

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Tuesday August 25, 2020 – 6:30 pm - Zoom

Update Date: 08/27/2020

SUMMARY:

MOTION:

Vestry voted to approve the new contract with Comcast for improved Internet service (faster) and new phones for Grace House. Included in the motion was the allocation of \$3,326.40 from the Live-Stream fund to pay for the increased contract cost for the new 2 years.

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

Absent: Steve Hedden,

1. Non-Recurring Action Items

a. New Comcast Contract – Kari Doolittle and Neal Matsunaga

The Finance Committee recommends that the vestry approve the new contract with Comcast for improved Internet service and new phones for Grace House.

The Finance Committee also recommends that the vestry allocate of \$3,326.40 from the Live-Stream pledged funds to cover the increased cost of the Internet and phones for the next 2 years.

Included below are the following:

- Spreadsheet showing current and anticipated Comcast costs per month
- Draft Comcast contract dated August 20, 2020
- Minutes of the 8/25/2020 Finance Committee Meeting

MOTION: The motion to approve the new contract and the allocation of funds were approved unanimously by the vestry members present.

2. Closing Prayer – Michael Olden

Current Comcast Business				Proposed Comcast Business Voice Edge & Internet Upgrade			
	89.95	Internet 75	(\$149.95- 60.00 internet 3yr credit/exp 6/2021)		249.80	Internet 600/35	
	10.45	Business Cable			10.45	Business Cable	
	199.60	Phones	12 phones: Main lines, emergency lines, lobby includes \$60 credit for voice phones		266.40	Phones	Main lines, emergency lines deleting fax, adding facility, keep emergency
	18.45	Equipment			25.45	Equipment	Modem for Internet upgrade
	5.00	voicemail			24.95	Mobility	
	40.28	Other charges	varies (broadcast tv, regulatory, fed svc, directory, network)		40.28	Other charges	varies
	6.00	Taxes & fees	varies		6.00	Taxes & fees	varies
	369.73				623.33		
Xfinity	\$115	Wifi booster current, price increase from \$75/mo		Xfinity	\$0	Wifi booster	
Total current costs				Total proposed costs			
	\$484.73				\$623.33	(Increase over original \$580 due to Other charges & taxes/fees)	
Summary							
	\$138.60	Increase over current costs					
Phones:				NOTES:			
	10 seats (phone extensions) + 3 Mobility/Alarm			1) The current contract bid includes incentives of Installation Credit (program expires 8/24) potential extension to 8/31			
	o Main line/office admin 925.837.4993			2) INSTALL internet upgrade/modems/phones generally able to schedule for two weeks following contract signing			
	o Main line/office admin 925.837.4993 (Second main line for multiple calls						
	o Volunteer/2nd office native for the remaining numbers						
	o Rector						
	o Assoc Rector						
	o Music						
	o Pastoral Care						
	o Bookkeeping						
	o Treasurer						
	o Facilities						
	o 9258387896 Emergency/Parish/Grace Lobby phones (stacked)						
	o 9258376687 Emergency/Elevator (dedicated)						
	o 9258378253 Emergency/Bay Alarm (dedicated)						



SERVICE ORDER AGREEMENT – BUSINESS VOICEEDGE SERVICES

CUSTOMER INFORMATION

Account Name: <u>St. Timothy's Episcopal Church</u>	Email: <u>Kari.doolittle@gmail.com</u>
Primary Contact: <u>Kari Doolittle</u>	Address1: <u>1550 Diablo Rd</u>
Title: <u>Manager</u>	Address2: _____
Phone: <u>9259841657</u>	City: <u>Danville</u>
Cell: <u>9259841657</u>	State: <u>CA</u>
Fax: _____	Zip Code: <u>94526</u>

SUMMARY OF CHARGES

Service Term(Months): 36

Site Name	Monthly Recurring Charges	Standard Installation Fees	Activation Fees
St. Timothy's Ep - L-5512923	\$266.40	\$49.00	\$299.50
SUMMARY OF TOTAL CHARGES*	\$266.40	\$49.00	\$299.50

* Applicable federal, state and local taxes and fees may apply; usage fees not included. For Specific information, see service location detail pages, attached hereto and incorporated here in reference. Additional orders (adding or deleting seats) may change the "per seat" pricing.

GENERAL COMMENTS

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Business VoiceEdge™ Services ("Services") to Customer. This Comcast Business Class Service Order Agreement consists of this document ("SOA"), the standard Comcast Business Customer Terms and Conditions ("Terms and Conditions") located at <http://business.comcast.com/terms-conditions-smb> (or any successor URL), and any other Service Orders entered under this SOA, collectively referred to as the "Agreement". In the event of inconsistency among these documents, precedence will be as follows: (1) Terms and Conditions, (2) this SOA, and (3) any other Service Orders entered under this SOA. The Agreement shall terminate as set forth in the Terms and Conditions. All capitalized terms not defined in this SOA shall reflect the definitions given to them in the Terms and conditions. Use of the Services is also subject to the Business Acceptable Use Policy located at <http://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the Business Privacy Policy located at <http://business.comcast.com/customer-notifications/customer-privacy-statement> (or any successor URL), both of which Comcast may update from time to time and become effective upon posting.
2. The Service carries a 60 day money back guarantee. If within the first (60) sixty days following Business VoiceEdge Service activation Customer is not completely satisfied, Customer may cancel such service and Comcast will issue a refund for service charges actually paid by Customer, custom installation, usage charges, and optional service fees and taxes excluded. In order to be eligible for the refund, Customer must cancel Business VoiceEdge Service within sixty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00.
3. Customer must execute a Comcast Letter or Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.
4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the installation is complete.
5. Notwithstanding the notice provision in the Business Services Customer Terms and Conditions, all legal notices will be sent to the Primary Contact listed above and/or to the Primary Contact identified on the SOA for each Service location as applicable
6. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the terms and conditions of this Agreement.
7. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:



SERVICE ORDER AGREEMENT – BUSINESS VOICEEDGE SERVICES

E911 ACKNOWLEDGEMENT

Comcast Voice Services, including, but not limited to, Comcast Business Voice Edge Service, ("Voice Services") may have the E911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using the Voice Services, Comcast must have the correct service address and, where applicable, location details ("Registered Service Location"). Registered Service Location may include, subject to any character limitations, location details such as a floor and/or office number, in addition to street address, for each telephone number and extension used by the Customer. If the Voice Services or any Voice Services device is moved to a different location without Customer providing updated Registered Service Location information, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, emergency responders may be unable to locate the emergency on the premises and/or the Voice Services (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed may also increase these risks.
- Customer is solely responsible for informing Comcast of initial Registered Service Locations for each telephone number and extension and of all changes to Registered Service Locations for the Voice Services, including subsequent moves, additions or deletions of stations. Customer will inform Comcast of changes to any Registered Service Location for each telephone number and extension by calling Comcast at 1-855-368-0800 or by opening a trouble ticket in the Comcast Care Center Portal. The contact number or method for making such updates are subject to change from time to time.
- The Voice Services use electrical power in the Customer's premises, as well as the Customer's underlying broadband service. If there is an electrical power outage or underlying broadband service outage, 911 calling may be interrupted. Similarly, calls using the Voice Services, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment failure, or another technical problem.
- If the Registered Service Location provided in conjunction with the use of Comcast Equipment is deemed to be in an area that is not supported for 911 calls, Customer will not have direct access to either basic 911 or E911. In this case, Customer 911 calls will be sent to an emergency call center. A trained agent at the emergency call center will ask for the caller's name, telephone number and location, and then will contact the local emergency authority for that area in order to send help.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE 911 LIMITATIONS OF THE VOICE SERVICES.

By signing below, Customer agrees and accepts to the terms and conditions of this Agreement. The Comcast Business Terms and Conditions, and related policies can be found at <http://business.comcast.com/terms-conditions-smb>.

CUSTOMER USE ONLY		COMCAST USE ONLY (by Authorized representative)	
Signature:		Signature:	Michael Velarde
Name: Kari Doolittle		Sales Rep	michael.velardoE@comcast.com
Title: Senior Rector		Email:	ast.com
Date:		Region:	Bay Region
		Division:	West Division



SERVICE ORDER AGREEMENT – BUSINESS VOICEEDGE SERVICES

SERVICE LOCATION DETAIL					
Customer Information					
Location Name: <u>St. Timothy's Ep - L-5512923</u>	Business Phone: <u>9259841657</u>				
Company Name: <u>St. Timothy's Episcopal Church</u>	Cell Phone: <u>9259841657</u>				
Contact Name: <u>Kari Doolittle</u>	Fax Number: _____				
Address1: <u>1550 Diablo Rd</u>	Email: <u>Kari.doolittle@gmail.com</u>				
Address2: _____	Site Type: <u>Standard</u>				
City: <u>Danville</u>	Emergency 911: <u>1550 Diablo Rd</u>				
State: <u>CA</u>	Information: _____				
Zip: <u>94526</u>	<u>Danville, CA 94526</u>				
Billing Information					
Date Of Quote: <u>8/20/2020</u>	Service Term: <u>36</u>				
The terms set forth in this agreement are valid for 30 days from Date of Quote					
Billing Contact: <u>Kari Doolittle</u>	Zip: <u>94526</u>				
Address1: <u>1550 Diablo Rd</u>	Phone: <u>9259841657</u>				
Address2: _____	Fax: _____				
City: <u>Danville</u>	Email: <u>Kari.doolittle@gmail.com</u>				
State: <u>CA</u>	_____				
Voice Selection					
Voice Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Unified Communication Seats	10	\$24.95	\$29.95	\$249.50	\$299.50
Equipment Selection					
Equipment Selections	Quantity	Unit Price(MRC)	Unit Price(NRC)	Total MRC	Total NRC
Voice Gateway	1	\$9.95	\$0.00	\$9.95	\$0.00
Polycom VVX 311 HD	9	\$0.00	\$0.00	\$0.00	\$0.00
Polycom VVX 501 HD	1	\$6.95	\$0.00	\$6.95	\$0.00
Summary Of Charges					
Aggregate Monthly Recurring Charges					
Monthly Recurring Charges:					\$266.40
Promotional Discount:					
Promotion Option:					West_BVESeats10-19_\$24.95_BI100+GC4
Promotion Description:	Unified Communication Seats for discounted rate of \$24.95 each, increasing to then regular rate at end of original term. Minimum Business Internet 100 required. Minimum 10 seats required. Minimum 2 year term required. Must be installed for 30+ days to receive \$400 Prepaid Card. Please allow 6-9 weeks for fulfillment - www.comcastbusinessfulfillment.com. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.				
Total Business VoiceEdge Monthly Recurring Charge*:					\$266.40
*Applicable federal, state and local taxes & fees may apply; usage fee not included. Additional orders (adding or deleting seats) may change the "per seat" pricing					
Business VoiceEdge Standard Installation Fees					
Customer Training:	Online				No Charge
Total Activation Charges:					\$299.50
Site Installation Charges:					\$49.00
Total Business VoiceEdge Standard Installation Fees:					\$348.50



COMCAST BUSINESS SERVICE ORDER

Company Name: St. Timothy's Episcopal Church Order # 25496075

Service Location:		Billing Location:	
Address 1	<u>1550 DIABLO RD</u>	Address 1	<u>1550 DIABLO RD</u>
Address 2	<u></u>	Address 2	<u></u>
City	<u>DANVILLE</u>	City	<u>DANVILLE</u>
State	<u>CA</u>	State	<u>CA</u>
Zip	<u>94526</u>	Zip	<u>94526</u>
Primary Contact Name	<u>Karl Doolittle</u>	Billing Contact Name	<u>Jeanette Sebree</u>
Primary Contact Phone	<u>(925) 984-1657</u>	Billing Contact Phone	<u>(925) 837-4993</u>
Primary Contact Email	<u>karl.doolittle@gmail.com</u>	Billing Contact Email	<u>parish@sainttimothysdanville.org</u>
Service Term	<u>36</u>	Tax Exempt	<u>No</u>
Package Code:	<u>West\$249.80ULTPk1MFB1600SEC PMOB3yr</u>	Promo Code:	<u>West_BVESeats10-19_\$24.95_B110 0+GC4</u>

Package & Promotion Details

1 Month of Business Services MRC (excluding equipment fees) waived. Ultimate Business Package for discounted monthly rate of \$249.80 for months 2-12, increasing to \$264.80 for months 13-24, increasing to \$279.80 for months 25-36, increasing to then regular rate in month 37. Package Includes Business Internet 600/35 Mbps, 2 Mobility Voice Lines, SecurityEdge and Connection Pro. 3 year term agreement required. Additional services may be added to qualifying bundles: Basic Voice Lines \$24.95 each/mo., Three or more Mobility Lines \$24.95 each/mo., VoiceEdge Select seats \$24.95 each/mo. After 36 months, monthly service charge increases to regular rate for each additional service. Pricing subject to change. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

Promotion Code West_BVESeats10-19_\$24.95_B110+GC4 - Unified Communication Seats for discounted rate of \$24.95 each, increasing to then regular rate at end of original term. Minimum Business Internet 100 required. Minimum 10 seats required. Minimum 2 year term required. Must be installed for 30+ days to receive \$400 Prepaid Card. Please allow 6-9 weeks for fulfillment - www.comcastbusinessfulfillment.com. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

Package	Services Included	Qty	Package Monthly Service Charge ¹	Package Non-Recurring Charge ²
Ultimate Business	Business Internet 600	1	\$ 249.80	\$ 0.00
	Connection Pro Service	1		
	SecurityEdge	1		
	Mobility Lines	2		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge ¹	Additional Non-Recurring Charge ²
Equipment Fee			
Package Equipment Fee	1	\$ 28.45	
Business Voice			
Mobility Lines	1	\$ 24.95	
Business Video			
TV Basic	1	\$ 9.95	
Equipment - TV Adaptor (DTA)	1	\$ 0.50	
Additional Fees			
Standard Installation Fee	1		\$ 49.95
Total Additional Charge		\$ 63.85	\$ 49.95



COMCAST BUSINESS SERVICE ORDER

Company Name: St. Timothy's Episcopal Church Order # 25496075

	Monthly Service	Non-Recurring Charge²
Total Charge for Service Order	\$ 313.65	\$ 49.95

¹ Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

² Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

AGREEMENT

1. This Comcast Business Service Order Agreement sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to Customer. This Comcast Business Service Order Agreement consists of this document ("GOA"), the standard Comcast Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this GOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the GOA. The Agreement shall terminate as set forth in the Terms and Conditions (<http://business.comcast.com/terms-conditions/index.aspx>). All capitalized terms not defined in this GOA shall reflect the definitions given to them in the Terms and Conditions. Use of the Services is also subject to the then current High-Speed Internet for Business Acceptable Use Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), and the then current High-Speed Internet for Business Privacy Policy located at <http://business.comcast.com/terms-conditions/index.aspx> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a 30 day money back guarantee. If within the first thirty days following Service activation Customer is not completely satisfied, Customer may cancel Service and Comcast will issue a refund for Service charges actually paid by Customer, custom installation, voice usage charges, and optional service fees excluded. In order to be eligible for the refund, Customer must cancel Service within thirty days of activation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If you use the service in the first 30 days, you will be refunded your subscription fees, but charged the applicable one-time fee.

3. To complete a Voice order, Customer must execute a Comcast Letter of Authorization ("LOA") and submit it to Comcast, or Comcast's third party order entry integrator, as directed by Comcast.

4. New telephone numbers are subject to change prior to the install. Customers should not print their new number on stationery or cards until after the install is complete.

5. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Senior Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

6. IF CUSTOMER IS SUBSCRIBING TO COMCAST'S BUSINESS DIGITAL VOICE SERVICE, CUSTOMER, BY SIGNING BELOW, ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE FOLLOWING 911 NOTICE:

911 Notice

Comcast Business Digital Voice service ("Voice Service") may have the 911 limitations specified below:

- In order for 911 calls to be properly directed to emergency services using the Voice Service, Comcast must have the correct service address for the telephone number used by Customer. If the Voice Service or any Voice Service device is moved to a different location without Customer providing an updated service address, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Service (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location may also increase these risks.

- The Voice Service uses electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if a battery back-up is not installed in the voice modem or if a battery back-up fails or is exhausted.

- Calls using the Voice Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network, equipment, and/or power failure, a broadband connection failure, or another technical problem.

- Customer should call Comcast at 1-888-824-8104 if it has any questions or needs to update a service address in the 911 system. Delays in updating the service address may also impact 911.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICE.



COMCAST BUSINESS SERVICE ORDER

Company Name: St. Timothy's Episcopal Church Order # 25496075

CUSTOMER SIGNATURE	
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at http://business.comcast.com/terms-conditions/index.aspx	
Signature	
Name	Karl Doolittle
Title	Senior Rector
Date	

FOR COMCAST USE ONLY	
Sales Representative	Michael Velarde
Sales Representative Code	
Sales Manager Name	Gloria Lau
Sales Manager Approval	
Division	West
SmartOffice License Number	

In Process



COMCAST BUSINESS SERVICE ORDER

Company Name: St. Timothy's Episcopal Church Order # 25496075

BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net	<input type="text" value="No"/>	Equipment	<input type="text" value="DOCSIS 3.1 Device"/>
Number of Static Ips	<input type="text" value="0"/>	Business Web	<input type="text" value="No"/>

BUSINESS VIDEO CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type
Outlet 1 - Primary	Outlet - 1	TV Adaptor (DTA)

Service Location Occupancy*	<input type="text"/>
<small>*Occupancy required for public view</small>	
Additional Comments	
<input type="text"/>	
OUTLETS 9 & UP	QUANTITY
TV Box + Remote	0
TV Adaptor (DTA)	0

BUSINESS VOICE CONFIGURATION DETAILS

Directory Listing Details	
Directory Listing (Published, Non-Published, Unlisted)	Published
Directory Listing Phone Number	9258376687
Directory Listing Display Name	St Timothys Ep - Fax
DA/DL Header Text Information	Churches
DA/DL Header Code Information	ABLV
Standard Industry Code	8661

Additional Voice Details	
Caller ID (Yes/No)	Yes
Caller ID Display Name(max 15 char.)	St Timothys Ep
International Dialing (Yes/No)	No
Call Blocking (Yes/No)	No
Auto Attendant (Yes/No)	No

Hunt Group Configuration Details	
Hunt Group Features Requested	No
Hunt Group 1 Configuration Type	
Hunt Group 2 Configuration Type	
Hunt Group 1 Pilot Number	
Hunt Group 2 Pilot Number	



Move / Upgrade of Service Form

Business Name: ST. TIMOTHY'S EPISCOPAL CHURCH
Current Billing Account Number: 8155400120315005
Current Site Address: 1550 DIABLO RD, DANVILLE, CA, 94526
New Address: 1550 DIABLO RD, DANVILLE, CA, 94526

To help us provide you with the best support during your move to a new location or in upgrading an existing service, please indicate your preferences for each product listed below.

Business Internet (A selection is required)

- Not Applicable:** I do not have Business Internet at my current location.
- Do Not Disconnect:** Leave Business Internet at my current location. I will call Comcast Business at 1-800-391-3000 to make any changes.
Business Internet will continue billing at this account.
- Transfer:** I will move my Comcast Business Internet to my new account.
- Temporary Overlap of Service:** I need Business Internet at both locations for now. Business Internet will automatically be disconnected at my current location upon the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date set forth below. I understand that I will be required to pay for Business Internet at my current location until it is disconnected. If you have Static IPs and choose to temporarily overlap Business Internet, you will get temporary Static IPs at your new location. Upon Business Internet being disconnected at your current location, the temporary Static IPs will be terminated and the Static IPs you have at your existing location will be transferred to the new location.

Requested Disconnect Date: _____

- Disconnect:** I will not keep Business Internet. Please disconnect it when I am installed at my new location.
- Upgrade:** Please disconnect Business Internet when Business Ethernet is installed at this location.

SmartOffice™ (A selection is required)

- Not Applicable:** I do not have SmartOffice at my current location.
- No Change:** Leave SmartOffice at my current location. I will call Comcast Business at 1-800-391-3000 to make any changes.
SmartOffice will continue to be billed at this account.
- Transfer:** I will move SmartOffice to my new location.
- Temporary Overlap of Service:** I need SmartOffice at both locations for now. I will call Comcast Business to set a disconnect date or I will populate my disconnect date below. *Business Internet is required for the same duration.*

Requested Disconnect Date: _____

- Disconnect:** I will not keep SmartOffice. Please disconnect it when I am installed at my new location.

Business TV (A selection is required)

- Not Applicable:** I do not have Business TV at my current location.
- Do Not Disconnect:** Leave Business TV at my current location. I will call Comcast Business at 1-800-391-3000 to make any changes.
Business TV will continue billing at this account.
- Transfer:** I will move Business TV to my new location.
This service is not available for use in home-based business locations.
- Temporary Overlap of Service:** I need Business TV at both locations for now. Business TV will automatically be disconnected at my current location upon the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date set forth below. I understand that I will be required to pay for Business TV at my current location until it is disconnected.

Requested Disconnect Date: _____

- Disconnect:** I will not keep Business TV. Please disconnect it when I am installed at my new location.

Business Voice (A selection is required)

- Not Applicable:** I do not have Business Voice at my current location.
- Telephone # Grid:** Indicate your intentions for all current voice lines in the grid below:

List ALL telephone numbers currently active at your current location. Please note the same telephone number cannot be active at multiple locations.

For the purposes of the below table, "No Change", "Transfer", "Temporary Overlap", "Upgrade" and "Disconnect" have the following meanings:

"No Change" - Keep the applicable number at my current location.

"Transfer" - Applicable number to be removed from my current location and transferred to my new location on day of install.

"Temporary Overlap" - The applicable number will be maintained at my current location until the earlier of (i) the date that is ninety (90) days after the date I return this form to Comcast or (ii) the date I specify.

"Upgrade" - The applicable number will be upgraded to Comcast Advanced Voice.

"Disconnect" - The applicable number will be disconnected and will not be transferred to my new location.

Telephone #	Line Status
	<i>Indicate no change, transfer, temporary overlap, upgrade, or disconnect.</i>
(925) 837-4216	Upgrade to BVE
(925) 837-4217	Upgrade to BVE
(925) 820-1820	Upgrade to BVE
(925) 837-6687	No Change
(925) 837-8253	No Change
(925) 837-8455	No Change
(925) 838-7896	Upgrade to BVE
(925) 837-4993	Upgrade to BVE

Do you currently have Remote Call Forwarding (RCF) set up on any lines (Y/N)? N

Toll Free Configuration (required for customers who have Comcast Business Toll Free Phone Numbers)

Toll Free #	Translation #	Line Status
		<i>Indicate no change, transfer, upgrade, or disconnect.</i>

If voice service is needed at your current and new location, you will be charged activation fees twice: first for the new lines and second for the transfer of the existing lines.

Advanced Services (A selection is required)

Business VoiceEdge™/ PRI/ SIP

- Not Applicable:** I do not have Business VoiceEdge, PRI, or SIP at my current location.
- Do Not Disconnect:** Leave my Advanced Voice products active at this location. I will call to make changes at 877-543-3961 for PRI / SIP or 877-761-7401 for BVE. BVE, PRI, or SIP will continue to be billed at this location.
- Transfer:** I will move my Advanced Voice products to my new location. Please note telephone numbers cannot be active in two locations or products at the same time.
- Disconnect:** I will not keep BVE, PRI, or SIP. Please disconnect them when I am installed at my new location.

Authorized Signature
 Kari Doolittle

Print Name

Date of Letter
 (925) 984-1657

Customer Contact Telephone Number

Note: This form serves as an authorized written request to transfer existing Comcast Business services. The preferred disconnect date cannot be prior to the date in this letter without approval from a Comcast Representative.

ST TIMOTHY'S FINANCE COMMITTEE SPECIAL MEETING MINUTES – 25 AUGUST 2020

Attendance (Virtual using Zoom): Neal Matsunaga, Dick Firth, Tom Linari, John Jess, and Charlie Wills; Absent: Pastor Todd, Ken Anderson

11.00AM – 11.30AM

Agenda:

1. Discuss proposing several Livestream Enabling Recommendations to Vestry
 - Recommendation to Upgrade Comcast service to Enable Livestream broadcasts
 - Recommendation to utilize \$3,326.40 of donated Livestream Funds to pay for incremental Comcast billing for 2 years

Discussion: We have known our Comcast broadband service is insufficient to support our new Livestream broadcasting equipment and requires upgrading our service. Negotiations with Comcast to upgrade our service have taken place and now, also include our outdated, unsupported parish phone system upgrade, into a bundled Comcast service contract. Per the church's contracts policy, FC must first study and make a recommendation to the Vestry regarding this proposed, revised Comcast contract. The Finance Committee was brought up to speed with ensuing discussion to answer a number of questions.

Key reasons for Comcast contract modifications are 1) needing higher upload bandwidth than is currently being provided and 2) upgrade our phone system from outdated ATT to Comcast's. Comcast has proposed a bundled package at a discounted cost. Summary of the costs are:

- \$484.73/month **Current** Comcast/Xfinity billing
- \$623.33/month **Proposed New** Comcast/Xfinity billing

This means an increase in monthly billing of \$138.60/mo. (= \$1,663.20 annually).

NOTE: Even with upgrade Comcast service, the transmission lines may limit the upload speed of our new equipment to some unknown extent. Contract with Comcast provides 30 days after equipment is installed and in service, for Cancellation. Hopefully, we will not want to invoke this right of cancellation.

Motion was made, seconded and approved by all: Recommending that our Vestry approve the proposed Comcast contract and allocation of \$1,663.20/year from the Livestream Capital Fund to the church operating budget to cover the incremental increase of Comcast operating expenses for two years (\$3,326.40 total).

Action item: Neal to provide FC recommendation to Vestry