

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday, March 18, 2020

Zoom Meeting

Update Date: 4/8/2029

SUMMARY:

MOTIONS:

- It was moved, seconded and passed unanimously that the submitted **reports and minutes** from January and February were approved.
- The **Parochial Report** drafted by the clergy and Neal Matsunaga was approved as submitted. The report will be signed by Pastor Todd, Neal and Sally Shea Potts (the Clerk) and submitted to the Diocese.

ACTION ITEMS:

- **Pastor Todd:** Update on Bishop's virtual visit on 4/19.
- **Scott:** Coffee Hour plans

Attendees: Nancy Arroyoavila, Rev. Todd Bryant, Linda Clark, Dick Firth, Rev. Susan Geissler-O'Neil, Steve Hedden, Neal Matsunaga, Trudy Macmillan, Sally Shea Potts, Scott MacDougall, Tom Linari, Mike Olden, Rayne Devlin, Kari Doolittle,

Absent: Alison Hill,

- 1. Opening Prayer** – Pastor Todd – Ephesians 5: Light/Darkness
- 2. Review and Confirm Agenda**
- 3. Introduction of Guests** – no guests attended the on-line meeting
- 4. Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
 - a. Approve minutes from the three(3) January and February 2020 vestry meetings
 - b. Treasurers Report, Balance Sheet and P&L through 31 January and 29 February 2020
Balance and P&L Reports through 31 January 2020
Treasurer's Report dated 19 February 2020
Treasurer's Report – March 2020
Balance and P&L Reports through 29 February 2020
 - c. Rector's Report
 - d. Commission and other Reports
 - Communications
 - Formation
 - Property

MOTION: It was moved, seconded and passed unanimously that the above reports and minutes from January and February were approved.

5. Non-Recurring Action Items

a. 2019 Parochial Report Review and vestry approval - Neal Matsunaga (Treasurer)

Per Todd: No big changes in the numbers in the Parochial report for 2019 vs 2018. Pastor Todd expects that the numbers for 2020 will be much worth.

MOTION: Approve submitted Parochial report

Dick will put the hard copy in his box to collect signatures from Pastor Todd, Neal and Sally

6. Discussion Items

a. Bishop's Visit – Sunday, April 19 – Pastor Todd

The latest communication from the Bishop is that his visit will be virtual on April 19th.

Linda Clark: Request a press release about his

Mike O: Video from the bishop that can be posted to the website.

Request for a calm message from him and other area religious leaders to combat the blaming behavior that is happening in the country.

Linda C: Get a picture of the Bishop

NancyA: How can we reach out to others to calm the political ret

StephenH: Plan for financial impact of the Corona Virus

TODD: Meeting with the bishop on Monday about his visit. Please send ideas to Pastor Todd.

DickF: Todd – Please update the Vestry on your conversation with the Bishop.

b. Staying Connected with the Parish – Vestry calling – Pastor Todd (see rector's report)

Dick Firth distributed a list of the names that each Vestry person should call.

Pastoral Care concerns should be communicated to the vestry and Trudy.

Questions for Phone Call:

- How are you doing?
- Do you have any pressing needs?
- Are you able to receive the regular emails from the church
- Did you know that the 10:00 am Sunday service is on-line?
- Do you need a buddy to go to the store, etc?
- Steve Hedden will coordinate filling the needs

c. Response to COVID-19 issue – Pastor Todd

Latest information coming tonight with available information from Pastor Todd and Susan

7. FYI

- a. Scott MacDougall is meeting with Jacque O and Joann Oliver about coffee hour. Vestry would like to know what they are planning.
- b. Per the Bishop – there will be no on-site worship services at Easter.

8. Closing Prayer – Sally Shea Potts

Next Tidings Deadline – **Tuesday March 31, 2020**
 Next Regular Vestry Meeting – **Wednesday, April 15, 2020 (Tax Day)**

Coffee Hour Sign-ups Needed for:

May 3, 10, 17, 24, 31

Church Lock-up Sign-ups Needed for:

June 28

Submitted by Sally Shea Potts, Vestry Clerk

St Timothy's Calendar for Vestry as of 03/18/2020

Items in red have been added since the last vestry meeting

Date	Event
March 9 – 23 [Parish Hall, GH Living Room]	Winter Nights Shelter
Wednesday, March 18 - 6:30 pm	Vestry Meeting – GH Overby Conference Room
Thursday, March 19 – 6:30 pm	Deanery Meeting – St. Anna’s - Antioch
Sunday, March 29 – Parish Hall	Mini Craft Faire - <i>doubtful</i>
Wednesday, March 31	Tidings Deadline
Sunday, April 5	Palm Sunday – Service will be on-line only
Sunday, April 12	Easter – Service will be on-line only
Wednesday, April 15 – 6:30 pm	Vestry Meeting – GH Overby Conference Room or Zoom
Sunday, April 19 – One Service	Bishop Marc will visit virtually
Wednesday, May 20 – 6:30 pm	Vestry Meeting – GH Overby Conference Room
Saturday, May 16	FOTH - 2020
Monday – Friday, June 15-19	VBS (with St. Joan of Arc)

Note: (4/9/2020) Many of the above listed things did not and may not happen.

Rector's Report - March 2020

I am glad to report that we will have Bishop Marc visiting us the Sunday after Easter (April 19th). As a separate agenda item, some of our work in March will be to decide what we want from him when he comes. He usually meets with the vestry before or after the 10am service on the day of his visit.

You will see a separate agenda item that is part of our March discussion. **What are the topics we want to discuss with him?**

Wondering what is happening until Easter?

<https://www.sainttimothysdanville.org/ash-wed-to-easter-sunday.html>

We have multiple ways to get informed including in the pews, email, flyers around campus, and the website. Susan and I will be extremely busy in Lent (as always). I am taking lead on Wednesday nights for children, and am working with Jim Coleman for the Adult Wed formation.

Admin

Sally and several volunteers helped us mail the Ashes to Easter booklets. Thank you

Sally! The greeters helped us produce the latest version of the newcomer booklets in

the church. **COVID-19**

I will continue meeting with ministry leaders and taking direction from the diocese. As a vestry we need to communicate regularly what our evolving plans are.

I am very aware that COVID-19 is ever present on your mind. We are genuinely and appropriately concerned. This is not something to blow off as much ado about nothing, Nor is it something to completely lose our minds about.

Many of you have scoffed at the endless lines at Costco. You've come to the opposite conclusion that this *is* all overblown. For you as an individual, you are probably right. But, look at the margins of your friends and try to live in their skin. Don't freak, live your life, and walk in someone else's shoes while you are living well.

Whatever happens, let's thank God and our public health officials.

The vestry discussion item: I would like us to consider ways to stay connected with the community as a vestry. One suggestion I have is that each vestry takes one or two letters of the alphabet and just literally calls the directory.

Treasurer's Report

March 19, 2020

Financial Highlights

- February actuals too early to accurately determine if there are any trends yet, though we know there is a need to increase pledge income by at least \$58,400.
- Pledge income of \$658,621 is based on 159 pledges and includes an assumption that at least 6 additional pledges for \$13,400 will be received. Through February 2 additional pledges for \$780 have been received.
- Our approved 2020 budget has a revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and projected deficit of \$45,034). The hope is that new pledges will be received during the year, as in 2019, but there is an opportunity and challenge for parishioners to make or increase their pledges.
- 42 pledges for \$177,820 have not made any payments yet.
- 19 pledges are paid in full for \$94,969.
- 2020 budget vs actual results, through February, adjusted for amortizing "pledges paid in full":

	Budget	Actual	Difference
Pledge Income	\$109,770	\$ 85,923	\$(23,847)
Other Income	\$ 11,759	\$ 12,791	\$ 1,031
Expenses	\$129,034	\$125,511	\$ 3,523
Net Income	\$(7,505)	\$(26,797)	

Income

Pledge income difference due to about \$29,600 for pledges that have not made any payments yet.

Other Income difference due to:

Facilities cost sharing \$1,053 over budget due to budget seasonality.

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

Personnel expenses \$830 under budget

Altar Guild expenses \$(650) over budget due to December flower bill paid in 2020.

Children & Youth Ministry expenses \$590 under budget.

Administrative expenses \$570 under budget due mainly to quarterly copier leases paid in March.

Facilities expenses \$1,880 under budget due to campus and rectory maintenance being under budget and other services and utilities being over budget.

Finance expenses \$(760) over budget due to quarterly insurance bill paid in January.

Contingency expenses \$800 under budget.

Action Items

- Approve St. Timothy's 2019 Parochial Report.

Other Status

- Incorrectly booked Music Director payroll withholding for medical premiums to lay pension premiums. Will correct over the next several months.
- Assisting Cynthia Chavez and Sue Enes with preschool director search activities as needed/requested. Job description has been approved and posted. Will post it to meeting folder on Google drive as soon as I have a copy.
- Noah's Ark Preschool has been closed, due to Covid-19, from 3/16 through 4/10. The Director has made a decision to keep staff on payroll through the end of March. She will revisit this decision if the closure continues past the end of March.

Neal Matsunaga

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Accrual Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
10001 · Heritage Checking	47,368.93
10002 · Heritage Savings	165,826.46
17103 · Schwab	182,452.25
17104 · TD Ameritrade	324,515.51
Total Checking/Savings	720,163.15
Total Current Assets	720,163.15
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	478,535.41
17102 · SSGA Endowment Gain/Loss	119,187.34
Total Other Assets	597,722.75
TOTAL ASSETS	4,285,452.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-3,913.73
Total Accounts Payable	-3,913.73
Other Current Liabilities	
21006 · Prepaid Pledges 2020	52,975.55
Total Other Current Liabilities	52,975.55

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Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Donations				
41000 · Pledge Income				
41120 · Prepaid Pledges Rec'd Prev Year	4,844.62	10,519.70	-5,675.08	46.1%
41100 · Current Year Pledges	110,310.64	99,250.50	11,060.14	111.1%
41300 · Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
Total 41000 · Pledge Income	116,990.26	109,770.20	7,220.06	106.6%
42000 · Plate Offering				
42100 · Loose Plate	1,526.38	1,800.00	-273.62	84.8%
42150 · Contributing Income	5,310.00	5,383.30	-73.30	98.6%
Total 42000 · Plate Offering	6,836.38	7,183.30	-346.92	95.2%
43000 · Special Gifts	0.00	0.00	0.00	0.0%
44000 · Operating Support				
44200 · Facilities Cost Sharing	5,123.06	4,070.00	1,053.06	125.9%
44300 · Flower Donations	689.55	416.70	272.85	165.5%
Total 44000 · Operating Support	5,812.61	4,486.70	1,325.91	129.6%
45000 · Other Income				
45100 · eScrip Remittance	0.00	0.00	0.00	0.0%
45200 · Amazon Smile	21.02	0.00	21.02	100.0%
45300 · Interest Income	35.52	45.80	-10.28	77.6%
45400 · Miscellaneous Income	85.00	43.30	41.70	196.3%
Total 45000 · Other Income	141.54	89.10	52.44	158.9%
Total 40000 · Donations	129,780.79	121,529.30	8,251.49	106.8%
Total Income	129,780.79	121,529.30	8,251.49	106.8%
Gross Profit	129,780.79	121,529.30	8,251.49	106.8%
Expense				
60000 · Operating Expenses				
61000 · Diocesan Assessment	18,543.54	18,543.50	0.04	100.0%
62000 · Personnel Expense				
62100 · Clergy Compensation				
62110 · Rector	15,880.50	15,874.00	6.50	100.0%
62120 · Associate Rector	13,029.64	13,033.70	-4.06	100.0%
62130 · Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
62198 · Clergy Pension Premiums	6,060.58	6,243.30	-182.72	97.1%
62199 · Clergy Benefits & Insurance	5,235.14	5,087.80	147.34	102.9%
Total 62100 · Clergy Compensation	40,205.86	40,238.80	-32.94	99.9%

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Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
62200 · Lay Staff Compensation				
62201 · Family Minister	0.00	0.00	0.00	0.0%
62202 · Music Director	7,588.72	6,691.00	897.72	113.4%
62203 · Office Manager	3,000.33	3,399.00	-398.67	88.3%
62213 · Office Staff-Temporary Help	0.00	150.20	-150.20	0.0%
62204 · Bookkeeper	3,110.00	3,466.70	-356.70	89.7%
62205 · Childcare Assistant	297.49	500.80	-203.31	59.4%
62296 · Lay Payroll Taxes	929.46	1,086.80	-157.34	85.5%
62297 · Lay Pension Premiums	1,470.67	908.20	562.47	161.9%
62299 · Pension Reimbrsmnt Noah's Ark	0.00	0.00	0.00	0.0%
62298 · Lay Benefits & Insurance	129.18	1,057.20	-928.02	12.2%
Total 62200 · Lay Staff Compensation	16,525.85	17,259.90	-734.05	95.7%
62300 · Workers Compensation Insurance	0.00	200.00	-200.00	0.0%
62400 · Payroll Processing Fees	147.00	168.00	-21.00	87.5%
62500 · Contractors (1099)				
62501 · Musicians				
62511 · Paid Musicians	2,775.00	2,083.30	691.70	133.2%
62512 · Supply Musicians	250.00	383.30	-133.30	65.2%
Total 62501 · Musicians	3,025.00	2,466.60	558.40	122.6%
62504 · Landscaping	4,034.00	4,035.00	-1.00	100.0%
62505 · Janitorial Services	4,500.00	4,800.00	-300.00	93.8%
Total 62500 · Contractors (1099)	11,559.00	11,301.60	257.40	102.3%
62600 · Staff Allowances				
62601 · Continuing Education	432.79	333.30	99.49	129.8%
62602 · Travel	0.50	100.00	-99.50	0.5%
62603 · Clergy Hospitality	250.57	300.00	-49.43	83.5%
62604 · Clergy Discretionary Fund	0.00	50.00	-50.00	0.0%
Total 62600 · Staff Allowances	683.86	783.30	-99.44	87.3%
Total 62000 · Personnel Expense	69,121.57	69,951.60	-830.03	98.8%
63100 · Altar Guild				
63101 · Candles and Wine	200.02	491.70	-291.68	40.7%
63102 · Flower Expense	1,482.91	536.70	946.21	276.3%
63103 · Laundry Services	0.00	13.30	-13.30	0.0%
63105 · All Other Altar Guild Expenses	67.46	58.30	9.16	115.7%
Total 63100 · Altar Guild	1,750.39	1,100.00	650.39	159.1%
63200 · Music				
63205 · Music Expenses				
63215 · Professional Expense	0.00	216.70	-216.70	0.0%
63216 · Music Hospitality	0.00	83.30	-83.30	0.0%

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Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
63205 · Music Expenses - Other	42.43			
Total 63205 · Music Expenses	42.43	300.00	-257.57	14.1%
63206 · Musical Equipment R&M	0.00	116.70	-116.70	0.0%
Total 63200 · Music	42.43	416.70	-374.27	10.2%
63300 · Christian Formation				
63301 · EFM	0.00	83.30	-83.30	0.0%
63302 · Adult Education	0.00	166.70	-166.70	0.0%
63303 · Lenten Series	406.80	50.00	356.80	813.6%
63304 · Activity Support	0.00	0.00	0.00	0.0%
Total 63300 · Christian Formation	406.80	300.00	106.80	135.6%
63350 · Children & Youth Ministry				
63351 · Family Ministries	13.99	216.70	-202.71	6.5%
63352 · Youth Ministries	0.00	333.30	-333.30	0.0%
63353 · Acolytes	0.00	50.00	-50.00	0.0%
Total 63350 · Children & Youth Ministry	13.99	600.00	-586.01	2.3%
64000 · Worship & Liturgy				
64108 · Liturgical Art	0.00	50.00	-50.00	0.0%
64150 · Miscellaneous Worship	295.01	83.30	211.71	354.2%
Total 64000 · Worship & Liturgy	295.01	133.30	161.71	221.3%
64250 · Pastoral Care	0.00	83.30	-83.30	0.0%
64500 · Fellowship				
64501 · Sunday Coffee & Supplies	255.42	216.70	38.72	117.9%
64502 · Parish Events-Connect	225.00	133.30	91.70	168.8%
64503 · Reception Expense	0.00	133.30	-133.30	0.0%
64504 · Greeters-Welcome	76.00	83.30	-7.30	91.2%
64505 · Invites	0.00	33.30	-33.30	0.0%
64506 · Vestry Expenses	95.99	16.70	79.29	574.8%
64508 · NEW (New Episcopal Women)	0.00	83.30	-83.30	0.0%
64599 · Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 64500 · Fellowship	652.41	699.90	-47.49	93.2%
65000 · Administrative				
65100 · Office Supplies	250.59	333.30	-82.71	75.2%
65101 · Paper	242.64	616.70	-374.06	39.3%
65102 · Advertising	0.00	100.00	-100.00	0.0%
65103 · Software	635.99	333.30	302.69	190.8%
65105 · Phone & Internet	889.89	923.30	-33.41	96.4%
65106 · Misc Administration	0.00	100.00	-100.00	0.0%

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Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through February 2020

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
65200 · Equipment				
65204 · Risograph Copier	0.00	733.30	-733.30	0.0%
65201 · Hardware	0.00	116.70	-116.70	0.0%
65202 · Ricoh Copier	2,793.62	2,600.00	193.62	107.4%
65203 · Other Equipment R&D	0.00	83.30	-83.30	0.0%
Total 65200 · Equipment	2,793.62	3,533.30	-739.68	79.1%
65300 · Postage				
65301 · Meter Postage	400.00	166.70	233.30	240.0%
65302 · Other Postage	33.00	25.00	8.00	132.0%
65303 · Meter Lease	834.58	516.70	317.88	161.5%
Total 65300 · Postage	1,267.58	708.40	559.18	178.9%
Total 65000 · Administrative	6,080.31	6,648.30	-567.99	91.5%
66000 · Facilities				
66100 · Campus Maintenance	2,104.36	5,833.30	-3,728.94	36.1%
66110 · Rectory Maintenance				
66111 · Insurance	0.00	108.30	-108.30	0.0%
66112 · Landscaping	540.00	666.70	-126.70	81.0%
66113 · Pool	230.00	283.30	-53.30	81.2%
66116 · Maintenance	129.00	666.70	-537.70	19.3%
Total 66110 · Rectory Maintenance	899.00	1,725.00	-826.00	52.1%
66120 · Services				
66121 · Elevator & Fire Alarm	1,660.72	1,333.30	327.42	124.6%
66122 · Other Services	2,377.30	1,000.00	1,377.30	237.7%
Total 66120 · Services	4,038.02	2,333.30	1,704.72	173.1%
66130 · Facilities Supplies	749.18	500.00	249.18	149.8%
66140 · Utilities				
66141 · EBMUD	2,920.30	3,200.00	-279.70	91.3%
66142 · Garbage	1,211.49	1,300.00	-88.51	93.2%
66143 · PG&E Gas	1,891.31	866.70	1,024.61	218.2%
66144 · PG&E Electrical	2,293.33	2,233.30	60.03	102.7%
66145 · PG&E Loan	1,351.78	1,351.80	-0.02	100.0%
Total 66140 · Utilities	9,668.21	8,951.80	716.41	108.0%
Total 66000 · Facilities	17,458.77	19,343.40	-1,884.63	90.3%
67000 · Finance				
67050 · Stewardship	0.00	400.00	-400.00	0.0%
67100 · Benevity Fees	11.12	25.00	-13.88	44.5%
67101 · Banking Charges	391.81	200.00	191.81	195.9%
67103 · Corporate Fees & Expenses	0.00	16.70	-16.70	0.0%

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03/12/20

Accrual Basis

**Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January through February 2020**

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
67104 · Property & Liability Insurance	7,742.78	5,157.70	2,585.08	150.1%
67107 · Property Taxes				
67117 · Church Property Tax	0.00	1,433.30	-1,433.30	0.0%
67118 · Rectory Property Tax	0.00	148.30	-148.30	0.0%
Total 67107 · Property Taxes	0.00	1,581.60	-1,581.60	0.0%
Total 67000 · Finance	8,145.71	7,381.00	764.71	110.4%
68000 · Budgeted Outreach				
68002 · Budgeted Outreach	2,500.00	2,500.00	0.00	100.0%
68003 · Schools & Interfaith Council	500.00	500.00	0.00	100.0%
Total 68000 · Budgeted Outreach	3,000.00	3,000.00	0.00	100.0%
69000 · Contingency				
69001 · Contingency	0.00	833.30	-833.30	0.0%
Total 69000 · Contingency	0.00	833.30	-833.30	0.0%
Total 60000 · Operating Expenses	125,510.93	129,034.30	-3,523.37	97.3%
Total Expense	125,510.93	129,034.30	-3,523.37	97.3%
Net Ordinary Income	4,269.86	-7,505.00	11,774.86	-56.9%
Other Income/Expense				
Other Income				
70000 · Program Accounts				
70040 · Boy Scout Troop #36				
70041 · Boy Scout Troop Income	550.00			
70045 · Boy Scout Troop Expenses	-550.00			
Total 70040 · Boy Scout Troop #36	0.00			
70050 · Parish Activities				
70051 · Parish Activities Income	225.00			
Total 70050 · Parish Activities	225.00			
70060 · Maintenance & Improvement				
70061 · Maint & Improvement Income	38.25			
70065 · Maint & Improvement Expense	-320.00			
Total 70060 · Maintenance & Improvement	-281.75			
70100 · Vestry Retreat				
70105 · Vestry Retreat Expense	-344.19			
Total 70100 · Vestry Retreat	-344.19			

St Timothy's Vestry Communications Report

Michael Olden

Meeting 3/18/2020

Video work:

This has been our primary task. With the outbreak of COVID-19, the communications team has focused on creating pre-recorded video services for our congregation. Both Lisa and Don, who are amazing, have stepped up to record, produce and post these services.

It is our hope that these videos will keep people spiritually engaged and provide our community opportunity to fellowship in these challenging times. We had over 399 people view the service. Remember that many of these were multiple people.

We are also working to create a banner for the front of the church that will provide more details regarding our online service.

Michael Olden

St Timothy's Vestry Formation Report

Michael Olden

Meeting 3/18/2020

Held one event:

Other events are on hold due to the outbreak of COVID-19. We are looking at possibly providing online formation opportunities in the next couple of weeks.

Michael Olden

PROPERTY COMMISSION REPORT – MARCH 2020

FROM: **Debra Linari** <debralinari@sbcglobal.net>

DATE: Fri, Mar 13, 2020 at 1:46 PM

TO: sallyspotts@gmail.com

Hi Sally,

Here is the Property commission report for March.

I apologize for doing this the old fashioned way but I still haven't gotten my google account straightened out yet.

Parish Hall update:

(re cap)

St. Timothy's has been given a donation of (100) thousand dollars to, improve the sound system , and add a hearing loop for the hearing impaired. Also, with the request from the donor the the parish hall be updated. The sound system has been done and the cost of (50) thousand dollars. There is (50) thousand dollars left. (This is an over simplification of figures but is very close to the real numbers.)

After much discussion , the property commission has decided that the best way to spend the remaining money after the straw poll from the congregation ,was to paint, and to replace the stained glass windows along the side of the hall with clear glass, And opaque glass along the Clydesdale side (The stain glass at the ends of the building will stay).

Both of these jobs will bring in much needed light to the hall.

Three bids were received for the painting contract

- Diablo painting
- Varsity Painting
- Kaljian painting

Kaljia painting is disqualified by not completing the bid due to what he thought should be painted, and bidding almost (10) thousand dollars to paint the back wall, alter area.

- Varsity painting. \$46,080
- Diablo painting. \$39,736

A motion was made to use Diablo painting. 1st Neal, 2nd Steve Unanimous

Leslie Firth and Sandy Varco are going to take up the challenge to come up with some paint scenarios.

A motion was made to use American glass as the window contractor. 1st Neal, 2nd Sandy V, Unanimous

The reason for going with only one bid for the glass company was there reputation, and a recommendation by Brooks Fawley who is the contractor that is working on the bathroom remodels on Ackerman. "You won't find a better price or quality".

Both contractors are available now and should take 1 week for glass replacement and 2 weeks for painting.

Herb garden:

Nora Hudson is proposing a herb gardening the area south of the outside BBQ area. (See handout) She has worked with Jan Mahoney to put together a plan to accomplish this. There is a donation of \$2,500 to complete the project with no cost to the church.

A plan of who, what ,when, where, and how will be forthcoming if the vestry thinks this is a good idea. The donor also would like a plaque to be placed in front of the garden. This will match other plaques on campus.

Ackerman remodel:

Kimberly had requested a new fence along the rear of the property due to its state of dis repair. After talking to the common neighbor 3 bids were obtained and AMM fencing was chosen, for a price of \$1,300.00. Unfortunately, the fence line for that neighbor only covered half the length of the back yard! It was a bad assumption on my part that this was the total length of the back fence. I am trying to coordinate with the remaining neighbor the construction of the rest of the fence.

On a happier note, Brooks is working up an updated bid for the downstairs bathroom. Remodel should start in late April.

Thanks,
Tom

