provide for an orderly shutdown of the school.

5) **Discussion Items**

a) Questions asked in Communication Report

- Todd has put his bio up. Susan intends to do so, as well.

b) Vestry is planning to host Coffee Hour on Easter Sunday, March 31

6) **Closing Prayer – Pastor Todd**

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

**Meeting Adjourned** at 7:25 PM

**April Meeting** - April 17<sup>th</sup> @ 6:30 in Grace House

Submitted by Kris Manning