

**SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL**

**Wednesday, January 19, 2022**

Update Date: 1/19/2022

**SUMMARY:**

**MOTIONS:**

- **MOTION:** Approve minutes of the December 2021 vestry meeting, the treasurer's report through 31 December 2021 and the several submitted commission reports. Approved unanimously.
- **MOTION:** Approve the budget as presented – passed unanimously

**ACTION ITEMS:**

Attendees: Ade Adekunle, Jacque Chiavini, Gabel Chong-Horsley, Linda Clark, Rayne Devlin, Susan Geissler-O'Neil, Neal Matsunaga, Trudy Macmillan, Steve Oki, Sally Shea Potts, Dick Firth

Absent: Todd Bryant, Cecilia Oduwole, Scott MacDougall, Steve Hedden,

1. **Opening Prayer** – Pastor Susan
2. **Review and Confirm Agenda** – The agenda was approved as drafted

**MOTION:** Approve the Agenda as submitted prior to the meeting. Approved unanimously.

3. **Introduction of Guests** – Dick Firth
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
  - a. Approve minutes from the December 13, 2021, vestry meeting.
  - b. Treasurers Report, Balance Sheet and P&L through 31 December 2021, in that order
  - c. Commission and other Reports (Links to be added as the reports are posted)
    - Administration
    - Communications
    - Worship

**MOTION:** Approve minutes of the December 2021 vestry meeting, the treasurer's report through 31 December 2021 and the several submitted commission reports. Approved unanimously.

5. **Discussion Items**
  - a. **Annual Meeting – Sunday, February 6, 2022**
    - Discussion of how to organize the annual meeting. Todd will present after the 10:00 am service and will introduce the vestry candidates. Then everyone goes home and joins the Zoom meeting.
    - Linda will ask the Vestry candidates to come to church.
    - Linda reviewed the draft agenda for the Annual Meeting.

6. **FYI**
  - a. Vestry Retreat – tentatively February 11-12

- b. New vestry on-boarding
  - Clerk & Treasurer education session
  - Ade will collect information for a Vestry Handbook
- c. Neal: Last year as Treasurer; Dick will be asked to be the new treasurer
- d. Boy Scout Bankruptcy Negotiations
  - Pastor Susan is working with the Diocese regarding the Boy Scout bankruptcy suit. She is working with the Chancellor – Christopher Haze.
  - Neal – suits brought before the Boy Scouts did something about chartered organizations
  - Neal –end of 2022 is the deadline for new claims
- e. Linda – Thank you to the leaving vestry members
  - Trudy MacMillan
  - Linda Clark
  - Steve Hedden

## 7. Non-Recurring Action Items

### a. Treasurer's Report thru 31 December 2021

- Net Income for 2021 is \$99,613
- Net income was due to some families paying more than their pledge
- Contributing income was higher than expected
- Only Clergy Discretionary Fund expenditure was in June 2021 for \$300.
- Venmo donations for Christmas flowers, loan repayment, pledge, donations
- In 2022, the treasurer will withdraw \$15,952 from TDAmeritrade going to maintenance
- In 2022, the treasurer will withdraw

### b. 2022 Budget – Treasurer – Neal Matsunaga

#### INCOME

- Drop in pledges for 2022 from \$630,706 (actual received) to \$576,455 (pledged) . The budgeted pledge income for 2021 was \$615,674. The drop in the 2022 pledge vs the 2021 received is \$39,219.
- Projected total income is \$663,293.

#### EXPENSES

- Staff Compensation increase – 3.2% per recommendation from the Diocese
- Diocesan assessment goes up \$1000 from 2021 – the assessment is based on the church budget 2 years ago

- Ministry budget changes
  - Altar Guild - \$500 less than budgeted for 2021
  - Music - \$200 less than budgeted for 2021
  - Christian Formation - \$500 less than budgeted for 2021
  - Children & Youth - \$900 more than budgeted for 2021
  - Worship & Liturgy – same as budgeted for 2021
  - Pastoral Care – same as budgeted for 2021
  - Fellowship - \$600 more than budgeted for 2021
  - Administration - \$8000 less than budgeted for 2021 – no more postage meter and a new copier lease account for most of the reduction
  - Facilities – less than \$300 change from 2021 budget
  - Finance - \$14,000 increase due to issue with sewer tax which is being negotiated
  - Outreach – same as 2021
  - Contingency - \$10,000 vs \$5000 in 2021
- Projected shortage is **\$126,882**
- Carleen and Neal do not expect a lot more pledges
- Church Property Tax bill went from \$7,138 to \$18,118 due to sewer charge based on water usage. Neal has negotiated the reduction but the Diocese has not paid the bill. Probable reduction of \$10,000
- We have reserves that could cover the shortfall for 1 year and maybe 2 years.
- Neal met with Dick, Linda & XXX regarding problem
- Last time, staff cuts and Outreach cuts reduced the deficit
- Finance and Neal recommend parish town-hall meetings about the problem after the Annual Meeting

#### **Linda**

- In the past, the budget has been modified during the year
- \$70,000 if the reduction in pledge income is due to people moving or passing away.
- About \$35,000 is due to pledge reductions

#### **Neal**

- Some non-pledgers are unhappy with the church

#### **Discussion**

- Pastor Susan has not been asked to talk to anyone about pledging
- Pastor Susan: Parish Members who don't pledge again expect to be contacted and asked why.

- Pastor Susan: Asked that Neal include a mention of the parish generosity re Outreach and Live Stream
  - Ade: Need to look at the expenses
  - Neal & Dick: Expenses reductions unless they are staff cuts won't give us the needed money
  - Neal: problem – income is not keeping up with expenses due to flat pledges and membership not growing
  - Jacque: Telling the parish that losing Pastor Susan might be a consequence of cuts to balance the budget will make an impact on the parish
  - Trudy: Need to make the parish look at what the church means to them. We are a family and need to pull together to address the problem
  - Pastor Susan: St Timothy's members need to value the community and reflect it in pledging and legacy gifts
  - Neal: about 50% of our pledgers give the same amount from year to year; a small number increase; a small number decrease
  - Linda: problem is partly due to a large number of retired people on a fixed income
- MOTION:** Approve the budget as presented – passed unanimously

8. Closing Prayer – **Linda Clark**

## St Timothy's Calendar for Vestry as of 01/18/2022

Date	Event
January 17 – 31, 2022	Winter Nights Shelter in the Parish Hall
Wednesday, January 19 – 6:30 pm	<b>Vestry Meeting - Zoom</b>
Sunday, February 6	Parish Annual Meeting
Sunday, February 6	<b>Vestry Meeting following the Annual Meeting</b>
<i>Tentative - Friday, February 11 – Saturday, February 12</i>	<b>Vestry Retreat</b>

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – **Tuesday, January 25, 2022 – per the church calendar**  
**Next Regular Vestry Meeting – Sunday, February 6, 2022 (after the Annual Meeting)**