

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL
Wednesday January 20, 2021 - Zoom

Update Date: 1/24/2021

SUMMARY:

MOTIONS:

ACTION ITEMS:

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

Absent: Nancy Arroyoavila

1. **Opening Prayer** – Pastor Todd – Jonah – Many, many prayers for friends, relatives, the nation, those who have died, the government members
2. **Review and Confirm Agenda**
3. **Introduction of Guests** - Incoming Vestry: Jacque Chiavini, Gabel C-H, Cecilia Oduwole, Ade Adekunle, Steve Oki
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
 - a. Approve minutes from the December 16, 2020 vestry meeting.
 - b. Treasurers Report, Balance Sheet and P&L through 31 December 2020, in that order
 - c. Commission and other Reports
 - Rector
 - Property

MOTION: Approved submitted reports

5. **Non-Recurring Action Items**

- a. **Staff LOA Addendum** – Neal Matsunaga, Treasurer

Pastor Todd -

Associate Pastor Susan

Music Director - Datita Seth

Parish Administrator – Jeannette Sebree

Bookkeeper – Steve Zimmerman

1.6% increase in the 2021 budget – All LOA's were updated to reflect this change.

Pastor Susan's LOA was updated to include the 2020 Addendum

Darita's LOA was updated to specify which budget line items he is responsible for.

Pastor Todd's LOA was updated ????????

Steve Zimmerman, the bookkeeper's LOA was updated to document that he works 5 hr/week. He stated that that was sufficient

MOTION: All the LOA modifications were approved.

b. 2021 Budget - Neal Matsunaga, Treasurer

As a result of a discussion with the Diocese, Neal has changed the way that the PPP funds are treated in the accounting.

Neal has updated the budget to reflect the figures for December and some errors in the categorization of some pledges between 2020 and 2021.

Neal presented a revised budget.

Pledge Reserve	24,100
PPP funds	73,329
PPP funds to 2020 shortfall	45,721
PPP funds to Pledge Reserve for 2021 shortfall	28,130
Uncovered 2021 budget shortfall	-523

MOTION: Approve the revised budget as reviewed by the Finance Committee. Approved unanimously.

Question: Are we eligible for more PPP money? No – requirement to show -25% drive in income

c. 2020 Vestry retirees – Dick Firth thanked the retiring people

- Tom Linari – Junior Warden and Property
- Nancy Arroyoavila – Stewardship
- Kari Doolittle – Administration and Justice Advocacy
- Alison Hill – Outreach
- Dick Firth – Senior Warden

d. 2021 Vestry – Dick Firth

MOTION: It is proposed that the current vestry approve the number of vestry people in 2021 may be 11. Approved unanimously.

6. Discussion Items

a. Annual Meeting – Pastor Todd, Dick Firth

January 31, 2021 – Sunday – after 10:00 church

Nominations from the floor MUST be solicited and will be included in the vote.

b. Property – Tom Linari –

- Drain problem between Grace House and the front parking lot – Roto Rooter - \$18,000 to repair – 2 other bids coming in
- 3 breaks in the Hearing Loop in the Parish Hall located. Several more remain to be fixed.

7. FYI

a. Vestry Meeting after Annual Meeting – Pastor Todd

b. Vestry Retreat – Pastor Todd

Normally Friday night and Saturday

Propose Saturday only and Todd and Linda will work with new people 1:1

Saturday 9 - 12

c. Vestry Executive Committee – Pastor Todd – see below.

8. Closing Prayer – Stephen Hedden

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St. Timothy’s Vestry Executive Committee 2021

Members

Led by Rector and Senior Warden with members selected by the same.

Specific Reporting Relationships

Meeting info will be communicated to the larger vestry as needed. This group will serve as a council of advice with no mandatory reporting.

Purpose Statement:

The group will serve as a council of advice to the Rector, especially at critical decision-making points. Current vestry membership is not required. This group has no legislative authority.

Term and eligibility

Members serve at the discretion and invitation of the Rector with the agreement of the Senior Warden. However, individuals won’t serve more than six consecutive years. A member may rejoin by invitation after a one-year hiatus.

Goals and objectives

Individual candor and deep commitment to a thriving St. Timothy’s community.

Frequency and Timing of Meetings:

Ad hoc and based upon need.

St Timothy's Calendar for Vestry as of 01/20/2021

Date	Event
Wednesday, January 20 – 6:30 pm - Zoom	Vestry Meeting
Wednesday, January 20 – at Vestry Meeting	Final Budget presented to vestry and voted on
Sunday, January 24 – 11:00 am	Zoom Coffee Hour – brainstorm community
Monday, January 25	February Tidings Deadline
Sunday, January 31 – 11:00 am	Annual Meeting - Zoom
Sunday, January 31 – after the annual meeting	Vestry Meeting - Zoom
<u>Sat. Feb 6 (morning) 9 – 12 am</u>	<u>Vestry Retreat - Zoom</u>
Sunday, February 14 – 3:00 pm	Dedications
Wednesday, February 17	ASH WEDNESDAY
Wednesday, February 17 – 6:30 pm - Zoom	Vestry Meeting
Thursday, February 25	March Tidings Deadline
Sunday, April 4	EASTER SUNDAY

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Monday, 25 January 2021
 Next Regular Vestry Meeting – Sunday 31 January 2021 (after the annual meeting)