

**Vestry Minutes**  
**St. Timothy's Episcopal Church**  
**August 23, 2011**

**PRESENT:** Shawn Murphy, Rev. Michael Carney, Whitney Thomas, Ann Pontius, Nancy van Hall, Bob Rushforth, Patty Lewis, Mary Carr, Simon Caddick, Kent Wagner, Cammie Houpt, Shanda Velisek, Bruce McCrea, Nick LeCuyer

**ABSENT:** None

**CALL TO ORDER: 7:07**

**SPIRITUAL REFLECTION:** Hebrews 11: 1-3,8-10, 32, 39-40; 12: 1-3 from the Message. Just one brick in the City of God. We are in this together – we each have a part to play.

**AGENDA ADJUSTMENTS**

Add Invitations to Congregational Meeting under New Business

Add Report on Youth Center by Shanda Velisek under Clergy and Warden Reports

**APPROVAL OF MINUTES**

July 26, 2011: Minutes amended and approved.

**CALENDAR REVIEW**

Aug. 26 – 28 Children's Weekend Bible School

Aug 27 Quest for Quasi

Aug. 31 Senior Ministry Kickoff 11:00 am – 1:00 pm

Sept. 10 Congregational Meeting 9:00 am – 3:00 pm

Sept. 10 Ministry Fair Setup 3:00 pm

Sept. 11 Ministry Fair / Program Kickoff, Sunday School and Youth Kick off

Sept. 18 Safe Guarding God's Children 1-4

Sept. 29 Spirituality Presentation at Cathedral 6:00 pm, Richard Foster, Bishop O'Neil

Oct. 6 – 8 Diocesan Convention

Nov. 13 Consecration Sunday

**TREASURER'S REPORT**

No Finance Committee report. Our total intake is off by 20K (10K pledge, 10K plate), however our expenses are well below our income. The diocese has decided to postpone requiring health insurance for half-time staff until 2013. A committee is being formed to study how to implement. Ask finance committee to look at our options for health insurance for staff.

## COMMITTEE REPORTS

None

## UNFINISHED BUSINESS

### *Front Entry Landscape Plans*

Plans have been drawn up see attached in Rector's report. Front beds and then both sides of entry out to the Sacristy and Garden. Lovely elaborate design but don't have to do it all. Two islands 15K. Whole thing would cost \$50K. Insurance claim check came to \$2790. Bruce McCrea – does not think we need the masonry benches around beds in the front. Would be sitting in the sun. Simon is concerned we need to be very frugal when it comes to the landscaping. We would like to have more information – how much is O'Mac Construction going to charge and how much would the 5 trees for the islands cost. Check will go into its own discretionary account. Shawn reminded us we agreed to expend \$500 out of the sign fund discretionary account and then we would spend money out of the vestry discretionary fund with that was gone. Current expenses are estimated to be around \$2000 for labor and \$500 for plans. Ron Atchison has been paid. Some time next year we could have a campaign to sponsor and implement the landscape design.

**Motion:** Insurance check for \$2790 will be used to pay our outstanding bills to O'Mac Construction and the remainder be placed in a restricted account.

Motion seconded

**Motion amended to read:** Insurance check for \$2790 will be used to pay our outstanding bills to O'Mac Construction and the remainder be placed in a restricted account in lieu of using the vestry discretionary account.

**Motion Seconded and Passed.**

*2011 – 2012 Goal Setting Process* – Defer

## NEW BUSINESS

### *Congregational Meeting Food Costs*

Shawn recommends using Vestry Discretionary fund to provide a catered meal. Michael suggests approaching Frank Mussato about arranging the catering. Whitney volunteered to coordinate the meal. Vestry will bring the breakfast foods.

**Motion:** the catered meal for the congregational Meeting will be paid out of the Vestry Discretionary fund.

Seconded and Motion carried.

### *Invitation to Congregation to attend Congregational Meeting*

Carl Andrews suggested that we make invitations directly to some people. September 10 is also the Out-to-Lunch Bunch so we are hoping they will also attend. Michael asks that we email him names of people we would like to invite. Bruce and Mary offered to contact people. Cammie will make an invitation at the Seniors Meeting.

### ***Personnel Committee***

See notes attached in Fr. Michael's report about draft Personnel Advisory Committee. Nick is curious where the personnel policies will be formulated if not by the Personnel Committee? Patty wants to know when it was decided the Personnel Committee was a done deal. Michael responded that the committee is strictly an advisory not making policy decisions. Bob Rushforth thinks this is a good idea and it is a nice diverse group that Michael has suggested.

Shawn says that the vestry will approach the policy issues at a later date, but it is our purview. Shanda is concerned about this being more old St Tim's – if the committee is discussion particular staff problems it will be more hurtful or secret.

Kent is concerned that this committee could help develop skills but it should not deal with specific personnel issues. It should be a Mentoring Group, perhaps call it the Leadership Advisory Group. Kent feels the Vestry needs to develop personnel policies and be careful not to let policies be the purview of the advisory group. How do we move forward? Kent would like to see us form a vestry Personnel policies committee. Discussion regarding the need to establish better personnel policies. This could be done with an external committee that could recommend policies for hiring /firing and evaluations to the vestry. Michael thanked the Vestry for its insight, which he will incorporate into the formation of the advisory group.

### **CLERGY AND WARDEN REPORTS**

See attached.

#### **Rectors report: see attached**

Emphasizing his adaptations to requests for change especially Care committee

#### **Junior Warden report: see attached**

#### **Shanda Velisek report on progress with the Youth Center:**

Exciting time at St. Tim's. Really thinks Michael is doing a good job. Lot of potential at St. Tim's if we say yes to God/s Call. Have received \$40k in cash and \$10K in in-kind contributions. Oct. 1 party here for donors. Most donors are from outside St. Tim's in the community.

#### **Deacon Cammie Houpt's report: see attached**

**ADJOURN: 9:53**

**Respectfully submitted by Mary Carr  
Clerk of the Vestry**