

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

**Wednesday June 19, 2019 – 6:30 pm**

**GRACE HOUSE, CONFERENCE ROOM**

Update Date: 6/19/2019

**SUMMARY:**

**MOTIONS:**

- Regular items approved – Minutes of the May Vestry meeting, treasurer's reports, Rector's report and commission reports from Adult Formation, Children & Youth, Pastoral Care and Property
- The following people were reappointed to the **Columbarium board** - Jim Enes, Neal Matsunaga, Steve Oki, Sally Potts
- The proposed Noah's Ark 2019-2020 budget was approved unanimously as proposed.
- The vestry voted to approve expenditure of \$6300.00 for Noah's Ark fence and gate changes.
- The vestry voted to approve an email vote on expenditure at Noah's Ark to put a door between one of the classrooms and the current science room. The vote will occur when the cost including the necessary permits are available.
- The vestry voted to reverse their May 2019 approval of a transfer of \$5700+ to the Endowment Fund. The funds were received from the Diocese of California, who have now informed us that the transfer of the funds to St. Timothy's was an error.
- The vestry voted to zero out the funds raised several years ago to support Darita Seth's education.

**ACTION ITEMS:**

- Recommendation for allocation of \$7000 in the 2019 budget for church growth.
- Finding a place to store pictures of children taken by the Children & Youth Commission

Attendees: Nancy Arroyoavila, Cathy Hager, Steve Hedden, Alison Hill, Tom Linari, Neal Matsunaga, Trudy McMahon, Mike Olden, Lisa Perry, Sally Shea Potts Rev. Todd Bryant, Dick Firth,

Absent: Linda Clark, Kari Doolittle, Allison Fletcher, Rev. Susan Geissler-O'Neil

1. **Opening Prayer** – Pastor Todd - Reading from Luke 8:26-39 about naked man possessed by demons who go into a herd of swine.

The vestry shared their concerns for family, friends and parish members.

2. **Review and Confirm Agenda**

3. **Introduction of Guests** – no guests

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

- a. Minutes from the May vestry meeting,
- b. Treasurers Report, Balance Sheet and P&L through 31 May 2019,
- c. Rector's Report
- d. Submitted Commission Reports
  - Adult Formation
  - Children and Youth
  - Pastoral Care Report
  - Property

**MOTION:** All the above were approved as submitted

## 5. Non-Recurring Action Items

- a. **Columbarium Board Appointments** – Neal Matsunaga – see communication from Neal at the end of the agenda - Jim Enes, Neal Matsunaga, Steve Oki, Sally Potts.

**MOTION:** The reappointment of the above 4 people was moved and passed unanimously.

- b. **Noah's Ark 2019-2020 Budget** – Neal Matsunaga – see budget spreadsheet below

The school budget for 2019-2020 is again a deficit budget as it was last year. Last year they also had a deficit budget, enrolled more students during the year and expect to finish the year with a profit. They expect to be able to do that again this year. They are altering their classes to address the increased demand for Pre-K classes.

**MOTION:** The proposed budget was approved unanimously as proposed.

- c. **Noah's Ark facility improvement funding request** – Neal Matsunaga – see communication from Noah's Ark director, Cynthia Chavez

- Replace part of the fence and 2 gates with panic bars – Total: \$6300

**MOTION:** Approve expenditure of \$6300.00 for fence and gate changes.

- Add a door linking 2 of the classrooms to accommodate a bigger class size - \$6750 This amount does not include the cost of the permit to do the work.

**MOTION:** Approve an email vote on this expenditure when the cost including the needed permits are known.

Discussion:

- Nice to have vs needed for health/safety.
- Need more precise information before voting.
- The rector led a field trip to Noah's Ark following the meeting to look at the classroom and the bathrooms in Noah's Ark which are used by the parish on Sundays and during parish events

- Remove 2 outdoor playhouses and replace with a pergola and outdoor playhouse kitchen. Noah's Ark will fund the pergola and the outdoor kitchen equipment from the funds raised this year at their fundraiser.

- Replenish tan bark and sand

- d. **MOTION:** Reverse allocation of \$5700+ to Endowment passed during the May 2019 meeting due to change from Diocese of California. Passed unanimously

Extract from treasurer's report: "At May meeting the Vestry approved designating \$5,927.25, received from the Diocese for the Miller family charitable remainder unitrust, to endowments. Subsequently, the Diocese contacted us to let us know that they had sent the check to us in error and requested return of the money. Unfortunately, a check had already been cut to deposit the funds in the endowment account managed by State Street Global Advisors. The Diocese was told that we would return the funds once we knew the funds would be returned to the church's checking account, likely by the end of June. Vestry is requested to cancel their

May 15, 2019 approval designating \$5,927.75 from the Diocese for the Miller family trust to endowments.

- e. **MOTION:** Write off excess payment of \$190 for Darita Fund-raising for Education. Passed unanimously.

Extract from treasurer's report: "In 2017 Darita held a concert, with the understanding that the net proceeds would go to him to help with his educational expenses. Account 70500 Darita Seth's Benefit Concert shows \$16,810 was taken in and \$17,000 was distributed leaving the account with a net balance of -\$190. We do not normally want to have expense accounts carry balances over between years, so I am recommending that we use a journal entry (i.e. charge balance off against our cash assets) to bring this account to a zero balance. The other option would be to ask Darita to refund us \$190, which I do not believe would be timely or a good idea."

## 6. Discussion Items

- a. **Replacement of parish administrator** – Todd briefed the vestry on the plan to find a replacement for the parish administrator. He is recruiting a group to find and do the initial interviews for the position before he meets the candidate. Nancy A, Michael O have experience that can help.

- b. **Recommendation for allocation of \$7000 for church growth (carried over from previous meetings) – Lisa Perry**

Per minutes: "The Rector, Worship, Formation and Fellowship Commissioners will come up with a proposal for the allocation of the \$\$ to promote church growth by the March 2019 vestry meeting.

Lisa is working on several ideas for these funds.

- c. **Storage of pictures of children** (Action item from January 2019 meeting) Cathy Hager will contact Kari Doolittle about this issue.

- d. **Commission Home for St. Timothy's Logo-wear.**

FYI – During the cleanup of item from FOTH-2019, the following St. Timothy's additional logo stuff was discovered:

- 22 insulated coffee cups
- 6 fanny packs
- 2 sweatshirts
- 2 T-shirts
- 12 Oxford shirts
- 17 Polo Shirts – 16 Adult and one child's
- 1 Apron

Pastor Todd will give the coffee mugs to the Greeters to give to visitors with the blue St. Timothy's bag that they currently receive. Nancy Arroyoavila volunteered Michelle Fey to sell they other items. Sally has a price list created by Susan Cyr in 2017.

## 7. FYI - Rector July vacation schedule – July 3 – 17

8. Closing Prayer – Tom Linari

Next Tidings Deadline – July 25, 2019  
**THERE IS CURRENTLY NO SCHEDULED VESTRY MEETING IN JULY**  
 Next Regular Vestry Meeting – Wednesday, August 21, 2019

**St Timothy's Calendar for Vestry as of 06/11/2019**

Items in red have been added since the last vestry meeting

Wednesday, June 19 – 6:30 pm	Vestry Meeting – [OC]
Thursday, June 20, - 6:00 pm	Deanery Meeting – St. Tims – [OC,OL]
<b>NO TIDINGS PUBLICATION OR SCHEDULED VESTRY MEETING IN JULY 2019</b>	
July	Backpack & School Supplies drive - Outreach
Wednesday, August 21 - 6:30 pm	Vestry Meeting – [OC]
Sunday, September 8 – 10 am	Welcome Home – One Service
Wednesday, September 18– 6:30 pm	Vestry Meeting – [OC]

Link to church Lock-up Sign-up Genius Page - <https://www.signupgenius.com/go/20f0b4aafa62ea20-sunday>

Sundays for which we do **NOT** have someone signed up: as of 6/12/2019:

- 7/14/2019
- 8/25/2019
- 9/15/2019
- 9/22/2015
- 10/13/2019

Note: There is now a Word document in the Agenda-Items-Vestry folder called: “Vestry-Lock-up\_Sign-up-Genius\_updated.docx”. It contains the above link and my version of the checklist.

Submitted by Sally Shea Potts, Vestry Clerk

# Treasurer's Report

June 19, 2019

## Financial Highlights

- 2019 budget was based on 144 pledges, with an additional 11 pledges received after the budget was approved, for about an additional \$24,610.
- 2019 budget vs actual results, through May are:

	Budget	Actual	Difference
Pledge Income	\$253,507	\$255,216	\$ 1,709
Other Income	\$ 52,886	\$ 35,999	\$(16,887)
Expenses	\$317,963	\$297,795	\$ 20,168

Income – Pledge Income difference due to:

Pledges received after budget was prepared. Portion, from 11 additional pledges, offsets underrun in Contributing income in Other Income.

Other Income difference due to:

Contributing income was about \$22,041 under budget. Estimate it will be about \$52,900 under budget for the year.

Expenses – Operating expense difference is the sum of several small over and under budget items, with main ones being:

Personnel expenses about \$1,982 under budget

Christian Formation program about \$958 under budget

Children & Youth Ministry program about \$1,375 under budget

Fellowship program about \$2,039 under budget

Facilities expenses about \$7,981 under budget

Finance expenses about \$1,318 under budget

Contingency expenses about \$4,194 under budget

- Income account 44200 Facility Cost Sharing will underrun by about \$744 for the year. Budget was \$93/mon but should have been \$93/qtr.

## Action Items

1. At May meeting the Vestry approved designating \$5,927.25, received from the Diocese for the Miller family charitable remainder unitrust, to endowments. Subsequently, the Diocese contacted us to let us know that they had sent the check to us in error and requested return of the money. Unfortunately, a check had already been cut to deposit the funds in the endowment account managed by State Street Global Advisors. The Diocese was told that we would return the funds once we knew the funds would be returned to the church's checking account, likely by the end of June. Vestry is requested to cancel their May 15, 2019 approval designating \$5,927.75 from the Diocese for the Miller family trust to endowments.
2. Review and approve Noah's Ark Preschool 2019-2020 budget.

3. Recommendation to approve requests from Noah's Ark for funding of \$14,050, from the maintenance and improvement reserve account (balance was \$174,434.16 as of the end of May) for facility improvements:
  - a. \$7,300 to replace 150' of the chain link fence around the preschool playground and to install two gates with "panic hardware" openers on the insides of the gates.
  - b. \$6,750 to install a door between two classrooms. The extra door will facilitate a larger pre-K class.
4. In 2017 Darita held a concert, with the understanding that the net proceeds would go to him to help with his educational expenses. Account 70500 Darita Seth's Benefit Concert shows \$16,810 was taken in and \$17,000 was distributed leaving the account with a net balance of -\$190. We do not normally want to have expense accounts carry balances over between years, so I am recommending that we use a journal entry (i.e. charge balance off against our cash assets) to bring this account to a zero balance. The other option would be to ask Darita to refund us \$190, which I do not believe would be timely or a good idea.
5. (Carried over from May 15 meeting) What to do with St. Timothy logo wear. Susan Cyr ran sale and ordering of product with St. Timothy's logo on it and there is some inventory (not much) remaining along with accounts (70080/70081/70085) in the church's books. If this is to continue there should be a commission home for it (maybe Fellowship) and an owner for managing the inventory and sales. If we don't want to continue this activity, I will close out the accounts and arrange for disposal of inventory.

### **Other Status**

1. The preschool is also planning to replace two worn out play structures with a new wood pergola and outdoor play kitchen. The cost for the pergola will be about \$4,400 and the preschool intends to pay for it with funds raised during their recent silent auction fundraiser.

Neal Matsunaga

## Saint Timothy's Episcopal Church

## Balance Sheet

06/06/19

As of May 31, 2019

Accrual Basis

	May 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	49,254.10
10002 - Heritage Savings	108,096.47
17103 - Schwab	291,270.57
17104 - TD Ameritrade	311,448.80
Total Checking/Savings	760,069.94
Total Current Assets	760,069.94
Fixed Assets	
18000 - Fixed Assets	
18001 - Bell Tower	64,000.00
18002 - Church Building	206,463.00
18003 - Education Wing	29,133.00
18004 - Equipment	94,354.00
18005 - Furniture	283.00
18006 - Grace House & Columbarium	1,800,000.00
18007 - Land	12,000.00
18008 - Land Improvements	62,854.00
18009 - Parish Hall	117,630.00
18010 - Ackerman Property	580,850.00
Total 18000 - Fixed Assets	2,967,567.00
Total Fixed Assets	2,967,567.00
Other Assets	
17101 - SSGA Endowment Fund	310,528.78
17102 - SSGA Endowment Gain/Loss	148,947.21
Total Other Assets	459,475.99
<b>TOTAL ASSETS</b>	<b>4,187,112.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	310,528.78
31503 - Fixed Assets	2,967,567.00
Total 31300 - Perm. Restricted Net Assets	3,278,095.78
31500 - Temp. Restricted Net Assets	
31504 - SSGA Endowment Gain/(Loss)	148,947.21
31510 - Program	378,295.07
31520 - Outreach	65,654.13
Total 31500 - Temp. Restricted Net Assets	592,896.41
32000 - Unrestricted Net Assets	232,693.95
Net Income	83,426.79
Total Equity	4,187,112.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,187,112.93</b>

### Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through May 2019

	Jan - May 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 - Donations</b>				
<b>41000 - Pledge Income</b>				
41120 - Prepaid Pledges Rec'd Prev Year	41,126.49	42,751.00	-1,624.51	96.2%
41100 - Current Year Pledges	275,569.58	565,665.00	-290,095.42	48.7%
41300 - Prior Year Pledges Rec'd Late	3,092.00			
<b>Total 41000 - Pledge Income</b>	319,788.07	608,416.00	-288,627.93	52.6%
<b>42000 - Plate Offering</b>				
42100 - Loose Plate	3,965.45	8,000.00	-4,034.55	49.6%
42150 - Contributing Income	15,876.00	91,000.00	-75,124.00	17.4%
<b>Total 42000 - Plate Offering</b>	19,841.45	99,000.00	-79,158.55	20.0%
<b>43000 - Special Gifts</b>	255.00			
<b>44000 - Operating Support</b>				
44200 - Facilities Cost Sharing	15,324.51	24,677.00	-9,352.49	62.1%
44300 - Flower Donations	292.01	2,900.00	-2,607.99	10.1%
<b>Total 44000 - Operating Support</b>	15,616.52	27,577.00	-11,960.48	56.6%
<b>45000 - Other Income</b>				
45100 - eScript Remittance	2.29			
45200 - Amazon Smile	42.65			
45300 - Interest Income	133.30	280.00	-146.70	47.6%
45400 - Miscellaneous Income	107.57	70.00	37.57	153.7%
<b>Total 45000 - Other Income</b>	285.81	350.00	-64.19	81.7%
<b>Total 40000 - Donations</b>	355,786.85	735,343.00	-379,556.15	48.4%
<b>Total Income</b>	355,786.85	735,343.00	-379,556.15	48.4%
<b>Gross Profit</b>	355,786.85	735,343.00	-379,556.15	48.4%
<b>Expense</b>				
<b>60000 - Operating Expenses</b>				
61000 - Diocesan Assessment	44,716.05	107,319.00	-62,602.95	41.7%
<b>62000 - Personnel Expense</b>				
<b>62100 - Clergy Compensation</b>				
62110 - Rector	38,454.10	92,290.00	-53,835.90	41.7%
62120 - Associate Rector	31,057.10	74,537.00	-43,479.90	41.7%
62198 - Clergy Pension Premiums	15,690.77	36,110.00	-20,419.23	43.5%
62199 - Clergy Benefits & Insurance	12,303.60	28,645.00	-16,341.40	43.0%
<b>Total 62100 - Clergy Compensation</b>	97,505.57	231,582.00	-134,076.43	42.1%
<b>62200 - Lay Staff Compensation</b>				
62202 - Music Director	16,208.80	38,901.00	-22,692.20	41.7%
62203 - Office Manager	7,125.18	24,960.00	-17,834.82	28.5%
62213 - Office Staff-Temporary Help	4,952.75	873.00	4,079.75	567.3%
62204 - Bookkeeper	11,547.90	27,715.00	-16,167.10	41.7%
62205 - Childcare Assistant	958.86	2,920.00	-1,961.14	32.8%
62296 - Lay Payroll Taxes	2,650.55	7,296.00	-4,645.45	36.3%
62297 - Lay Pension Premiums	781.12	5,747.00	-4,965.88	13.6%
62298 - Pension Reimbrsmnt Noah's Ark	0.01			
62298 - Lay Benefits & Insurance	-521.56	1,111.00	-1,632.56	-46.9%
<b>Total 62200 - Lay Staff Compensation</b>	43,703.61	109,523.00	-65,819.39	39.9%
62300 - Workers Compensation Insurance	670.00	325.00	345.00	206.2%
62400 - Payroll Processing Fees	399.00	3,094.00	-2,695.00	12.9%
<b>62500 - Contractors (1099)</b>				
62501 - Musicians				
62511 - Paid Musicians	4,825.00	10,700.00	-5,875.00	45.1%



### Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through May 2019

	Jan - May 19	Budget	\$ Over Budget	% of Budget
62512 - Supply Musicians	404.50	2,300.00	-1,895.50	17.6%
<b>Total 62501 - Musicians</b>	<b>5,229.50</b>	<b>13,000.00</b>	<b>-7,770.50</b>	<b>40.2%</b>
62504 - Landscaping	10,085.00	24,210.00	-14,125.00	41.7%
62505 - Janitorial Services	12,000.00	28,600.00	-16,600.00	42.0%
<b>Total 62500 - Contractors (1099)</b>	<b>27,314.50</b>	<b>65,810.00</b>	<b>-38,495.50</b>	<b>41.5%</b>
62600 - Staff Allowances				
62601 - Continuing Education	573.61	1,200.00	-626.39	47.8%
62602 - Travel	96.18	600.00	-503.82	16.0%
62603 - Clergy Hospitality	604.61	2,100.00	-1,495.39	28.8%
62604 - Clergy Discretionary Fund	165.00	1,000.00	-835.00	16.5%
<b>Total 62600 - Staff Allowances</b>	<b>1,439.40</b>	<b>4,900.00</b>	<b>-3,460.60</b>	<b>29.4%</b>
<b>Total 62000 - Personnel Expense</b>	<b>171,032.08</b>	<b>415,234.00</b>	<b>-244,201.92</b>	<b>41.2%</b>
63100 - Altar Guild				
63101 - Candles and Wine	1,142.87	2,950.00	-1,807.13	38.7%
63102 - Flower Expense	1,248.07	3,220.00	-1,971.93	38.8%
63103 - Laundry Services	0.00	95.00	-95.00	0.0%
63105 - All Other Altar Guild Expenses	81.03	350.00	-268.97	23.2%
<b>Total 63100 - Altar Guild</b>	<b>2,471.97</b>	<b>6,615.00</b>	<b>-4,143.03</b>	<b>37.4%</b>
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	381.12	1,300.00	-918.88	29.3%
63216 - Music Hospitality	155.27	500.00	-344.73	31.1%
63205 - Music Expenses - Other	53.33			
<b>Total 63205 - Music Expenses</b>	<b>589.72</b>	<b>1,800.00</b>	<b>-1,210.28</b>	<b>32.8%</b>
63206 - Musical Equipment R&M	0.00	350.00	-350.00	0.0%
<b>Total 63200 - Music</b>	<b>589.72</b>	<b>2,150.00</b>	<b>-1,560.28</b>	<b>27.4%</b>
63300 - Christian Formation				
63301 - EFM	0.00	800.00	-800.00	0.0%
63302 - Adult Education	38.87	1,000.00	-961.13	3.9%
63303 - Lenten Series	0.00	500.00	-500.00	0.0%
<b>Total 63300 - Christian Formation</b>	<b>38.87</b>	<b>2,300.00</b>	<b>-2,261.13</b>	<b>1.7%</b>
63350 - Children & Youth Ministry				
63351 - Family Ministries	293.08	1,300.00	-1,006.92	22.5%
63352 - Youth Ministries	164.11	2,000.00	-1,835.89	8.2%
<b>Total 63350 - Children &amp; Youth Ministry</b>	<b>457.19</b>	<b>3,300.00</b>	<b>-2,842.81</b>	<b>13.9%</b>
64000 - Worship & Liturgy				
64150 - Miscellaneous Worship	119.32	500.00	-380.68	23.9%
<b>Total 64000 - Worship &amp; Liturgy</b>	<b>119.32</b>	<b>500.00</b>	<b>-380.68</b>	<b>23.9%</b>
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	111.29	1,500.00	-1,388.71	7.4%
64502 - Parish Events-Connect	0.00	1,300.00	-1,300.00	0.0%
64503 - Reception Expense	53.73	1,200.00	-1,146.27	4.5%
64504 - Greeters-Welcome	0.00	100.00	-100.00	0.0%
64505 - Invites	0.00	400.00	-400.00	0.0%
64506 - Vestry Expenses	100.00	230.00	-130.00	43.5%
64508 - NEW (New Episcopal Women)	0.00	800.00	-800.00	0.0%
64599 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
<b>Total 64500 - Fellowship</b>	<b>265.02</b>	<b>5,530.00</b>	<b>-5,264.98</b>	<b>4.8%</b>

**Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual  
January through May 2019**

	Jan - May 19	Budget	\$ Over Budget	% of Budget
<b>65000 - Administrative</b>				
65100 - Office Supplies	510.62	1,500.00	-989.38	34.0%
65101 - Paper	1,555.23	4,000.00	-2,444.77	38.9%
65102 - Advertising	80.42	300.00	-219.58	26.8%
65103 - Software	807.95	2,000.00	-1,192.05	40.4%
65105 - Phone & Internet	1,970.40	4,500.00	-2,529.60	43.8%
65106 - Misc Administration	550.00	600.00	-50.00	91.7%
65200 - Equipment				
65201 - Hardware	529.67	800.00	-270.33	66.2%
65202 - Copiers	7,429.15	20,000.00	-12,570.85	37.1%
65203 - Other Equipment R&D	0.00	500.00	-500.00	0.0%
<b>Total 65200 - Equipment</b>	<b>7,958.82</b>	<b>21,300.00</b>	<b>-13,341.18</b>	<b>37.4%</b>
65300 - Postage				
65301 - Meter Postage	636.27	900.00	-263.73	70.7%
65302 - Other Postage	0.00	200.00	-200.00	0.0%
65303 - Meter Lease	1,585.93	2,600.00	-1,014.07	61.0%
<b>Total 65300 - Postage</b>	<b>2,222.20</b>	<b>3,700.00</b>	<b>-1,477.80</b>	<b>60.1%</b>
<b>Total 65000 - Administrative</b>	<b>15,655.64</b>	<b>37,900.00</b>	<b>-22,244.36</b>	<b>41.3%</b>
<b>66000 - Facilities</b>				
66100 - Campus Maintenance	13,639.24	35,000.00	-21,360.76	39.0%
66110 - Rectory Maintenance				
66111 - Insurance	0.00	650.00	-650.00	0.0%
66112 - Landscaping	1,350.00	4,000.00	-2,650.00	33.8%
66113 - Pool	1,025.00	1,700.00	-675.00	60.3%
66116 - Maintenance	1,459.48	3,000.00	-1,540.52	48.6%
<b>Total 66110 - Rectory Maintenance</b>	<b>3,834.48</b>	<b>9,350.00</b>	<b>-5,515.52</b>	<b>41.0%</b>
66120 - Services				
66121 - Elevator & Fire Alarm	2,982.50	5,000.00	-2,017.50	59.7%
66122 - Other Services	0.00	6,000.00	-6,000.00	0.0%
<b>Total 66120 - Services</b>	<b>2,982.50</b>	<b>11,000.00</b>	<b>-8,017.50</b>	<b>27.1%</b>
66130 - Facilities Supplies	917.21	3,000.00	-2,082.79	30.6%
66140 - Utilities				
66141 - EBMUD	1,717.52	21,000.00	-19,282.48	8.2%
66142 - Garbage	3,222.62	7,000.00	-3,777.38	46.0%
66143 - PG&E Gas	3,417.76	4,500.00	-1,082.24	76.0%
66144 - PG&E Electrical	5,142.35	12,000.00	-6,857.65	42.9%
66145 - PG&E Loan	3,379.45	8,111.00	-4,731.55	41.7%
<b>Total 66140 - Utilities</b>	<b>16,879.70</b>	<b>52,611.00</b>	<b>-35,731.30</b>	<b>32.1%</b>
<b>Total 66000 - Facilities</b>	<b>38,253.13</b>	<b>110,961.00</b>	<b>-72,707.87</b>	<b>34.5%</b>
<b>67000 - Finance</b>				
67050 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
67100 - Benevity Fees	14.40	190.00	-175.60	7.6%
67101 - Banking Charges	468.36	1,800.00	-1,331.64	26.0%
67103 - Corporate Fees & Expenses	59.95	1,000.00	-940.05	6.0%
67104 - Property & Liability Insurance	14,834.00	29,700.00	-14,866.00	49.9%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	5,573.00	-5,573.00	0.0%
67118 - Rectory Property Tax	513.81	1,038.00	-524.19	49.5%
<b>Total 67107 - Property Taxes</b>	<b>513.81</b>	<b>6,611.00</b>	<b>-6,097.19</b>	<b>7.8%</b>
<b>Total 67000 - Finance</b>	<b>15,890.52</b>	<b>41,301.00</b>	<b>-25,410.48</b>	<b>38.5%</b>
<b>68000 - Budgeted Outreach</b>				
68002 - Budgeted Outreach	6,250.00	15,000.00	-8,750.00	41.7%

**Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual**

January through May 2019

	Jan - May 19	Budget	\$ Over Budget	% of Budget
68003 - Schools & Interfaith Council	1,250.00	3,000.00	-1,750.00	41.7%
<b>Total 68000 - Budgeted Outreach</b>	<b>7,500.00</b>	<b>18,000.00</b>	<b>-10,500.00</b>	<b>41.7%</b>
69000 - Contingency				
69001 - Contingency	805.69	12,000.00	-11,194.31	6.7%
<b>Total 69000 - Contingency</b>	<b>805.69</b>	<b>12,000.00</b>	<b>-11,194.31</b>	<b>6.7%</b>
<b>Total 60000 - Operating Expenses</b>	<b>297,795.20</b>	<b>763,110.00</b>	<b>-465,314.80</b>	<b>39.0%</b>
<b>Total Expense</b>	<b>297,795.20</b>	<b>763,110.00</b>	<b>-465,314.80</b>	<b>39.0%</b>
<b>Net Ordinary Income</b>	<b>57,991.65</b>	<b>-27,767.00</b>	<b>85,758.65</b>	<b>-208.9%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
70000 - Program Accounts				
70040 - Boy Scout Troop #36				
70041 - Boy Scout Troop Income	1,450.00			
70045 - Boy Scout Troop Expenses	-1,150.00			
<b>Total 70040 - Boy Scout Troop #36</b>	<b>300.00</b>			
70050 - Parish Activities				
70051 - Parish Activities Income	1,187.14			
70055 - Parish Activities Expense	-1,847.47			
<b>Total 70050 - Parish Activities</b>	<b>-660.33</b>			
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	24,425.00			
70065 - Maint & Improvement Expense	-3,788.93			
<b>Total 70060 - Maintenance &amp; Improvement</b>	<b>20,636.07</b>			
70100 - Vestry Retreat				
70101 - Vestry Retreat Income	394.76			
70105 - Vestry Retreat Expense	-394.76			
<b>Total 70100 - Vestry Retreat</b>	<b>0.00</b>			
70110 - Youth Trips				
70111 - Youth Trips Income	1,750.00			
70115 - Youth Trips Expense	-4,687.68			
<b>Total 70110 - Youth Trips</b>	<b>-2,937.68</b>			
70120 - Vacation Bible School				
70121 - Vacation Bible School Income	1,280.00			
<b>Total 70120 - Vacation Bible School</b>	<b>1,280.00</b>			
70130 - Concert Series				
70131 - Concert Series Income	3,960.00			
70135 - Concert Series Expense	-3,632.39			
<b>Total 70130 - Concert Series</b>	<b>327.61</b>			
70140 - Columbarium				
70141 - Columbarium Income	400.00			
70145 - Columbarium Expense	-313.42			
<b>Total 70140 - Columbarium</b>	<b>86.58</b>			
70150 - Ackerman				
70155 - Ackerman Expenses	-14,820.92			
<b>Total 70150 - Ackerman</b>	<b>-14,820.92</b>			

**Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual**

January through May 2019

	Jan - May 19	Budget	\$ Over Budget	% of Budget
<b>70170 - Memorial</b>				
70171 - Memorial Income	100.00			
70175 - Memorial Expenses	-784.95			
<b>Total 70170 - Memorial</b>	<b>-684.95</b>			
<b>70190 - New Episcopal Women (NEW)</b>				
70191 - NEW Income	920.00			
70195 - NEW Expenses	-394.85			
<b>Total 70190 - New Episcopal Women (NEW)</b>	<b>525.15</b>			
<b>70200 - Men's Group</b>				
70201 - Men's Group Income	336.00			
70205 - Men's Group Expense	-292.30			
<b>Total 70200 - Men's Group</b>	<b>43.70</b>			
<b>Total 70000 - Program Accounts</b>	<b>4,095.23</b>			
<b>80000 - Outreach Accounts</b>				
<b>80010 - Adopt-a-Bike Program</b>				
80011 - Adopt-a-Bike Program Income	800.00			
80015 - Adopt-a-Bike Program Expense	-1,206.05			
<b>Total 80010 - Adopt-a-Bike Program</b>	<b>-406.05</b>			
<b>80020 - Christmas Boxes</b>				
80029 - Christmas Boxes Disbursements	-900.00			
<b>Total 80020 - Christmas Boxes</b>	<b>-900.00</b>			
<b>80040 - Fruits of the Harvest</b>				
80041 - Event Ticket Sales	6,000.00			
80042 - General Donations	9,035.00			
80043 - Auction Sales Income	1,837.00			
80046 - Auction Expense	-30.11			
80048 - Event Expenses	-2,458.30			
<b>Total 80040 - Fruits of the Harvest</b>	<b>14,383.59</b>			
<b>80100 - Trinity Center</b>				
80101 - Trinity Center Donations	1,500.00			
80105 - Trinity Center Disbursements	-452.76			
<b>Total 80100 - Trinity Center</b>	<b>1,047.24</b>			
<b>80110 - Winter Nights</b>				
80111 - Winter Nights Income	940.00			
80115 - Winter Nights Expense	-1,194.92			
<b>Total 80110 - Winter Nights</b>	<b>-254.92</b>			
<b>89000 - Other Outreach</b>				
89001 - Other Outreach Donations	7,500.00			
<b>Total 89000 - Other Outreach</b>	<b>7,500.00</b>			
<b>Total 80000 - Outreach Accounts</b>	<b>21,369.86</b>			
<b>Total Other Income</b>	<b>25,465.09</b>			
<b>Other Expense</b>				
100000 - Ask My Accountant	29.95			
<b>Total Other Expense</b>	<b>29.95</b>			
<b>Net Other Income</b>	<b>25,435.14</b>			

10:59 AM

06/13/19

Accrual Basis

**Saint Timothy's Episcopal Church  
Profit & Loss Budget vs. Actual**

January through May 2019

	Jan - May 19	Budget	‡ Over Budget	% of Budget
Net Income	83,426.79	-27,767.00	111,193.79	-300.5%

Noah's Ark Preschool  
2019-2020 Budget

		2016-2017 Act	2017-2018 Act	2018-2019 Bud	2018-2019 Act	2019-2020 Bud	Notes
<b>INCOME</b>					(a/o May)		
	Registration Fees	\$2,725	\$2,100	\$1,425	\$1,945	\$1,425	
	Tuition	\$223,135	\$201,172	\$188,640	\$216,713	\$186,570	2019-2020 based on 43 students, 1 no chg
	Lunch Bunch/Enrichment	\$12,517	\$9,564	\$8,400	\$13,682	\$13,545	
	Other Income	\$648	\$139	\$1,500	\$7,833	\$2,500	fund-raiser, interest, donations, gift cards
<b>TOTAL INCOME</b>		<b>\$239,025</b>	<b>\$212,975</b>	<b>\$199,965</b>	<b>\$240,172</b>	<b>\$204,040</b>	
<b>EXPENSES</b>							
	Payroll						
	Salary	\$167,252	\$168,496	\$181,150	\$167,853	\$191,281	adding 2 teachers
	Benefits	\$3,684	\$2,812	\$3,200	\$3,255	\$2,525	
	Pension	\$8,247	\$9,769	\$13,000	\$6,750	\$11,705	20+ hr/wk employees only
	Taxes	\$12,479	\$12,543	\$13,391	\$12,535	\$14,633	
	<b>Total Payroll</b>	<b>\$191,662</b>	<b>\$193,619</b>	<b>\$210,742</b>	<b>\$190,393</b>	<b>\$220,144</b>	
	Administration						
	Admin Fee (8.5%)	\$18,259	\$17,767	\$16,034	\$17,907	\$15,858	8.5% of total tuition
	Advertising	\$312	\$154	\$300	\$355	\$300	regular, +consultant (barter)
	Licenses	\$685	\$851	\$800	\$484	\$800	
	Office Supplies	\$809	\$828	\$1,000	\$893	\$1,000	
	Payroll Check Chg	\$918	\$1,000	\$1,000	\$1,613	\$1,722	\$7/chk
	Phone	\$1,543	\$1,172	\$1,320	\$1,032	\$1,320	
	Misc	\$114	\$607	\$500	\$397	\$500	
	<b>Total Administration</b>	<b>\$22,639</b>	<b>\$22,379</b>	<b>\$20,954</b>	<b>\$22,680</b>	<b>\$21,500</b>	
	Insurance	\$2,902	\$2,747	\$3,850	\$2,888	\$3,850	workers comp
	Program Supplies	\$4,523	\$4,981	\$4,600	\$2,364	\$4,600	
	Staff Development	\$1,591	\$514	\$1,600	\$1,448	\$700	
	Snack & Kitchen Supplies	\$1,806	\$1,477	\$1,500	\$1,616	\$1,600	
	Staff Social Functions	\$524	\$683	\$600	\$125	\$700	
	Misc. Expenses	\$190	\$261	\$500	\$631	\$500	books, fund-raiser expenses
<b>TOTAL EXPENSES</b>		<b>\$225,836</b>	<b>\$226,661</b>	<b>\$244,346</b>	<b>\$222,145</b>	<b>\$253,595</b>	
<b>SURPLUS(SHORTFALL)</b>		<b>\$13,188</b>	<b>-\$13,686</b>	<b>-\$44,381</b>	<b>\$18,027</b>	<b>-\$49,555</b>	

June 19, 2019

### **Noah's Ark Preschool Facilities and Finance Proposal**

I, Cynthia Chavez, preschool director, am proposing the following facility changes and upgrades. It has been a number of years since the education building has received facility improvements. The preschool continues to pay the administration fee each month to St. Timothy's at the rate of 8.5% of monthly tuition, which is to assist in facility maintenance and improvements. As you will see, the improvement items relate to the safety, security and everyday function of the preschool program.

1. Replace the chain link fence surrounding two sides of the playground (150 ft) and change two gates to include a panic bar. Adding the panic bar will prevent outside individuals from easy access to the playground areas when school is in session. It is of high priority and parents biggest concern when considering a safe school climate.

**Bid proposal from All American Fence \$5850.00 150 ft two gates, Galvanized chain link fence, \$450.00 Green posts and frame**

2. Add a door linking two rooms in the education building to increase flow between rooms and accommodate a bigger class size.

**Bid proposal from LaBrie Construction \$6750.00**

3. Remove the two outdoor playhouses from the outdoor play area as they are very worn, tired and rotting through. Replace with a 10' X 12" pergola and outdoor playhouse kitchen items.

**Bid proposal from C & J Fencing \$4400.00 for pergola build and request volunteers to remove the houses. *Preschool will fund this facility improvement with money raised from Spring 2019 fundraiser.***

4. Replenish tan bark and sand in outside play spaces in accordance with California Community Care Licensing regulations for childcare programs.

## **Rector Report June 2019**

If you haven't read my Minnesota thoughts about vision at St. Timothy's please take a look - [https://sainttimothysdanville.org/wp-content/uploads/2019/06/Tidings\\_2019-06.pdf](https://sainttimothysdanville.org/wp-content/uploads/2019/06/Tidings_2019-06.pdf)

I don't have a lot to say in June. But I continue to pray, think, dream about our next steps. One of the first things we are doing right now is building a team to reach out to the *whole* parish - this not part of stewardship, but pastoral care. Take a look at Trudy's Pastoral Care report.

Trudy and I cooking up a plan to share engagement work with about 15 people who will call everyone on the phone (and even offer to meet with the people on their list). If we are going to create a nimble way of living our faith in church - this a great first step. Long and short - after we really know our community and its needs, we can begin small group work.

Happy summer.  
Todd



FORMATION COMMISSION VESTRY REPORT  
June 19, 2019

Co-Commissioners:

Lisa Guevara Perry and Nancy Arroyoavila.

Lot's Daughters:

On June 5<sup>th</sup> Michael Olden and Lisa Guevara Perry presented an in-depth exploration of this story which has been used, abused weaponized against women and the LGBTQ community by "Christians". While there were only 5 (4 from EFM) in attendance, the discussion was lively and provided much needed information and context to the story.

EFM:

The 3 adult Confirmands on June 1<sup>st</sup> were all EFM students: Jan Mahoney, Chris Mouser, and Michael Olden.

EFM students continuing in the 2019-2020 program year will be:

Year 2 New Testament	Michael Olden
Year 3 Church History (2 <sup>nd</sup> time)	Chris Mouser, Elyse Perry Mouser and Peg Miller
Year 4 Discernment	Jan Mahoney and Steve Lane
Year 5 (Personalized Program)	Don Perry

EFM new student(s) in the 2019-2020 program year will be:

Year 1 Old Testament	Eric Soderstrom
----------------------	-----------------

Saint Timothy's has the only EFM program offered in the East Bay. Efforts will be made to reach out to other congregations to invite their participation.

Small Groups:

There are several small discussion groups in the process of forming. Efforts will be made to support them in their formation and development.

There will be several small group discussion opportunities offered by EFM over the summer with a focus on community building and taking one's faith life into the world.

Sunday afternoon/evening service:

There has been some discussion and interest in a late afternoon or early evening service on Sundays. The time, manner and feasibility will be discussed with Pastor Todd.

Outreach and Growth:

Michael Olden (Fellowship and Communications) is working with Don Perry to record and post Pastor Todd's sermons. Pastor Susan does not currently wish to be recorded. These sermons along with other content will be used in various media campaigns to expand the exposure of Saint Timothy's.

Discussions are on-going related to special "summer friendly" opportunities to invite new people to St Tim's and to strengthen the community we now have. The liturgical experience is not

always the easiest point of entry for someone who doesn't have a background in that form of worship. We will be exploring some fresh ways to say "Y'all Come".

Ongoing Issues:

Of continuing concern is determining ways in which we can encourage greater attendance for Formation programming. There were often conflicts with other groups and committees meeting at the same time. Moving to programs only on the first Wednesday of the month has limited the conflicts, without an increase in attendance. Obtaining more support for promotion of events in the wider community is also being sought. Promotion of events in Tidings, the Weekly Announcements and in announcements by the priests has had a limited impact. Greater attendance and participation are a key element in the fulfillment of the Formation Mission.

The focus of Formation, Fellowship and Communications over the summer will be the means and mechanisms for promoting the Mission Statement of Formation and church growth.

Lisa Guevara Perry  
Nancy Arroyoavila  
Formation Co-Commissioners

# St. Timothy's Children and Youth Commission Report

## June 2019

I seem to say this every month but it has been a busy month! May and June are always busy for our youth. 4 graduated from High School. 7 young adults and 4 adults were confirmed at Grace Cathedral in San Francisco. We had intergenerational participation at Vacation Bible School. At the end of July, our youth go on their Mission Trip to Louisiana. To all who have said yes to helping our youth, a huge thank you. Whether you are a driver to a field trip, a kitchen grannie, a donor, a chaperone for a day or a full week, a parent, teach our children, or just love the kids, your support is everything to these kids.

I was watching the Today show this morning, and I think I have found the words to define my ministry. It is a Ministry of Presence. It was used in reference to a rabbi and a priest who have been there when their cities have been the victims of mass shootings. Their roles, they have found, is to be there for people as a resource. I don't usually run anything. But I do my best to go to anything child related. And that what I believe my role in this ministry is. I still owe a charter ... and to work on a safe place for all to have a place for the glorious pictures we have taken over the years.

Blessings for a safe and restful summer,

Cathy Hager  
Children and Youth Commissioner

=====

### **PASTORAL CARE 6/19/2019**

Pastor Todd and I met to discuss some ideas exploring ways to strengthen our connection to one another. We would like to gather a group to reach out to each and every parishioner on a regular (read at least once a year!) basis. We want to hear what needs are being met and what we can do to engage on a more personal level. This is just in the beginning stages. I have already begun to interact with several folks on a personal basis.

Trudy Macmillan

---

**Property commission ( Ackerman update )**

1 message

---

**Tom Linari** <tlinari57@gmail.com>  
To: sallyspotts@gmail.com

Fri, Jun 14, 2019 at 8:28 PM

Sally,

Can you please ad this update for me?

The Ackerman bathroom remodel is nearing it completion. As of today the shower pan has been set.( Ok, we had a little leak there, but all fixed now. ) The tile is going in , the vanity has been set and next week the shower enclosure will be installed. Brooks has estimated that the counter top will be fabricated and sinks installed next week. He is expecting to be done with all the other small stuff to be done at the end of next week. Paint, floor mirrors etc.

I do not know what the final price tag will be yet but I'm hoping to have enough to do another bathroom.

If you have any questions please feel free to ask.

Tom