## SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES - FINAL

Wednesday, October 19, 2022

Update Date: 10/25/2022

SUMMARY:

#### **MOTIONS:**

- The motion to approve the five **2023 Medical/Dental resolutions** was passed unanimously.
- The vestry authorized up to \$70,000 to replace the roof of the Parish Hall by Fidelity Roof Company
- The vestry authorized up \$6000 to purchase a new refrigerator for the Parish Hall kitchen.
- The motion to approve the **Outreach grants** proposed by the Outreach Committee was approved unanimously.
- The motion to approve the **Minutes** of the September Vestry meeting, the treasurer **reports** and the several submitted reports was passed unanimously.

#### **ACTION ITEMS:**

 Property Committee – Signage to discourage kids from climbing on the breezeway and Parish Hall roof

Attendees: Karen Anderson, Rev. Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Dick Firth (NV), Rev. Susan Geissler-O'Neil (NV), Liz Knape, Scott MacDougall, Cecilia Oduwole, Steve Oki, Sally Shea Potts(NV), Charlie Wills

Absent: Ade Adekunle, Kris Manning, Rayne Devlin

- 1. **Opening Prayer** Pastor Todd Gospel parable Pharisee & tax collector praying in the temple Vestry members shared their prayer requests and concerns and celebrations.
- 2. Review and Confirm Agenda
- 3. Introduction of Guests There were no guests at the vestry meeting
- 4. Recurring Action Items Minutes, Treasurer's, Rector's, and Commission Reports
  - a. Approve minutes from the September 2022 vestry meeting. approved unanimously
  - b. <u>Treasurers</u> Report, Balance Sheet and P&L through September 30, 2022, in that order approved unanimously
  - c. <u>Commission and other Reports</u> approved unanimously
    - Rector's
    - Administration
    - Communications
    - Outreach
    - Worship

#### 5. Other Action Items

# a. Treasure and Finance committee recommendations regarding health insurance for the staff for 2023

**Summary of the 5 resolutions** (The full text can be found later in the minutes)

- 1. **Medical Plans** (no cost for employees working 30+ hours/week) Kaiser EPO 80 health plan and Cigna-Dental/Ortho
- 2. St Timothy's does not cover the cost of an over age child if this coverage changes the tier of enrollment. Employee contributions can be deducted from their pay checks.
- 3. Part-time employees (20+-30 hours/week) are eligible to enroll in the Diocese medical and/or dental plans but must cover the cost themselves.
- 4. St. Timothy's does not provide a Benefit Waiver Allowance for waived medical or dental insurance coverage.
- 5. Employees working over 20 hours a week are covered by the Diocese of California Employee Assistance Program (EAP).

**MOTION**: The motion to approve the 5 2023 Medical/Dental resolutions was passed unanimously.

#### b. Property committee

#### 1. Parish Hall Roof -

The Property Commission recommends and the Finance Committee recommends approval of the bid from Fidelity Roof Company to replace the Parish Hall roof. The start date in the bid is December 12 but that is a guesstimate.

**MOTION:** The vestry authorizes up to \$70,000 to replace the roof of the Parish Hall by Fidelity Roof Company

#### 2. Parish Hall kitchen refrigerator - \$4000 - \$5000

**MOTION:** Up to \$6000 to purchase a new refrigerator for the Parish Hall kitchen.

#### 3. **DUMPING PROBLEM** – back parking lot -

The church needs improved WIFI in the Parish Hall and back parking lot before a camera can be installed to deal with the problems of people dumping trash near our trash area and children climbing on the Parish Hall and Breezeway roofs. A project is planned to upgrade the wiring used for WIFI in the parish hall.

**4. DUMPING PROBLEM –** front sidewalk – Reported by Pastor Susan

**ACTION**: Property Committee – signage to discourage kids from climbing on the breezeway and Parish Hall roof

# c. Outreach Committee – request for approval of the annual Outreach grants proposed by the Outreach committee at their meeting on October 18.

Outreach Grant distribution proposal – approved by the Outreach Committee on October 18. The allocation for Rise Against Hunger and Habitat is low because we have reserved funds for both charities from 2020 and 2021 during COVID.

This is the last year for the Gretta Foundation because they will go out of business.

The recommendations have been sent to the Finance Committee for their review

**MOTION:** Approve the recommended grants from the Outreach Committee (*The proposed grants are listed later in these minutes.*)

#### 6. Updates

- a. **ENDOWMENT** Please come to the endowment workshop on Saturday, November 12 9:30 am 2pm.
- **b. SAFE CHURCH** All key holders and Vestry must get a background check and take the Safe Church training. Pastor Todd is working on organizing the training and background check. More information will be coming next month. There is a new requirement to be fingerprinted.
- **c. DIRECTORY** Vestry members have a copy of the October 2022 directory in their mailbox today. Parish members can pick their copy up on Sunday.
- d. **ADMINISTRATION**: Steve Oki offered to introduce vestry members to the new Breeze parish database. The migration of the parish data from ParishSOFT to Breeze has been completed.

Submitted by Sally Shea Potts, V	estry Clerk	

# **Rector's report October 2022**

Stewardship season is going well. I'm impressed by Megan's leadership as well as the stewardship speakers. I don't have much to report except that programs and fellowship opportunities are coming back to life. The 4pm service was lightly attended ~18. If that continues or diminishes in November and December, we will not be doing the service in 2023

Pastor Todd Bryant

# **Treasurer's Report**

October 19, 2022

## Financial Summary, YTD January through September

	<u>Actual</u>	<u>Budget</u>	
Total Income	\$627,187	\$497,470	
Total Expenses	<u>\$548,279</u>	<u>\$592,631</u>	
Net Operating Income	\$78,908	(\$95,162)	

- September financials show the following:
  - Pledge income was substantially above plan. A major reason for this is one of our larger pledgers paid their annual pledge in full before moving out of the area.
  - Maintenance expenses were above plan for both the campus and the Ackerman Rectory. Work included pool repair and elevator service. Finance was above plan due to our annual liability insurance payment.
- For the YTD through September, the Parish continues to be in decent financial shape.

#### **Vestry Actions**

- Employee Benefit Policies for 2023 Approval of Medical Plans to be offered to employees.
- Parish Hall Reroofing Approval of Fidelity Roof Company Proposal.

#### Other

- Venmo transactions through October 10 totaled \$350.43.
- <u>Darita Seth's</u> outstanding loan is \$150; this amount was due in September, but repeated attempts to reach him have not been successful. *Update: Darita has completed paying off the loan as of the vestry meeting.*
- Account 62604 Clergy Discretionary Fund activity YTD 9/30: None.
- <u>Preschool</u> Financial Update: The Preschool has 35 students enrolled as of October 5. 40 to 42 would be optimal. Therefore, revenue is not at a break-even level; September net income was \$11,000, and YTD from July 1 is \$18,500.
- Investment Accounts Status -- YTD Performance:
  - Schwab = 4.4%.
  - Ameritrade = (17%).
  - State Street Global Advisors = (21%).

# St. Timothy's Episcopal Church

# Balance Sheet As of September 30, 2022

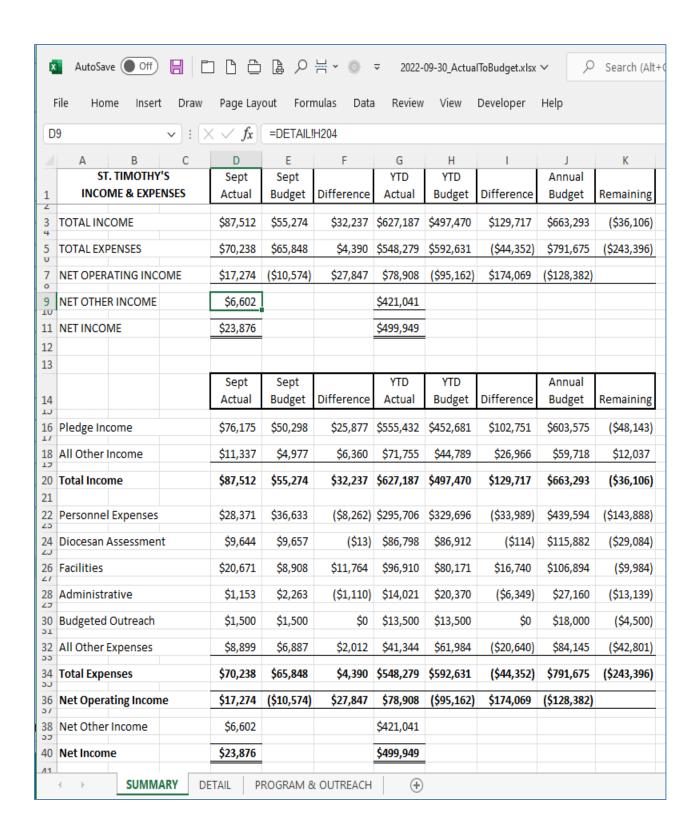
	TOTA
ASSETS	
Current Assets	
Bank Accounts	
10001 Heritage Checking	660,150.2
10002 Heritage Savings	5,001.6
17103 Schwab	192,688.5
17104 TD Ameritrade	295,079.3
Total Bank Accounts	\$1,152,919.8
Other Current Assets	
13000 Special Loan	150.0
Total Other Current Assets	\$150.0
Total Current Assets	\$1,153,069.8
Fixed Assets	
18000 Fixed Assets	
18001 Bell Tower	64,000.0
18002 Church Building	206,463.0
18003 Education Wing	29,133.0
18004 Equipment	94,354.0
18005 Furniture	283.0
18006 Grace House & Columbarium	1,800,000.0
18007 Land	12,000.0
18008 Land Improvements	62,854.0
18009 Parish Hall	117,630.0
18010 Ackerman Property	580,850.0
Total 18000 Fixed Assets	2,967,567.0
Total Fixed Assets	\$2,967,567.0
Other Assets	
17101 SSGA Endowment Fund	680,535.4
17102 SSGA Endowment Gain/Loss	124,163.6
Total Other Assets	\$804,699.0
TOTAL ASSETS	\$4,925,335.8
IABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	11,580.6
Total Accounts Payable	\$11,580.6
Other Current Liabilities	
21004 Clergy RSVP Deferral	2,700.0
21008 Prepaid Pledge 2022	6,780.0
21009 Prepaid Special Gift 2022	0.0
21010 Endowment Gifts Pending	0.0

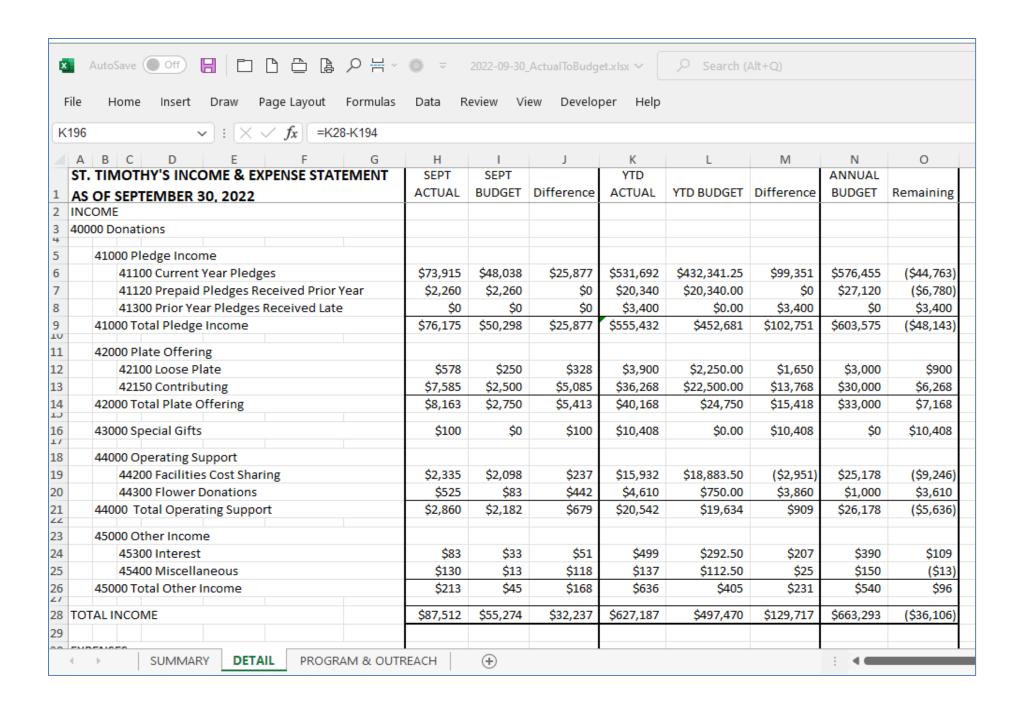
# St. Timothy's Episcopal Church

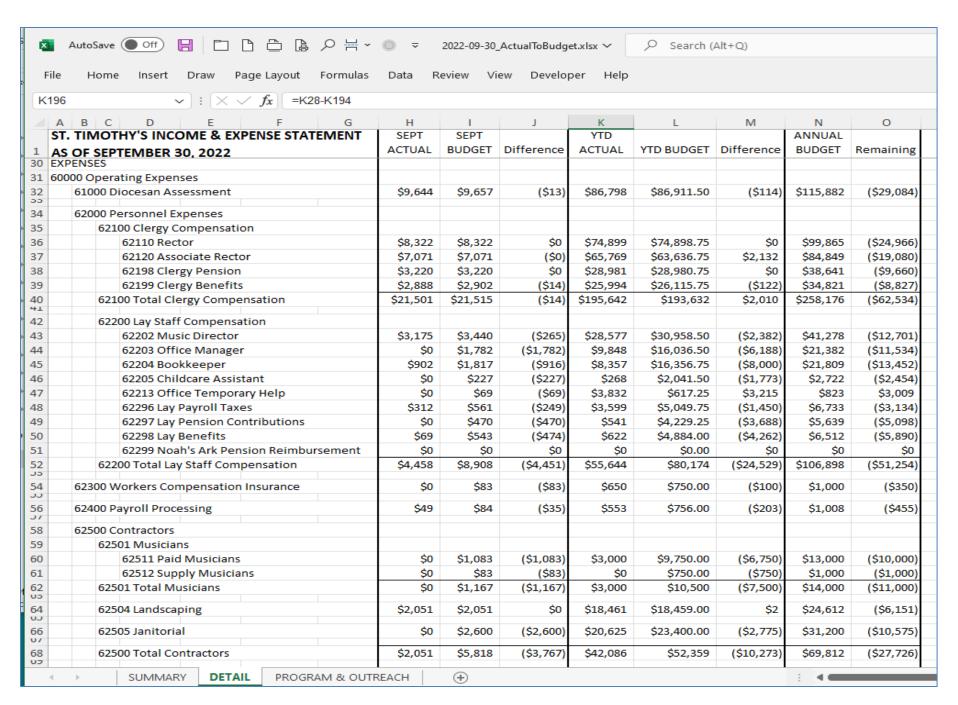
## Balance Sheet As of September 30, 2022

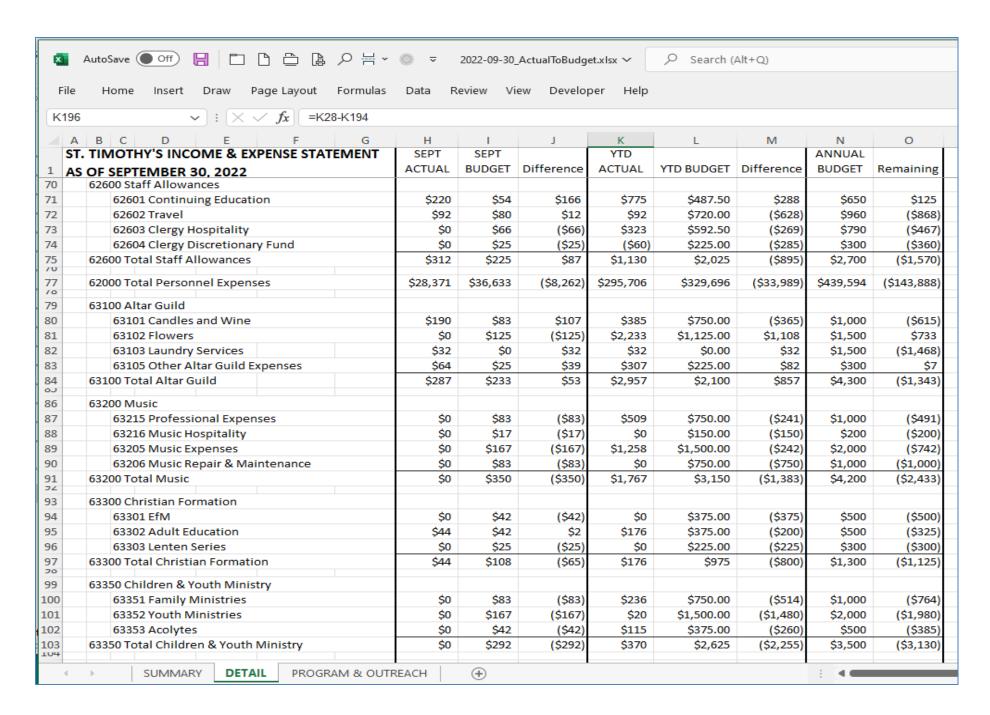
	TOTAL
Total Other Current Liabilities	\$9,480.00
Total Current Liabilities	\$21,060.61
Total Liabilities	\$21,060.61
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	
31501 SSGA Endowment Fund	804,699.04
31503 Fixed Assets	2,967,567.00
Total 31300 Perm. Restricted Net Assets	3,772,266.0
31500 Temp. Restricted Net Assets	
31504 SSGA Endowment Gain/(Loss)	0.00
31510 Program	360,748.05
31520 Outreach	106,468.0
31530 Rector Search	0.00
31540 Bequests	0.00
Total 31500 Temp. Restricted Net Assets	467,216.10
32000 Unrestricted Net Assets	164,843.80
Net Income	499,949.2
Total Equity	\$4,904,275.2
TOTAL LIABILITIES AND EQUITY	\$4,925,335.8

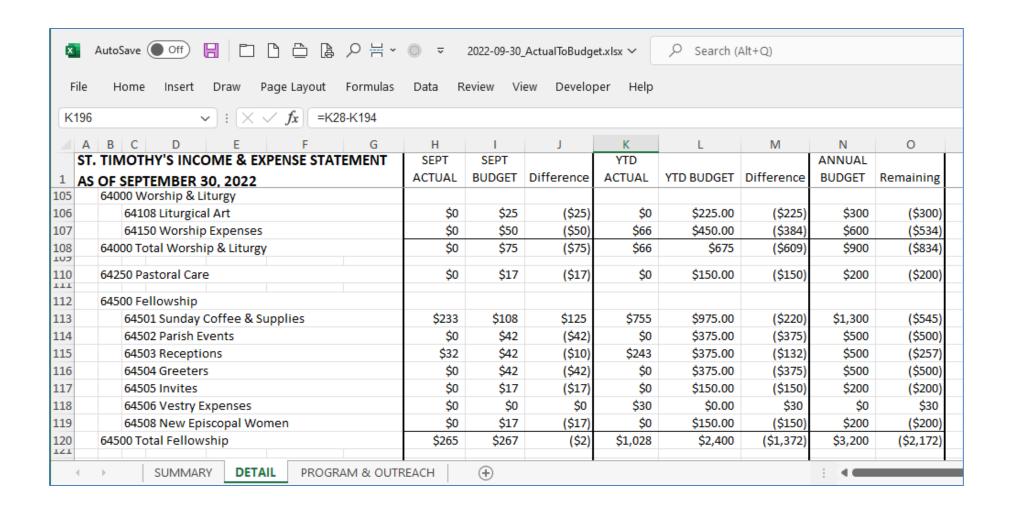
Accrual Basis Wednesday, October 12, 2022 02:56 PM GMT-07:00

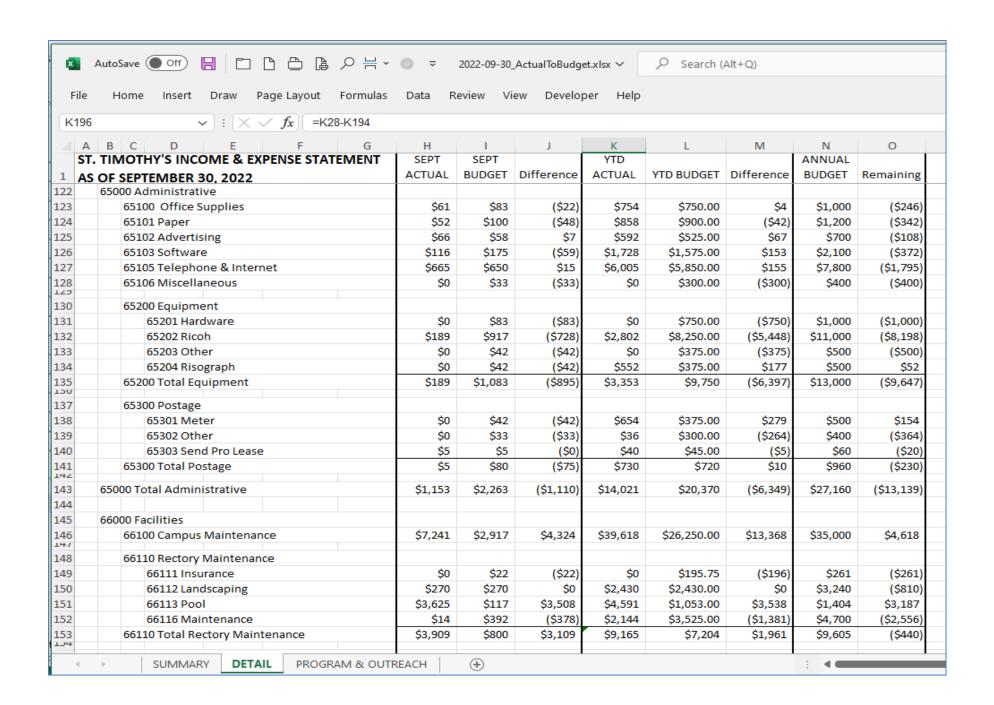


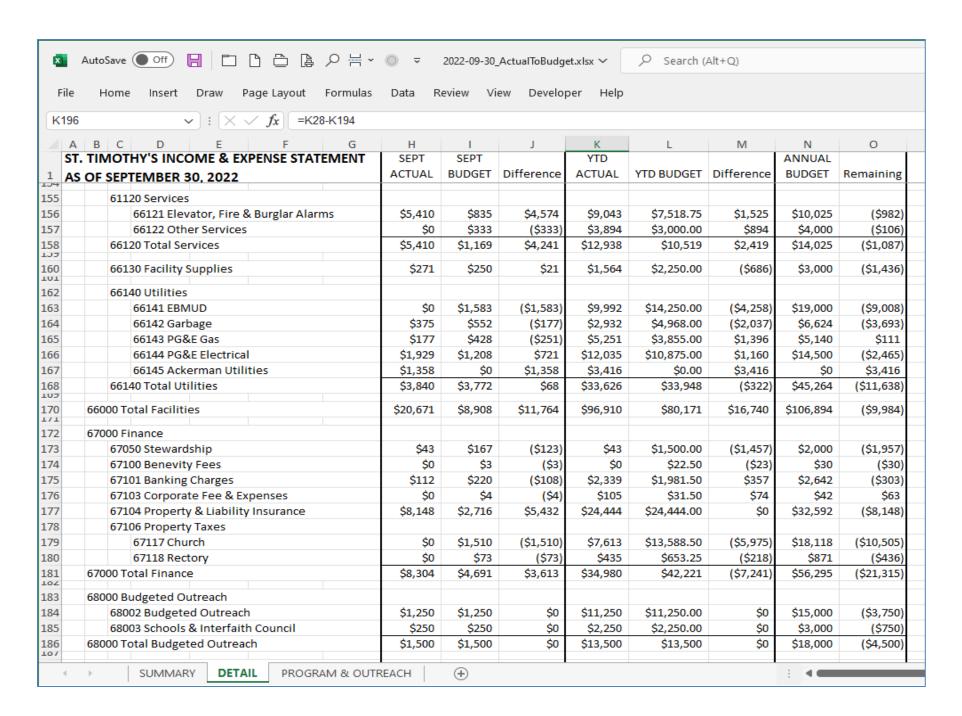


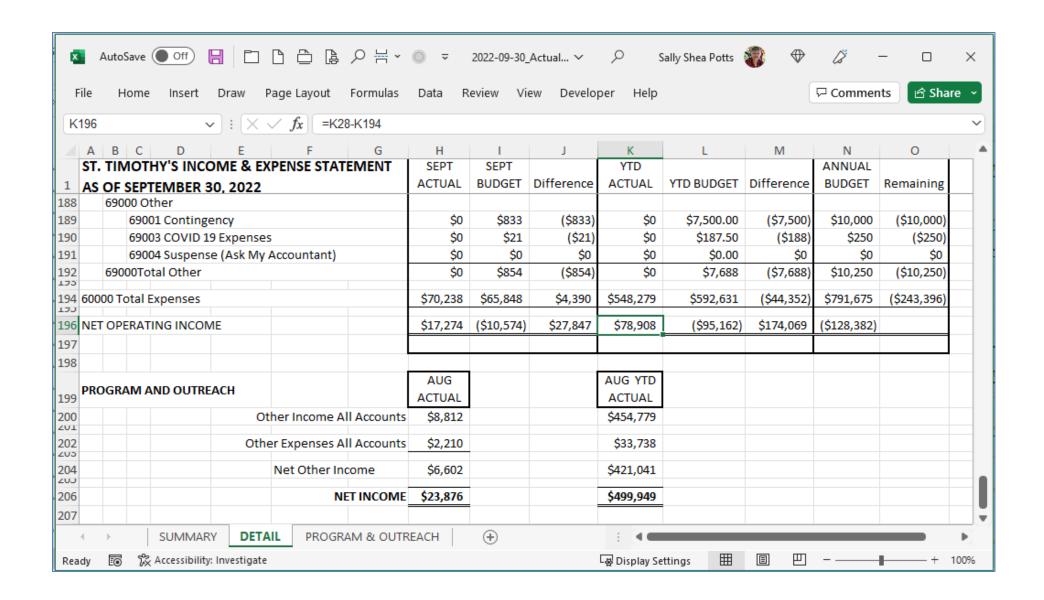


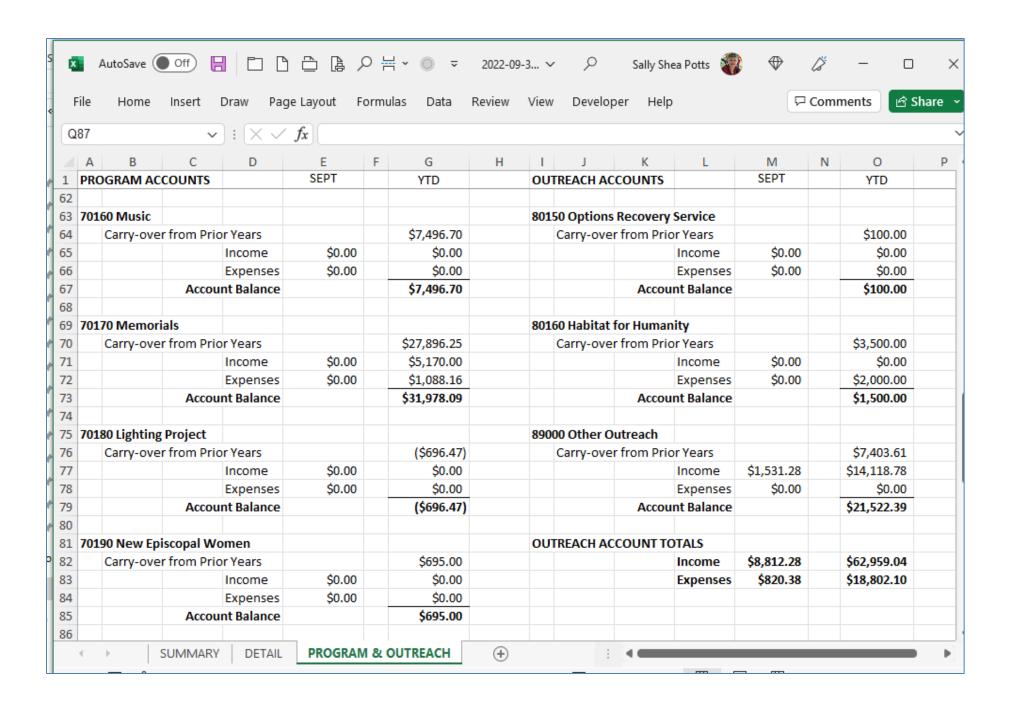


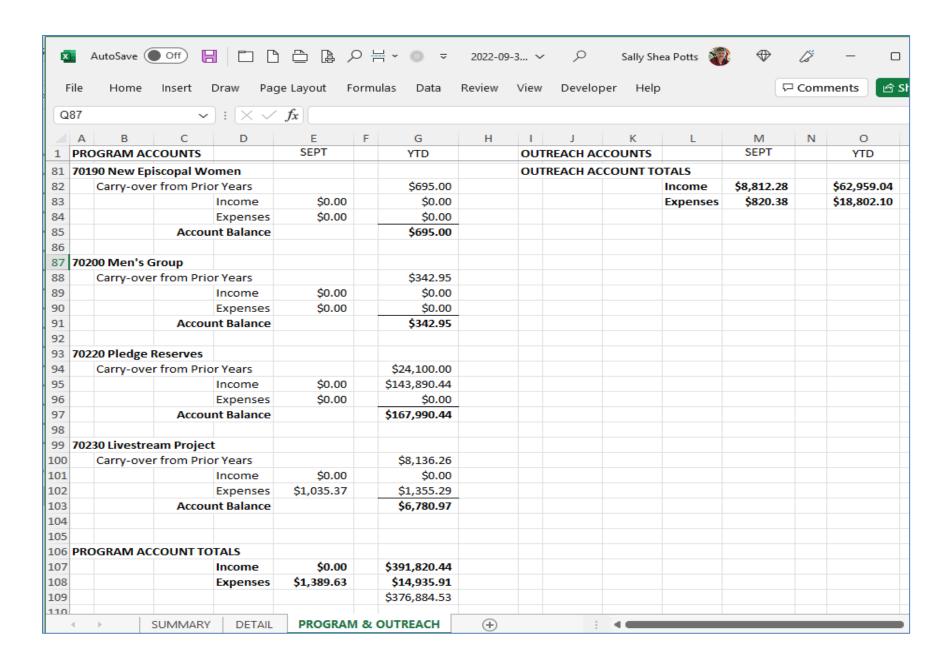












#### **EMPLOYEE BENEFIT POLICIES FOR 2023**

10/19/22

#### Resolution #1

For the calendar year 2023 of the four medical plans available in the Diocese of California, St. Timothy's will offer at no cost to eligible employees (30 or more hours/week) and their dependents the **Kaiser EPO 80** health plan and **Cigna-Dental/Ortho.** If an employee chooses aplan with a higher premium than covered by St. Timothy's, then that employee will pay the difference between their elected plan and St. Timothy's covered plan of equal enrollment tier (single to single, dual to dual, family to family).

#### Resolution #2

Employer will not be responsible for the premiums of an over-age child when this coverage changes the tier of enrollment. Employee contributions for insurance premiums can be deducted from payroll on a pre-tax basis.

#### Resolution #3

Part-time employees (those working a minimum of 20 hours/week but less than 30) are eligible to enroll in Diocesan group medical or dental plans. St. Timothy's will assume \$0 of premiums for plan(s) indicated in Resolution #1 above and the balance of premiums will be the responsibility of the employee. Employee contributions for insurance premiums can be deducted from payroll on a pretax basis.

#### Resolution #4

St. Timothy's will not provide a Benefit Waiver Allowance (BWA) for eligible medical and/or dental insurance coverage that is waived.

#### Resolution #5

EAP – no longer needed as employees working at least 20 but less than 30 hours per week are automatically enrolled per diocesan policy.



# FIDELITY ROOF COMPANY

#### PROPOSAL

#### September 12, 2022

Customer	Project
Mr. Scott MacDougall	St. Timothy's Episcopal Church
St. Timothy's Episcopal Church	1550 Diablo Road
1550 Diablo Road	Danville, CA 94526
Danville, CA 94526	
(925) 837-4993	Subject: St. Timothy's Episcopal Church - Parish Hall,
smacdoug@gmail.com	Re-Roof Steep-Slope

Dear Mr. MacDougall,

The following is an itemized scope of work and the forecasted budgets for the Steep-Slope Roofing at the St. Timothy's Parish Hall in Danville.

#### SCOPE OF WORK

#### Roof Removal

- Set up jobsite according to roofing industry best practices.
- Remove one (1) layer of roofing material.
- Inspect the roof deck and other transitional roof relating wood to ensure it is clean, smooth, dry, and sound.
- d. In the event of any deteriorated wood, replacement will be performed on a <u>Time and Material Basis</u> (See <u>Payment Terms</u>: Section <u>a.</u>).
- e. Keep all walkways and entryways clear of loose debris throughout duration of project.
- Dispose of all debris at registered dump facility.
- g. Clean and inspect Parish Hall Walkway at all low-slope areas.
- h. Forecasted budget for this work: \$10,100

### Chimney Repairs

- a. To ensure watertight conditions, contractor will have to remove the existing chimney wall/ trim at the base for enough height to allow a new 24-gague galvanized sheet metal.
- Contractor will attempt to reuse the existing siding/ trim but may need to remove and replace.
- b. Install high temperature "peal and stick" leak barrier at the base of the roof-to-wall transitions behind the new metal flashing.
- c. Any new siding/ trim, contactor will prime and paint, <u>Color:</u> Will match as close as possible to the existing condition.
- d. Additional funds may be required.
- e. Total cost for this work is: \$4,000

1075 Fortieth Street, Oakland, California 94608-3691 Phone 510/547-6330 Fax frcfax@fidelityroof.com

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#### 3. Composition Shingles

- a. Install CertainTeed Winter Guard high temperature "peal and stick" leak barrier at the perimeter of roof, roof penetrations and other trinational areas.
- Install CertainTeed Diamond Deck synthetic underlayment.
- Fabricate and install new 24-gauge galvanized sheet metal saddles, chimney crickets/ saddles, nosing, counter flashing, and step shingles.
- Install new roof pipe penetration flashings.
- e. Install CertainTeed shingles, Color: To be determined by owner.
- Install pre-cut hip/ridge shingles.
- g. Forecasted budget for Landmark Pro: \$40,800 Forecasted budget for Landmark TL Solaris: \$41,500

### 4. Roof Repairs - Noah's Ark Preschool

- At pipe penetrations install storm collars and paint to match the existing conditions.
- Survey and inspect the existing conditions.
- Contractor will notify owner of any unforeseen/ necessary maintenance that is required
   outside the forecasted budget.
- Forecasted budget for this work is: \$2,000

#### Permit:

- a. All necessary permits are to be acquired and paid for by Fidelity Roof Company. The signed-off permit & warranty will be provided to Owner upon final payment.
- b. Exact permit fees are unknown at this time. As a result, we have included an allowance of \$2,000.00 within our bid; if fees are more than \$2,000.00, additional funds may be required.
- Forecasted allowance is: \$2,000

#### QUOTATIONS

Description of Work	Landmark Pro Itemized Budgets	Landmark TL Solaris Itemized	
		Budgets	
The forecast budget for roof removal is	\$10,100	\$10,100	
The forecast budget for chimney repairs	\$4,000	\$4,000	
<ol> <li>The forecast budget for composition shingles is</li> </ol>	\$40,800	\$41,500	
<ol> <li>The forecast budget for roof repairs – Noah's ark preschool is</li> </ol>	\$2,000	\$2,000	
The allowance for permits is	\$2,000	\$2,000	
THE FORECASETED BUDGET FOR THIS WORK IS	\$58,900	\$59,600	

Notes: These prices reflect only a budget and may change due to several reasons (material price increases, unforeseen circumstances and change in scope) and will adjust accordingly.

1075 Fortieth Street, Oakland, California 94608-3691 Phone 510/547-6330 Fax frcfax@fidelityroof.com



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Utilities & Sanitary Facilities: Included.

Warranty: Included.

a. Five (5) year standard contractors' warranty and a standard manufacture warranty.

#### Exclusions:

- During the roof installation process, the removal and reinstallation of material may cause
  damage to the interior of the building due to the age. <u>This proposal specifically excludes</u>
  any interior work—sheetrock, plaster repair, painting touch up and etc. that might be
  required in the event minor damage is done at these areas.
- Plywood deck installation.
- Upper chimney cap replacement (will need further examination).
- Gutter and gutter guard replacement.
- Downspout replacements.
- Pluming work.
- Electrical or mechanical work.
- Any item not in the Scope of Work.

#### Payment Terms:

- a. All work shall be performed on a Time & Material Basis (\$105 per hour per roofer, portal-to-portal from Oakland and all materials, dump, permit, sanitary facility, etc. will be charged at cost plus 25% mark-up).
- Prior to exceeding forecast budget owner shall be alerted and provided a revised budget amount for completion.
- Upon completion the balance shall be due within ten (10) days from date of the final invoice.
- d. We honor Visa & MasterCard credit card payments; however, they require the addition of 3% to the amount paid via the credit card.

If you should have any questions regarding this matter or would like to discuss any item in further detail, please call me 510-547-6330.

Sincerely,

Fidelity Roof Company

Zachary M. Cadet Project Manager

1075 Fortieth Street, Oakland, California 94608-3691 Phone 510/547-6330 Fax frcfax@fidelityroof.com

# 2022-09 Admin Commission Report

# ParishSoft Replacement with Breeze

- Given demo of Breeze for Staff except for Myles Ellis which will happen on October 20th
- Given access to all the staff to create their accounts and view their own profiles
- Setup permission levels for Clergy to have added privileges which have been given to Todd
- Sally and Carleen are going through the membership and giving information to be sure all is correct.
- Have invited all Vestry members to create their accounts
  - Steve Oki & Sally Shea Potts will give a brief overview of Breeze after the Vestry Meeting on October 19th. Will help Vestry members get logged in and connected.
- We have about 40 online givers and Carleen Carns has been individually helping them transfer from ParishSoft Giving to Breeze. We are using the option in Breeze Online Giving to ask donors to cover the fee associated with their donation (1% + \$.25 per transaction). Some members are opting to do this, which will reduce St. Tim's cost.
- We will be discussing with the Vestry on their views on how we should release Breeze to the rest of the membership.

## Office Events

- Caller-ID problem with the membership getting inconsistent Caller IDs on their phone lines.
  - Some people get St. Timothy's Church, but others are getting "HG"
  - Current recommendation is to have people add the St. Timothy's number to their contact list.
- Pledge forms were printed up and have been sent out (Sally Shea Potts)
  - Online pledge form was created by Susan Oki and placed on the Website by Bob Carns
- Sally Shea Potts has completed a new membership directory (paper version) to be distributed in the October timeframe.

# **Communications Commission Monthly Report**

October, 2022

Actions taken since September, 2022:

- Facebook page updates
- Review of Website updates
- Review of <u>Web Page Responsibilities</u> document.
- Review of <u>Communication Vehicles</u> document
- Review of <u>Communications Handbook</u> document

Please click on links to the documents to review and provide any feedback you may have	ou may have.		
Submitted by:			
Ade Adekunle			

# Outreach Update for Vestry Meeting Oct'22. (G. Chong-Horsley)

#### FOTH funds distribution 2022:

• The outreach committee will be meeting Oct 17 Tue (the day before Oct Vestry meeting) to discuss funds distribution, and I will be able to share with you the actual plan at the Vestry meeting on Wed. Proposing to request like last year for the Vestry to approve subject to the review by the Finance Committee to expedite the grant disbursement process. I will also share that we raised a net e amount of ~ \$37,200 with all the expenses taken care of, and with the budget annual contribution, we should be able to help our grant recipients for their causes.

#### Rise Against Hunger: Meal Packaging Event

On Saturday, October 29 from 9 am to Noon we will be hosting a Rise Against Hunger Meal Packaging Event
in the Parish Hall. The last time we hosted this event was in 2019. In one morning, we packaged over 17,000
meals. Thanks to the good advertising, we have more than 80 volunteers signed up for the event, meeting
our target goal.

#### Adopt-a-bike

• Planning is underway for Adopt-a-bike, as the organizers are purchasing parts to plan for the builds this fall. They are looking at potential locations, Tania will be sharing with everyone shortly.

#### Gretta Foundation News

• Unfortunately, Gretta Foundation will be closing at the end of this year, and we will probably be funding them one last time from this grant cycle to support our final scholars.

Agency	Granted 2022	Granted 2021	Granted 2020	2020 Emer Grants	Granted 2019
Discovery Counseling Center	2,700.00	3,200.00	3,500.00	1,450.00	3,300.00
GAIA Global Health	4,200.00	5,000.00	5,500.00		5,000.00
Habitat for Humanity	500.00	2,000.00	2,000.00		1,500.00
Hope Solutions	4,600.00	5,500.00	6,000.00	5,000.00	5,600.00
Loaves and Fishes	6,800.00	7,500.00	8,000.00	5,000.00	7,250.00
Monument Crisis Center	5,500.00	6,500.00	8,000.00	4,250.00	7,250.00
Options Recovery Services	4,200.00	5,000.00	5,000.00	800.00	5,100.00
PFLAG	500.00	500.00	500.00		500.00
Rise Against Hunger	100.00	1,000.00	1,000.00		2,000.00
Shelter, Inc.	4,200.00	5,000.00	5,400.00	5,000.00	5,000.00
The Comfort Cub	2,600.00	2,500.00	2,500.00		2,000.00
The Gretta Foundation	6,000.00	7,000.00	8,400.00		7,800.00
The Respite Inn	2,000.00	2,000.00	1,500.00		1,000.00
Trinity Center	6,700.00	8,000.00	8,250.00	4,000.00	7,650.00
Trinity Center lunches (no longer active)					500.00
Church Divinity School of the Pacific*	1,000.00	1,000.00	1,000.00		1,000.00
Interfaith Council of Contra Costa County*	1,000.00	1,000.00	1,000.00		1,000.00
School for Deacons*	1,000.00	1,000.00	1,000.00		1,000.00
Episcopal Relief & Development (for CA wildfire relief)	600.00	1,000.00	2,000.00		1,000.00
allocated	54,200.00	64,700.00	70,550.00	25,500.00	65,450.00
funds available	54,264.32	64,878.74	70,655.36		65,475.68
remainder	64.32	178.74	105.36		25.68

\*funds designated in the church budget for specific organizations

#### **Worship and Liturgy Report**

#### October 2022

### The bulleted items are recurring each month.

- 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.
- Participated in some way with technology each Sunday.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Updated Attendance register weekly.

Developed and published the November and December servers' schedule.

Worked with Bev to organize the vestry closets.

Enjoyed working with Pastor Todd on some fine tuning of live streaming.

Submitted by Jacqueline Chiavini