

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday, April 20, 2022 – Grace House Overby Conference Ro

Update Date: 5/9/2022

SUMMARY:

MOTIONS:

- The minutes of the March meeting were approved with the amendment to add the information that the Vestry Handbook created by Ade Adekunle was distributed at the meeting.
- The treasurer's report, the rector's report and the several submitted commission reports were approved as submitted.
- It is proposed that Linda Clark (Rector's Warden 2021) be added to the Finance Committee. The motion was approved unanimously.

ACTION ITEMS:

- Finance Committee to investigate a home warranty for the rectory.

Attendees: Ade Adekunle, Sally Shea Potts(NV), Karen Anderson, Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Rayne Devlin, Dick Firth (NV), Susan Geissler-O'Neil (NV), Liz Knape, Kris Manning, Cecilia Oduwole, Charlie Wills

Absent: Steve Oki, Scott MacDougall

1. Opening Prayer

Pastor Todd read from the Gospel (John 20: 19-31) for this Sunday – the part of the Gospel that talks about doubting Thomas. Members shared their reactions to the reading. Vestry members shared their concerns, celebrations and prayers.

2. Review and Confirm Agenda

3. Introduction of Guests – There were no guests

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

- a. Approve minutes from the March 15, 2022, vestry meeting. The minutes should be amended to add that the Vestry Handbook was distributed.
- b. Treasurers Report, Balance Sheet and P&L through 31 March 2022, in that order
- c. Commission and other Reports (Links to be added as the reports are posted)
 - Rector
 - Administration
 - Adult Formation
 - Fellowship
 - Worship

MOTION: It was moved to approve the minutes of the March 2022 vestry meeting. Ade suggested the addition of a note that the Vestry Handbook created by him was distributed. The motion was approved with that addition.

MOTION: It was moved to approve the submitted reports and minutes of the March 2022 vestry meeting.

5. Non-Recurring Action Items

a. Finance Committee Membership – Dick Firth

MOTION: It is proposed that Linda Clark (Rector's Warden 2021) be added to the Finance Committee. It was approved unanimously.

6. Discussion Items

a. Treasurer Discussion – Dick Firth

Dick discussed the response to the campaign to increase the pledges and gifts for the 2022 budget. Among new pledges, increased pledges and 1-time gifts, the 2022 estimated income is now greater by \$52,000.

Dick discussed the email from the Central Contra Costa Sanitary district stating that our appeal of our 2022 assessment was approved. We will receive a refund of \$10,000.

b. Property – Scott MacDougall

- Rectory Fence – Scott is working on getting bids on completing the refencing of the remaining 6-10 feet of the back yard fencing.
- Rectory Swimming Pool – Todd is adding lots of water to the pool every week – The testing of the pool is scheduled and is expected to cost < \$1000 to have a scuba diver come in a test to find the cause of the problem. Any fix will probably

Ade suggested investigating the cost of home warranty.

Ade suggested establishing an account to fund rectory maintenance. Dick informed the vestry that we currently have a reserve of \$240,000 that can be used for campus and rectory maintenance.

ACTION: Finance Committee to investigate

c. Bishop's Visit – May 1 – Pastor Todd

- Coming in 2 weeks.
- One service at 10:00 am
- Pastor Todd recommends that we try out the pickup the food locally for the Bishop.

7. FYI

- Pastor Todd requests that all Commissions submit a report – even if there is no activity
- Pastor Todd requests that all vestry members tell him if they are feeling engaged with vestry
- Patio event(s) this summer. Simple, outdoors.
- Pastor Todd expects attendance to drop in the summer. He wants us to make an effort in the fall to gather for a meal in groups.
- Pastor Todd is exploring the idea of a parish retreat in the spring of 2023.
- **Church Database** – ParishSoft – Sally
The Administration Commission will begin the process of evaluating alternatives for the church database. Currently we use ParishSoft but they have raised their subscription price 25% in each of the past 2 years.
- **Sign Ups**
 - a. **Vestry Meeting Closing Prayer** - <https://www.signupgenius.com/go/20f0b4aafa62ea20-vestry>

Sign-Ups needed for June, August, October, November, December and January

- b. **Vestry Sunday Lockup** - <https://www.signupgenius.com/go/20f0b4aafa62ea20-sunday1>

Signups needed for every Sunday between July 17 and February 12, 2023 – except 9/4 and 12/25.

Look at your summer calendar and sign up now!

THANK YOU TO EVERYONE WHO HAS SIGNED UP!

8. Closing Prayer – Ade Adekunle

St Timothy's Calendar for Vestry as of 04/20/2022

Date	Event
Wednesday, April 20 – 6:30 pm Overby Conf Room	Vestry Meeting
Friday, April 22 – 8:30 am – 4:30 pm	St. Tims Day at Habitat for Humanity, WC
Saturday, April 23 – 2:00 pm	Lucy Ketcham Funeral
Sunday, April 24	May Tidings submission deadline
Sunday, May 1 – One Service at 10:00 am	Bishop Marc visit – reception/lunch?
Wednesday, May 18 – 6:30 pm Overby Conf Room	Vestry Meeting
Wednesday, June 15 – 6:30 pm Overby Conf Room	Vestry Meeting
JULY	THERE IS NO VESTRY MEETING SCHEDULED
Wednesday, August 18 – 6:30 pm Overby Conf Room	Vestry Meeting
Sundays, August 14, 21 – Zoom & Gathering After church, respectively	Fruits of the Harvest #25

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – **Sunday April 24, 2022**
Next Regular Vestry Meeting – **Wednesday May 18, 2022**

Treasurer's Report for March 2022

April 20, 2022

Financial

- As of March 31, we have 146 pledges for \$630,385.00; this figure includes \$11,810 in pledge/contribution increases from our pledge-increase campaign.
 - Our 2022 budget has 141 pledges for \$603,575. We finished 2021 with 158 pledges for \$655,000.
- As of April 12, our pledge-increase campaign has raised approximately \$34,000.
 - The total of the contributions is \$37,995, however about \$4,000 +/- of this amount is from regular contributors who had not previously pledged.
 - The contributions came from 4 new pledges (\$6,225), 15 one-time gifts (\$13,200), and 23 pledge increases (\$18,750).
- The monthly financial report shows the following:
 - March operating income was 1.3 k versus budget of (10.6k). This is the result of higher income, in part due to our pledge increase campaign, and lower than budgeted expenses.
 - First quarter shows a similar pattern; at this point we are 67.4 k above budget, with a net operating income of 35.7k.

Other

- Venmo transactions in March (through April 3) totaled \$545. Bookkeeper verification of this deposit has been received.
- Account 62604 -- Clergy Discretionary Fund activity YTD 3/31/2022: None.

Special Item

- The Finance Committee needs one additional non-vestry member. Fortunately, Linda Clark (last year's Senior Warden) has indicated a strong interest in continuing her service on the committee, now as a non-vestry member. I endorse Linda for this role, and request that the committee approve of her nomination and so recommend to the Vestry.

St. Timothy's Episcopal Church

Balance Sheet As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Heritage Checking	213,258.76
10002 Heritage Savings	5,000.17
17103 Schwab	181,552.03
17104 TD Ameritrade	339,664.53
Total Bank Accounts	\$739,475.49
Other Current Assets	
13000 Special Loan	1,350.00
Total Other Current Assets	\$1,350.00
Total Current Assets	\$740,825.49
Fixed Assets	
18000 Fixed Assets	
18001 Bell Tower	64,000.00
18002 Church Building	206,463.00
18003 Education Wing	29,133.00
18004 Equipment	94,354.00
18005 Furniture	283.00
18006 Grace House & Columbarium	1,800,000.00
18007 Land	12,000.00
18008 Land Improvements	62,854.00
18009 Parish Hall	117,630.00
18010 Ackerman Property	580,850.00
Total 18000 Fixed Assets	2,967,567.00
Total Fixed Assets	\$2,967,567.00
Other Assets	
17101 SSGA Endowment Fund	480,535.41
17102 SSGA Endowment Gain/Loss	231,987.12
Total Other Assets	\$712,522.53
TOTAL ASSETS	\$4,420,915.02

St. Timothy's Episcopal Church

Balance Sheet
As of March 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	11,452.10
Total Accounts Payable	\$11,452.10
Other Current Liabilities	
21001 Union Bank LOC	0.00
21002 Bishop's Ranch	0.00
21004 Prepaid Pledges 2018	0.00
21005 Prepaid Pledges 2019	0.00
21006 Prepaid Pledges 2020	0.00
21007 Prepaid Pledge 2021	0.00
21008 Prepaid Pledge 2022	20,340.00
21009 Prepaid Special Gift 2022	0.00
21010 Endowment Gifts Pending	0.00
22000 PPP/SBA Loan	0.00
Total Other Current Liabilities	\$20,340.00
Total Current Liabilities	\$31,792.10
Total Liabilities	\$31,792.10
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	
31501 SSGA Endowment Fund	712,522.53
31503 Fixed Assets	2,967,567.00
Total 31300 Perm. Restricted Net Assets	3,680,089.53
31500 Temp. Restricted Net Assets	
31504 SSGA Endowment Gain/(Loss)	0.00
31510 Program	360,748.05
31520 Outreach	106,468.05
31530 Rector Search	0.00
Total 31500 Temp. Restricted Net Assets	467,216.10
32000 Unrestricted Net Assets	216,347.37
Net Income	25,469.92
Total Equity	\$4,389,122.92
TOTAL LIABILITIES AND EQUITY	\$4,420,915.02

Accrual Basis Wednesday, April 13, 2022 05:57 PM GMT-07:00

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ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF MARCH 31, 2022	MAR ACTUAL	MAR BUDGET	Difference	MAR YTD ACTUAL	MAR YTD BUDGET	Difference	Annual Budget	Remaining
65101 Paper	\$76	\$100	(\$24)	\$261	\$300	(\$39)	\$1,200	(\$939)
65102 Advertising	\$0	\$58	(\$58)	\$0	\$175	(\$175)	\$700	(\$700)
65103 Software	\$25	\$175	(\$150)	\$1,463	\$525	\$938	\$2,100	(\$637)
65105 Telephone & Internet	\$647	\$650	(\$3)	\$1,938	\$1,950	(\$12)	\$7,800	(\$5,862)
65106 Miscellaneous	\$0	\$33	(\$33)	\$0	\$100	(\$100)	\$400	(\$400)
65200 Equipment								
65201 Hardware	\$0	\$83	(\$83)	\$0	\$250	(\$250)	\$1,000	(\$1,000)
65202 Ricoh	\$179	\$917	(\$737)	\$657	\$2,750	(\$2,093)	\$11,000	(\$10,343)
65203 Other	\$0	\$42	(\$42)	\$0	\$125	(\$125)	\$500	(\$500)
65204 Risograph	\$70	\$42	\$28	\$173	\$125	\$48	\$500	(\$327)
65200 Total Equipment	\$249	\$1,083	(\$834)	\$830	\$3,250	(\$2,420)	\$13,000	(\$12,170)
65300 Postage								
65301 Meter	\$133	\$42	\$91	\$359	\$125	\$234	\$500	(\$141)
65302 Other	\$0	\$33	(\$33)	\$0	\$100	(\$100)	\$400	(\$400)
65303 Send Pro Lease	\$5	\$5	(\$0)	\$10	\$15	(\$5)	\$60	(\$50)
65300 Total Postage	\$138	\$80	\$58	\$369	\$240	\$129	\$960	(\$591)
65000 Total Administrative	\$1,134	\$2,263	(\$1,129)	\$4,999	\$6,790	(\$1,791)	\$27,160	(\$22,161)
66000 Facilities								
66100 Campus Maintenance	\$1,615	\$2,917	(\$1,301)	\$14,257	\$8,750	\$5,507	\$35,000	(\$20,743)
66110 Rectory Maintenance								
66111 Insurance	\$0	\$22	(\$22)	\$0	\$65	(\$65)	\$261	(\$261)
66112 Landscaping	\$270	\$270	\$0	\$810	\$810	\$0	\$3,240	(\$2,430)
66113 Pool	\$122	\$117	\$5	\$356	\$351	\$5	\$1,404	(\$1,048)
66116 Maintenance	\$537	\$392	\$145	\$677	\$1,175	(\$498)	\$4,700	(\$4,023)
66110 Total Rectory Maintenance	\$929	\$800	\$129	\$1,843	\$2,401	(\$558)	\$9,605	(\$7,762)
66120 Services								
66121 Elevator, Fire & Burglar Alarms	\$240	\$835	(\$595)	\$602	\$2,506	(\$1,904)	\$10,025	(\$9,423)
66122 Other Services	\$0	\$333	(\$333)	\$1,000	\$1,000	\$0	\$4,000	(\$3,000)
66120 Total Services	\$240	\$1,169	(\$929)	\$1,602	\$3,506	(\$1,904)	\$14,025	(\$12,423)
66130 Facility Supplies	\$128	\$250	(\$122)	\$476	\$750	(\$274)	\$3,000	(\$2,524)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF MARCH 31.		MAR ACTUAL	MAR BUDGET	Difference	MAR YTD ACTUAL	MAR YTD BUDGET	Difference	Annual Budget	Remaining
66140 Utilities									
66141 EBMUD		\$0	\$1,583	(\$1,583)	\$999	\$4,750	(\$3,751)	\$19,000	(\$18,001)
66142 Garbage		\$563	\$552	\$11	\$1,667	\$1,656	\$11	\$6,624	(\$4,957)
66143 PG&E Gas		\$1,088	\$428	\$660	\$3,883	\$1,285	\$2,598	\$5,140	(\$1,257)
66144 PG&E Electrical		\$1,275	\$1,208	\$66	\$3,772	\$3,625	\$147	\$14,500	(\$10,728)
66140 Total Utilities		\$2,926	\$3,772	(\$846)	\$10,321	\$11,316	(\$995)	\$45,264	(\$34,943)
66000 Total Facilities		\$5,838	\$8,908	(\$3,069)	\$28,499	\$26,724	\$1,776	\$106,894	(\$78,395)
67000 Finance									
67050 Stewardship		\$0	\$167	(\$167)	\$0	\$500	(\$500)	\$2,000	(\$2,000)
67100 Benevity Fees		\$0	\$3	(\$3)	\$0	\$8	(\$8)	\$30	(\$30)
67101 Banking Charges		\$129	\$220	(\$91)	\$1,446	\$661	\$785	\$2,642	(\$1,196)
67103 Corporate Fee & Expenses		\$0	\$4	(\$4)	\$15	\$11	\$5	\$42	(\$27)
67104 Property & Liability Insurance		\$8,148	\$2,716	\$5,432	\$8,148	\$8,148	\$0	\$32,592	(\$24,444)
67106 Property Taxes									
67117 Church		\$0	\$1,510	(\$1,510)	\$0	\$4,530	(\$4,530)	\$18,118	(\$18,118)
67118 Rectory		\$435	\$73	\$363	\$435	\$218	\$218	\$871	(\$436)
67000 Total Finance		\$8,712	\$4,691	\$4,021	\$10,044	\$14,074	(\$4,030)	\$56,295	(\$46,251)
68000 Budgeted Outreach									
68002 Budgeted Outreach		\$1,250	\$1,250	\$0	\$3,750	\$3,750	\$0	\$15,000	(\$11,250)
68003 Schools & Interfaith Council		\$250	\$250	\$0	\$750	\$750	\$0	\$3,000	(\$2,250)
68000 Total Budgeted Outreach		\$1,500	\$1,500	\$0	\$4,500	\$4,500	\$0	\$18,000	(\$13,500)
69000 Other									
69001 Contingency		\$0	\$833	(\$833)	\$0	\$2,500	(\$2,500)	\$10,000	(\$10,000)
69003 COVID 19 Expenses		\$0	\$21	(\$21)	\$0	\$63	(\$63)	\$250	(\$250)
69004 Suspense (Ask My Accountant)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
69000 Total Other		\$0	\$854	(\$854)	\$0	\$2,563	(\$2,563)	\$10,250	(\$10,250)
60000 Total Expenses		\$61,768	\$65,848	(\$4,079)	\$181,769	\$197,544	(\$15,775)	\$790,175	(\$608,406)
NET OPERATING INCOME		\$1,299	(\$10,574)	\$11,873	\$35,734	(\$31,721)	\$67,455	(\$126,882)	
PROGRAM AND OUTREACH		MAR ACTUAL			MAR YTD ACTUAL				
	Other Income All Accounts	\$3,055			\$10,815				
	Other Expenses All Accounts	\$4,481			\$21,079				
	Net Other Income	(\$1,426)			(\$10,264)				
	NET INCOME	(\$127)			\$25,470				

PROGRAM ACCOUNTS	March	YTD
70061 Maint & Improve Income	\$1,000.00	\$1,000.00
70065 Maint & Improve Expenses	\$0.00	\$0.00
70101 Vestry Retreat Income	\$0.00	\$0.00
70105 Vestry Retreat Expenses	\$136.54	\$136.54
70140 Columbarium Income	\$0.00	\$0.00
70145 Columbarium Expenses	\$0.00	\$65.22
70151 Ackerman Income	\$0.00	\$0.00
70155 Ackerman Expenses	\$0.00	\$10,710.00
70171 Memorial Income	\$0.00	\$100.00
70175 Memorial Expenses	\$0.00	\$0.00
OUTREACH ACCOUNTS		
80011 Adopt-a-Bike Income	\$0.00	\$0.00
80015 Adopt-a-Bike Expenses	\$333.00	\$1,008.63
80021 Christmas Boxes Income	\$0.00	\$0.00
80025 Christmas Boxes Expenses	\$0.00	\$698.74
80029 Christmas Boxes Disbursements	\$0.00	\$2,400.00
80101 Trinity Center Income	\$0.00	\$2,000.00
80105 Trinity Center Disbursements	\$2,011.45	\$2,011.45
80111 Winter Nights Income	\$300.00	\$2,460.00
80115 Winter Nights Expenses	\$0.00	\$2,048.53
80131 Outreach Emergency Income	\$200.00	\$200.00
80135 Outreach Emergency Expenses	\$0.00	\$0.00
80161 Habitat for Humanity Income	\$0.00	\$0.00
80165 Habitat Disbursements	\$2,000.00	\$2,000.00
89001 Other Outreach Donations	\$1,554.63	\$5,054.83
89005 Other Outreach Disbursements	\$0.00	\$0.00
	OTHER INCOME	\$3,054.63
	OTHER EXPENSES	\$4,480.99

Fwd: Central San - sewer bill adjustment - APN 195-142-008-0

1 message

Richard Firth <rfirth@gmail.com>

Fri, Apr 15, 2022 at 10:23 PM

To: "Sally Potts (sallyspotts@gmail.com)" <sallyspotts@gmail.com>

An attachment to the Treasurer's report.

----- Forwarded message -----

From: **Thomas Brightbill** <tbrightbill@centralsan.org>

Date: Thu, Apr 14, 2022 at 4:41 PM

Subject: Central San - sewer bill adjustment - APN 195-142-008-0

To: nkmats@aol.com <nkmats@aol.com>

CC: rfirth@gmail.com <rfirth@gmail.com>, bkmats@aol.com <bkmats@aol.com>, smaodoug@gmail.com <smaodoug@gmail.com>, jimf@diocal.org <jimf@diocal.org>, Sewer Billing <sewerbilling@centralsan.org>

Hi Neal,

I apologize for the late responses on your inquiries. Your issue slipped through the cracks a couple times and that should not have happened.

We reviewed the bill for the parcel, the bi-monthly water consumption data we received from EBMUD, and the repair documentation. Staff felt the most reasonable adjustment would be to use the water consumption which was the basis for the FY 2020-21 sewer bill. This would be calendar year 2019 water consumption which was 740 Hundred Cubic Feet (HCF) adjusted for "winter quarter." Basically the winter quarter adjustment uses actual consumption for December through March as the basis for billing, thereby eliminating high water consumption due to irrigation from the summer months. The winter quarter basis is normally used for the church parcel. This adjustment brought the consumption for the current bill down from 2,289 HCF to 740 HCF and the bill down from \$15,588.04 to \$5,083.80.

We submitted the adjustment paperwork to Contra Costa County on April 5, 2022. I believe Central San missed the deadline for the County Tax Collector to issue a revised bill so it's my understanding that they will be issuing a refund check for the difference.

Again, we're very sorry for the delays on getting this resolved.

Thomas

--

Thomas Brightbill, PE

Senior Engineer, Planning and Development Services Division

Central Contra Costa Sanitary District

5019 Imhoff Place, Martinez, CA 94553

(925) 229-7338

tbrightbill@centralsan.org

Rector report April 2022

it has been an extremely busy month. This comes as no surprise to any of you with the end of Lent, Holy Week, and Easter.

I'm very grateful to Peg Miller and Caroline Fea for doing godly play and Sunday school respectively.

The financial Townhall's were lightly attended. In the treasurer's report you will the latest stats about increased pledges or special gifts.

Todd

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Adult Formation Report

April 2022

- Sent introductory emails to adult formation leads (Maurice Turner – Life Story Writing Group, Lisa Perry – Education for Ministry, Helen Coleman – Wednesday Bible study, Kari Doolittle – Safe Church)
- Received and reviewed sample agendas and planning guide from Faith Alive
- Life Story Writing Group met Thursdays from 9:30 – 11:00 am in Grace House library
- Bible Study met Wednesdays at 9:30 via Zoom

Submitted by Liz Knape

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Fellowship Report

April 2022

- I have agreed to lead Fellowship in 2022. A couple people have reached out to share experience and ideas.
- Pastor Todd's idea and our possible implementation for the 10am service coffee hour is going from planning to scouting & research and to cost of standing orders. (bagels, donuts, Safeway/Lucky's)
- Easter blowout switched to Easter back up plan and I think it was successful even though I did not anticipate the large turnout. (apparently, I over plan and it worked out pretty well). There were helpers for set up & breakdown and Sally contributed some fruit plates. I learned I have to push the lever for hot water to actually get hot for tea! ☺ (cost \$164.18)

Worship and Liturgy Report

April 2022

- Conferred with Kari Doolittle regarding the scheduling of tech team, acolytes and lectors.
- Participated in weekly conversations with Parish Office Staff and Pastor Susan concerning bulletins.
- Connected weekly with the entire liturgy teams for 8:00 a.m. and 10:00 a.m. services and secured substitutes when necessary.
- Updated the website weekly to reflect changes in the rota.
- Opened the church each Sunday Morning.
- Participated in some way with technology each Sunday.
- Met with clergy before/after services regarding changes in liturgy.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Updated Attendance register weekly.
- Developed/Published/Posted volunteer schedules for May and June 2022.
- Participated in the special service on April 4 to commemorate the anniversary of Dr. King's speech ***Beyond Vietnam: A Time to Break Silence.***
- Worked closely with clergy, Rebekah and volunteers regarding Holy Week services.

Submitted by Jacqueline Chiavini

