

St Timothy's Episcopal Church Danville, CA Vestry – Draft 1
Saturday, February 11, 2023 – 10:00 am – Grace House
Meeting Minutes

Attendees: Ade Adekunle, Karen Anderson, Todd Bryant, Gabel Chong-Horsley, Dick Firth (NV), Liz Knape, Kris Manning, Cecilia Oduwole, Taiwo Ojetayo, Steve Oki, Teresa Rajaratnam, Cathy Wickboldt

Absent: Susan Geissler-O'Neil (NV) – Present for informal portion of meeting but absent for formal portion.

1. **Opening Prayer** – Pastor Todd
2. **Review and Confirm Agenda**

For most vestry meetings, there will be a series of reports and the minutes of the previous meeting for the vestry to review prior to the meeting and approve at the meeting. There will also be an agenda item about welcoming guests and naming who they are.

3. **Meeting Mechanics**

- Meet 3rd Wednesday of every month 6:30-8:00 (except July)
- 2nd Monday of month clerk will send report reminder to members
- Members to send clerk report via email by 2nd Friday of month
- Treasurer will send report to clerk following approval
- 3rd Monday clerk will send out meeting packet to members

4. **Vestry Member's Duties**

- Each member is asked to be responsible for locking up the church four times each year. Sign up @ [Church Lockup](#) Training for lockup was provided by Karen Anderson after meeting.
- Each Member is asked to be responsible for sharing a closing prayer 1-2 times per year. Sign up @ [Closing Prayer](#)

5. **2022 Parochial Report**

- a. Every year each church in the Diocese of California files the Parochial Report with the Diocese and the National Episcopal Church. The following is the link to the 2022 Parochial Report. [Parochial Report 2022](#)

MOTION: It was moved by Karen Anderson, seconded by Liz Knape, and passed unanimously to accept with proposed changes the attached 2022 Parochial Report.

6. **Resolution for Signature Changes**

MOTION: It was moved by Taiwo Ojetayo, seconded by Steve Oki, and passed unanimously to make changes to the signers of the following church account:

Heritage Bank: access and check signing authority for all accounts for both St. Timothy's and Noah's Ark:

- Remove the following: Sarah S. Potts, Scott MacDougall
- Add the following: Karen Anderson, Kristin Manning
- Continue with Richard Firth, Charlie Wills

7. Grace House Basement Flooding

Sewer line Replacement Parish Hall Kitchen/Preschool Baths

a. Grace House Flooding (Phase One)

- Disposal of oil contaminated water from elevator shaft
- Elevator repairs
- Basement – Rug drying/cleaning, baseboards
- Proposed cost: \$42,000.00

b. Sewer Line Replacement (Phase Two)

- Due to age and root invasion, the sewer line has significantly deteriorated and must be replaced.
- Proposed Cost: \$26,000.00

c. Total Cost of both Phases: \$68,000.00

MOTION: It was moved by Cathy Wickboldt, seconded by Charlie Wills, and passed unanimously to approve **\$68,000.00** for both Projects. An amended motion was made by Tiawo Ojetayo, second by Karen Anderson, and passed unanimously to approve **\$80,000.00** for both Projects. If phase one exceeds \$80,000.00, a meeting will be called to review/approve the excess expenditures.

8. Closing Prayer - Gabel Chong-Horsley

Next Tidings Deadline – 24 February 2023

Next Regular Vestry Meeting – 15 March 2023 @ 6:30