Reminder: Next Vestry Meeting is February 15, 2017

**Minutes of the Vestry**

**St. Timothy’s Episcopal Church**

**January 18, 2017**

The regular meeting of the Vestry opened at 6:45 with a prayer for the parish.

 Vestry Staff

 Kate Buckley Marvin Foltz, Rector

 Jim Clark -- absent

 Larry Holmes

 Jon Hotra

 Caroline Kelsey Others

 Adrian Moore -- absent Rick Sharp, Treasurer

 Willard Moseley Jacob Conard, Youth Representative

 Rob Muschany Anne Teymouri, Clerk

 Nancy Setzer

Nancy Sinise

 Mitzi Uyemura

 Michael Wyland

**Minutes:** A motion to accept the minutes from December 21, 2016 was seconded and approved.

**Treasurer’s Report:** Rick Sharp stated that he, Kurt Zwikelmaier and Alice Fritsch rotate the roles of treasurer, but it would be more convenient if all three were authorized to sign checks for the parish.

A motion to include all three names on the list of those authorized to sign checks for the parish was seconded and approved.

A motion to formalize rotation of treasurers every two years in the order of Rick Sharp, Kurt Zwikelmaier, and Alice Fritsch was seconded and approved.

Rick reported that the budget ended very close to target. Higher than expected expenses for maintenance were offset by lower utility costs. Strong income in December ended the year with a surplus close to $10,000, much of which came from facility income.

 Rick asked the vestry to consider two items related to the balance sheet:

1. Funds come into the Rector’s and Deacon’s Discretionary Funds from donations from parisioners, plate income once a month and proceeds from the Scrip Program with local businesses. Rick stated that the Deacon’s Discretionary Fund has remained on the balance sheet even though there has not been a parish deacon for some time. He asked that the line item be removed in order to streamline the balance sheet. Mitzi suggested that retired deacon Jan O’Neil be asked for suggestions of where to direct the remaining $2,058.94 remaining in that account. Mitzi agreed to speak to Jan and report back to vestry.
2. Rick asked for clarification of two items in the Liabilities section of the balance sheet. He asked whether there might be an overlap between the Youth Group item and the Nancy Metcalf – Youth and Family item. It was agreed that the two funds do not overlap since the Nancy Metcalf Memorial funds are to be used only for specific events involving youth and family by request and upon approval of the vestry. Rick noted that Alice Fritsch will handle all bookkeeping for Outreach (regardless of the rotation schedule) since she best knows the nuances of the finances of those ministriesA motion to accept the Treasurer’s Report was seconded and approved.

**Budget:** Rick reported that John O’Bryan will continue on the Finance Committee. He led vestry

members in an examination of the proposed 2017 budget. Together they tweaked several line items.

A motion to accept the 2017 budget as it will be amended was seconded and approved.

**Endowment By-Laws:** Rick discussed some of the logistics of the by-laws being updated by the Endowment Committee. Marvin reported that three highly qualified parishioners have agreed to serve as Endowment trustees as the number of trustees increases from five to seven. Rick explained the need for the by-laws to set an earlier date for determining the spending rate percentage so those working on the next year’s budget will have that information earlier in the budget-planning process. Jon Hotra added that the vestry has not yet seen some of the final documents Endowment will use going forward. Marvin responded that the Endowment Committee meets Monday, January 23. He will request those documents as well as an adjustment to the date for setting the spending rate percentage at that meeting. Afterward, Marvin agreed to can email vestry members the information for their review and vote regarding the new Endowment By-Laws prior to the Annual Meeting.

 **Stewardship Update:**  Jon Hotra reported that the Stewardship Campaign has ended successfully with pledges of $576,000. After serving four years in the position of Stewardship Chair, Jon will step down. Rob Muschany has agreed to serve as Chair in 2017.

**Annual Meeting Planning Update:** Marvin reminded vestry members that the Annual Meeting will be held on January 29 after a 9 a.m. service. He expressed his appreciation for the ministry chairs who have already turned in their reports. He noted that the Bishop prefers to use bread for the service; Willard Moseley volunteered to bring bread for that service. Caroline Kelsey added that Championship Catering will cater the meeting. Since the owner will not be able to attend, his wife will represent the company that morning.

**NEW BUSINESS**

**Staff Search – Youth Lay Minister:** Marvin reported thatconsensus hadjust been reached earlier this evening to offer the position to David Coulter**,** contingent upon background checks and calls to his references.

**Staff Search – Administrative Assistant:** Marvin reported that Tess Barcey has accepted the offer of the administrative assistant position. She will begin Monday, January 23.

**Proposal: Adrienne Danrich Presentation:** Marvin informed the vestry that the Racial Reconciliation Team has proposed a musical and visual performance by Adrienne Danrich titled “This Little Light of Mine.” The date of Sunday, September 24 has been set for that performance to take place in the sanctuary. It will be co-sponsored by St. Timothy’s and All Saints, St. Louis, but the Racial Reconciliation Team hopes there will be some outside sponsors to defray costs of the event, possibly even making it possible to offer it with low to no admission costs.

**2017 Nominations:** Marvin informed vestry that he has sent vestry candidates the vestry job description. The following candidates have agreed to run for positions.

* **Vestry:** Alonzo Collins, Madeline Zwikelmaier, Mark Schuerman and Judy Demarco
* **Convention Delegates:** Danielle Pennel and Holly Wilson
* **Endowment:** Ginni Campbell, Jennifer Wischnowsky, and Brooke Forsyth

**OLD BUSINESS**

**Discussion of Vision/Mission/Ambition:** Willard noted that he believed the best example of a mission statement circulated by email among vestry members following the last vestry meeting came from Jon Hotra. Jon circulated a very brief vision from another parish. Marvin asked Jon to collect the various examples and suggestions that had been circulated into a single document and re-circulate them for vestry members to consider.

Vestry Retreat: Vestry members agreed to Saturday, February 25th for the vestry retreat in hopes that some or all of the new incoming vestry could attend. Vestry members plan to meet from noon to 4:30 and stay for the 5 p.m. service, if possible.

Marvin added that Dennis Whittington plans to attend the Episcopal School for Ministry training scheduled for January 27th and 28th. The cost of attending is $400. Vestry members agreed with Marvin that the parish should cover those costs.

**Facilities Management Report:** Larry Holmes presented the vestry with advance copies of the Facilities Management Report he has submitted for the Annual Meeting. In it he outlines the major challenges and expenses he, Michael Wyland, Paul Michael, and Ron Batty have encountered with the facilities this past year, especially in regard to HVAC systems, roofs, lighting, and landscaping. In the coming year, Larry and Michael Wyland have agreed to co-chair the Facilities Management Team.

**Rector’s Report and Closing Prayer:** Marvin thanked the four outgoing vestry members. He asked them to take a moment to express their thoughts upon completing their terms and possibly even offer advice for incoming vestry.

Nancy Sinise observed that vestry has worked hard with tasks involving organization, especially in creating job descriptions, defining duties of staff and working through the responsibilities of managing the new facilities.

Caroline Kelsey urged remaining vestry members (and incoming ones) to keep in mind the importance of following up on action plans. She noted that they need to encourage each other to follow through with plans once the vestry commits to them.

Larry Holmes expressed how he looks forward to the promise that creating a specific vision/mission for the parish offers. He believes that once in place, the vision/mission can help the parish whittle away ministries for which there is insufficient participation to focus on doing fewer ministries more effectively.

Michael Wyland, retiring Senior Warden, recounted how he and Marvin have worked to make the vestry function in a more business-like manner to make decisions and get things done. He encouraged the remaining (and incoming vestry members) to create more opportunities for discernment like the First Wednesdays offered last year to keep energizing and re-energizing ministries. Marvin agreed that the First Wednesdays had proven helpful, especially with re-energizing the Pastoral Care, Worship and Fellowship ministries.

Marvin ended the meeting with a reminder to outgoing vestry members of the importance of their ideas and suggestions in the future. He urged them to bring those ideas to vestry members, and even to future vestry meetings.

Respectfully submitted,

Anne Teymouri, Clerk