

St. Timothy's Episcopal Church Vestry Meeting
Monday, December 19, 2016 at 6:00 P.M.

Attendees: The Rev. Rebecca Nickel (Rector), John Prey (Rector's Warden), Scott Trauscht (People's Warden), Mikki MacDonald (Treasurer), Maria Granato (Clerk), Edith Collins, Margaret Cook, Maima Dahn, Karsor Dennis, Charles Park, Marcelle Randolph, Charles Park, and Carolyn Williams

Attending Guests: Audrey Corne and Chris Kramer

1. Opening prayer and call to order by Rector Nickel at 5:59 P.M.
2. A motion to accept the November minutes was made by Marge and seconded by Margaret. The motion passed.
3. The November Finance Report was reviewed. \$36,000 has been removed from the Diocesan Special Fund for the HVAC units purchased on an emergency basis This is listed under the Dedicated Funds category rather than payments. We have received a prepaid pledge for 2017 as of the end of November. The parish is still outperforming the budget on pledge income. We are caught up on Diocesan operating support, and have received the full allotment for the year. The balance of the Journey of Discovery grant will be paid to Nancy Woodworth-Hill as compensation for attending a Vestry meeting and additional preparation work done by her. We are at 126% of budgeted expenses. A motion to accept the report was made by Charles and seconded by Margaret. The motion passed.
4. A motion to procure debit cards, one for Mikki and one for Rebecca, was made by Carolyn and seconded by Scott. The motion passed.
5. A working draft of debit card policies and procedures was introduced and will be voted upon in January.
6. The final draft of the 2017 budget was reviewed, including changes from the past month. A.A. and ALANON donations have been reduced. Food pantry rent has been adjusted back to the 2016 level. Other rent has been increased to \$1,605.00. A new category of Donations in Kind was added, as Mikki felt that the previous practice of sending a letter to the taxpayer was not sufficient. All donations in kind should now come in as income and be expensed back out to the correct category for which they are intended. The Diocesan apportionment number as provided by Canon Marsha is less than predicted in August. Todd has led two Sundays of worship for which he was not paid; we are to take what he would have been paid as a supply priest and donate it to the food pantry. The Finance Committee has determined to close the Deacon's Discretionary Fund as it has not been used this year and Rev. Donna is retired. Facility operations numbers have been updated based on what we spent this year. Routine Maintenance and Repairs has been reduced to \$3,500 based on a Finance Committee recommendation. This \$3,500 is already dedicated to certain expenses, so there is no extra. A new dedicated fund has been added to accrue \$200 a month exclusively for future HVAC replacement; it would require a Vestry vote to spend this money for something else. The final number representing approximate usage of cash has changed, and we are not voting on a balanced budget; it is over by \$21,524. A motion to accept the budget was made by John Prey and seconded by Carolyn. The motion passed. It was reviewed again that Altar and Liturgical Supplies are over budget due to higher attendance.

7. It was clarified that, in the Episcopal Church, all moneys and in-kind receipts go through the offering plate, for spiritual reasons and to establish an appropriate business flow of funds. The priest and treasurer should never be handed money. A motion for the Vestry to affirm that this procedure will be followed was made by Margaret and seconded by Scott. The motion passed, with the clarification that the ONLY exception is the coffee fund, which will continue to receive donations via the donation basket during coffee hour.
8. A motion to submit the application for historic landmark status was made by Margaret and seconded by Carolyn. The motion passed unanimously.
9. Edith's request letter to the Diocese was reviewed. When writing to the Diocese, the request must be addressed from the Vestry and for the building. The Vestry Clerk must sign the letter. If a member is assigned a letter, he or she can procure the clerk's signature on Sunday without waiting for the next meeting. This letter was voted on last month.
10. A motion to accept Audrey's request letter was made by Margaret and seconded by Edith. The motion passed, and the letter was signed by the Clerk of the Vestry.
11. It was clarified that Rev. Todd Kleffman is not on staff and has no official role. He is on disability retirement, and his pastoral presence is a gift.
12. Safeguarding courses must be completed in order for members to continue on Vestry.
13. Rooms in halls and classrooms need vents in the doors. We do not have the funds at this time.
14. There are two ceiling lights out in the East entrance, and these will need bulbs before Christmas as guests enter through that side. The cleaning company is to change bulbs.
15. Scott will procure reflectors for the driveway entrance in time for the Christmas Eve service.
16. The retired Song Books have not been claimed. Rector Nickell would like to reuse the black binders, but we will get rid of the music. We will retain about 5 copies in case anyone wants them.
17. Theresa Arness will shadow with us from January 8th through the middle of Lent as part of the process of discernment for holy orders.
18. Charles presented suggestions on parish revitalization and leadership.
19. Closing prayer was said, and the meeting adjourned at 7:51 P.M.

Respectfully submitted by,
Maria Granato, Clerk

Next Vestry Meeting: Tuesday, January 23, 2017 at 6:00 P.M.