



St. Timothy's Vestry Minutes

January 5, 2021 (virtual meeting via Zoom)

Vestry Minutes taken by Katharine Wells, Clerk of the Vestry

Present: Pastor Stephanie Kopsch (Interim Rector), Mother Lauren Grubaugh (Associate Rector), Shawn Murphy (Senior Warden), Mark Sneden (Junior Warden), Dennis Haugh (Treasurer), Dominic Dezzutti, Ann Pontius, Jessica Ross, Jennifer Saldanha, Neil Scarlett, Marie Schriefer, Katharine Wells, Dick Loyd (Chairman, Finance Committee)

Absent: Bale Barrera, Sheila Beurket

Spiritual Reflection

6:30 p.m. – Pastor Stephanie read a passage from Numbers, chapter 11. She asked the group to reflect upon, “What are you leaving behind? What did you bring that you will take with you? What do you think the promise land for St. Timothy’s might be?” The group shared their reflections.

Called to Order & Agenda Review

6:58 p.m. – Shawn called the meeting to order. A quorum was present. No adjustments were made to the agenda.

Approval of Minutes

6:59 p.m. – Two typos were edited on the December minutes. Also, Dennis corrected the amount listed for the rector search budget to read “\$15,000.” Mark moved to approve the minutes as corrected, and Marie seconded. Approval was unanimous.

Clergy and Warden Reports

7:01 p.m. – Stephanie provided a written report about her observations in her time at St. Tim’s thus far. She asked the group, “What am I missing? What am I not paying attention to?” The group shared that it is hard to know what is missing, given the pandemic circumstances. Jessica mentioned communion at the assisted living communities, and Stephanie shared that she is aware of that pre-pandemic outreach. She noted it is not able to be resumed at this time.

7:09 p.m. – Shawn provided a written report. He noted that the invitation to apply for the Profile Committee was published in last week’s newsletter. The committee will write the profile to share with candidates during the Rector search process. Later, a Search Committee will be assembled. Both committees require a time commitment over multiple months, which is why the work was divided into two committees.

7:20 p.m. – Mark shared an update on an electrical issue that was identified in the areas behind the sanctuary. Mark fixed the minor issues that he was able to, but then needed to bring in an electrician as there were extensive repairs needed. The total cost of the repairs was \$1,500. Now, all the lights are working correctly.

Treasurer’s Report

7:23 p.m. – In advance of the meeting, Dennis shared a memo along with the monthly financial statement documents. Dennis noted the significant surplus from November as the PPP loan forgiveness was converted into revenue. Pledge offerings for the year were remarkably close to the original pledged giving for 2020, within half of a percent of the budgeted forecast of \$560,000. Non-pledged giving ended the year at \$68,000, which was 24% below the budgeted amount of \$90,000. He feels the income for 2020 was truly remarkable, given the pandemic

closure circumstances. While the books are not yet closed for 2020, Dennis anticipates the budget surplus to be around \$115,000 or \$120,000.

Dennis shared a copy of the auditor's report, which the Finance Committee will review and discuss in their coming meetings.

Dennis reported, we have an agreement with the IRS to pay \$2,200 and have all claims against us discharged.

Dennis noted that Congress has approved an extension of the PPP program. Businesses that received a loan the first time are eligible to apply again. The Small Business Administration has not yet published any forms about applying for the loan. We will need to look closely at the criteria for the second round to see if we qualify. Then, the Vestry will need to approve if we should apply.

New Business

7:34 p.m. – *2021 Budget Approval*: Dennis shared a detailed budget in advance of the meeting. This budget recommends spending of about \$637,000. This level of spending would provide for the line items we discussed at the prior meeting, including a 2% raise for the staff, one-time bonuses for Adam and Dana, and salary for a part-time digital minister. The proposed budget includes deficit spending of about \$92,000 for 2021. This would mean, we are putting up about 12% of our liquid reserves against the 2021 budget. However, we should keep in mind the surplus from 2020 of about \$115,000. The 2020 budget included spending of over \$700,000, so this year's budget is cut back from last year's. We are hopeful that if church can return in-person during 2021, we would see an increase in non-pledged giving. Given all the uncertainties facing us this year, the 2021 budget is truly a best guess.

Dennis proposed a motion to approve the spending budget for 2021 of \$637,000. Dominic seconded, and approval was unanimous.

Shawn shared his thanks to Dennis, Dick, and the Finance Committee.

Vestry Retreat Group Reports

8:03 p.m. – Shawn invited the groups to share any updates.

Small Group / House Ministries: Lauren reported they are launching Epiphany small groups that will run for the next six weeks. Then, there will be Lenten small groups, which the staff is currently planning. There was a positive response to the recent small groups which read Presiding Bishop Curry's book, Love is the Way. These groups are building upon the Acts Communities from the Fall. Even though these are not currently meeting in houses, that is still the ultimate goal – to move deeper into community with these small groups.

Parish Ministry Assessments: Dominic reported he has gathered the responses from the November survey to ministry leads. The committee will look at the compilation of the answers to present for a conversation at the February Vestry Meeting.

In-person Worship: Pastor Stephanie shared that our plans for how we will do in-person worship are already set. At this point, we are looking at the conditions for when we would potentially come back. There is another Bishop's Office meeting next week to hear their suggestions. The safety of our parishioners is the primary concern.

Calendar Review

8:18 p.m. – Shawn reviewed the upcoming calendar items.

- Annual Meeting is tentatively scheduled for January 31. The meeting will be simplified, with reports from the Warden, Interim Rector, and Treasurer.
- Vestry Meeting on February 2.

Outgoing Vestry Member Farewell

8:22 p.m. – Shawn and the group shared their thanks with the outgoing Vestry Members – Mark, as Jr. Warden, and Vestry Members, Sheila, Bale, and Jessica (who completed an unexpired term).

Next Meeting

The next meeting of the Vestry will be Tuesday, February 2, 2021 at 6:30 p.m.

Adjourn

There not being any additional business, Dennis moved, and Mark seconded the motion to adjourn at 8:29 p.m. Approval was unanimous.

Respectfully Submitted,

Katharine Wells

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Clerk of the Vestry