

Saint Timothy's Episcopal Church Vestry Meeting Minutes

Wednesday, June 21, 2023

Attendees: Ade Adekunle, Karen Anderson, Todd Bryant, Charlie Wills, Dick Firth, Susan Geissler-O'Neil, Steve Oki, Cathy Wickboldt, Gabel Chong- Horsley, Cecilia Oduwole, Liz Knape and Debbie Koteskey (for Kris Manning).

Absent: Teresa Rajaratnam, Kris Manning, and Taiwo Ojetayo

Call to Order: The meeting was called to order at 6:30 pm over Zoom

1. Opening Prayer – Pastor Todd

Pastor Todd prayed for thanksgiving for Helen's new relationship and Karen's cousins visiting from North Carolina.

2. Review and Confirmation of Agenda

3. New Action items

- a. Noah's Ark update- Dick Firth
- b. Grace House deck and roof- Karen Anderson

4. Introduction of Guests – There were no guests at the meeting.

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

- a. It was moved by Charlie Wills, seconded by Karen Anderson, and passed unanimously to approve the minutes of the May Vestry meeting.
- b. It was moved by Cathy Wickboldt, seconded by Charlie Wills, and passed unanimously to approve the bundle of reports and documents submitted by the treasurer and other members prior to the meeting.

6. New Action Items

a. Noah's Ark Preschool

- i. Dick Firth reported that in addition to what his financial report stated, the Preschool has added 4 new students. This will result in additional revenue of \$32k next year, taking the budget from -\$80 to -\$112k to somewhere better than -\$80k. Progress is being made to better balance the budget.
- ii. Pastor Todd reported that Kimberly has placed an ad in East Bay Parent's magazine, as well as commissioned a targeted mailer to households with 3 to 4-year-old children advertising Noah's Ark Preschool.

b. Grace House deck and roof

- i. Karen Anderson reported that last month Bev had someone look at the deck off the music room in Grace House. The deck was found to be beyond repair and the roof under the deck is also damaged. The roof in Grace House is 27 years old. Bev has received an estimate for \$12k to remove the old deck. The property team will be looking into the potential of a volunteer team to dismantle the old deck instead of paying an outside vendor. The deck doors off of the music room need

to be secured (safety hazard) to ensure no one goes out until the deck is removed or repaired. The property team will look into this matter over the summer to bring cost estimates and options to the vestry so the next steps can be determined. An emergency meeting can be convened, if necessary, as the next vestry meeting will not be until August.

- ii. Pastor Susan added the deck was used in the past for events and performances by Darita.
- iii. Karen Anderson added that there will be a need to look into what people would like to happen after the financials are gathered. Do people want the deck replaced? If the deck isn't replaced, will we need to provide a decorative addition to the outside wall, so it doesn't look bad? The property team will look into all these options.
- iv. Charlie Wills and Dick Firth emphasized it is a safety issue so the doors need to remain locked and secured so no one can go outside on the deck until it is repaired or removed. Once the doors are secured, there is no hurry to replace/repair the deck.
- v. Pastor Susan commented that the rains will come in October, so the roof needs to be secured by then.
- vi. Pastor Todd summarized the agenda item as the property team will get quotes on:
 1. A new roof for Grace House
 2. A new roof under the deck of Grace House
 3. The cost to remove the deck
 4. The cost to replace the deck

7. Ongoing Action Items

- **Communications**

- Ade Adekunle would like all vestry members to look at the website and submit comments back to Ade.

- **Outreach**

- More to come on the Hope Solutions backpack drive
- FOTH is Sept 9

- **Administration**

- Charlie Wills reported a concerned parishioner let him know the door to the basement of Grace House was left unlocked. The group that uses that Door is AA, so Pastor Todd, Kimberly or Bev will remind AA to make sure they have a system in place to ensure that door is locked when their group meeting is over.
- Liz Knappe asked how many times a year each vestry member needs to check to ensure the doors are locked. Pastor Todd responded that it is about 5 times a year. Pastor Todd also said the vestry doesn't need to remain on site until the last person is gone if a meeting/fellowship event runs over the allotted time, they should make sure all the other doors are locked and let the members that are remaining on the site lock up after themselves. Special events (i.e. funerals) do not require a vestry person to lock up afterwards.

- **Property**

- Karen Anderson had the following property items to share:
 - Bev wants the old phone lines that are no longer used pulled
 - Neil will help with fixing the Preschool doors
 - The first half of the Bell Tower payment was made last week.
 - Dick Firth reported that the soft campaign raised \$1,070 for the new Bell Tower.

8. Closing Prayer – Pastor Todd

9. Meeting Adjourned at 7:02 pm

Next Regular Vestry Meeting – August 2023 (no meeting in July)

Submitted by Debbie Koteskey