

Saint Timothy's Episcopal Church Vestry Meeting Minutes
Draft 2
Wednesday, March 15

SUMMARY:

MOTIONS:

- The Vestry unanimously approved to grant the treasurer the capacity to renegotiate our bookkeeper's compensation in starting in April, 2023 - up to \$25,000 annually with the amended stipulations that the vestry receive and agree to the dollar amount.
- The vestry unanimously approved to formalize Kimberly Bryant's position as Administrative Assistant.
- The Minutes of the February 2023 vestry meeting, the treasurer's report, the rector's report, and several submitted vestry commission reports were approved as submitted.
- The minutes of the Annual Meeting of February 2023 were approved with one correction.

Call to Order: Meeting was called to order at 6:30 @ Grace House

Attendees: Ade Adekunle, Karen Anderson, Todd Bryant, Charlie Wills, Kris Manning, Taiwo Ojetayo, Steve Oki, Susan Geissler-O'Neil (NV), Teresa Rajaratnam, Cathy Wickboldt

Absent: Dick Firth, Liz Knape, Gabel Chong-Horsley, and Cecilia Oduwole

Call to Order: The meeting was called to order at 6:30 @ Grace House

- 1) **Opening Contemplative Exercise**
- 2) **Review and Confirmation of Agenda**
- 3) **Introduction of Guests** – There were no guests at the meeting.
- 4) **Recurring Action Items** – Minutes, Treasurer's, Rector's and Commission Reports
 - a) Approve Minutes from the Annual Meeting
- 5) **MOTION:** It was moved by Charlie Wills, seconded by Karen Anderson, and passed unanimously to approve the Annual Meeting minutes with one change; in Item #5, Treasurer's report, record deficit as \$76,700.00
 - a) Approve Minutes from the February 11th Vestry Meeting

b) Treasurers Report, Balance Sheet and P&L through February 28, 2023, in that order.

c) Commission and other Reports

- Rector
- Administration
- Communications
- Outreach
- Property
- Social Justice Advocacy
- Vital + Thriving
- Noah's Arc

MOTION: The Vestry approved the minutes of the February 11th vestry meeting, the reports and documents submitted by the treasurer and several submitted rector and commission reports submitted prior to the meeting

6) **Non-Recurring Action Items**

a) Bookkeeper Compensation for 2023

MOTION: It was moved by Charlie Wills, seconded by Cathy Wickboldt to grant the treasurer the capacity to renegotiate our bookkeeper's compensation commencing in April, 2023 - up to \$25,000 annually with the amended stipulations that the vestry receive and approve negotiated dollar amount.

7) **Discussion Items**

a) **Administrator Assistant -Kimberly Bryant (Executive Session)**

MOTION: It was moved by Ade Adekunle, seconded by Taiwo Ojetayo, and passed unanimously to go into an executive session to discuss a personnel issue.

Attendees: Ade Adekunle, Karen Anderson, Charlie Wills, Kris Manning, Taiwo Ojetayo, Steve Oki, Teresa Rajaratnam, Cathy Wickboldt

MOTION: It was discussed and moved by Taiwo Ojeta, seconded by Karen Anderson, and passed unanimously to formalize Kimberly Bryant's position as Administrator Assistant subject to Vestry's final review of LOA.

NOTE: Vestry subsequently reviewed and revised the LOA and with some further rewording approved for execution.

MOTION: It was moved by Ade Adekunle, seconded by Taiwo Ojetayo, and passed unanimously to conclude executive session.

Short Term Lease Agreements: Recently there have been a few requests from groups outside our congregation to use St. Timothy's facilities. The vestry needs to form a committee to look at all the ramifications of entering into such a venture with both profit and nonprofit entities.

b) **St Timothy's Communication** – Ade

- Importance of communication to our Congregation and the surrounding community. Timeliness and accuracy of information are of the utmost importance.
- With regards to the website, vestry members are asked to review their commission's information on a bimonthly basis to make sure it is current.

8) **FYI**

a) **Vital + Thriving Update:** The **Listening Team** is currently in the process of conducting their interviews. Questionnaires have been sent out to parish members. **The Steering Portion** will be a parish-wide event. Our timeline entitled, "**Saint Timothy's Journey of Faith**," will record our Congregation's history.

9) **Closing Prayer** – Charlie Wills

Submitted by Kris Manning