Minutes

St. Andrew’s Vestry Meeting

October 19, 2021

Wardens and Vestry present: David Blanchard, Christine Benken, Edie Vaughan, Ed Ross, Seth Stewart, Sally Pearce, Marilyn Cheney, Lili Pugh, Cindy Freese

Absent: Rachel Zoller, Priscilla Glendinning

Rector: Suzannah Rohman

Also present: Bill Judd

1. Opening Prayer and Check-in
2. Reports and Action Items
	1. Approval of minutes from September 21, 2021 – approved
	2. Property Committee – Christine Benken
		1. Don Wathne, the structural engineer who previously inspected St. Andrew’s, seems agreeable to doing so once more. Christine has an alternative in mind if he can’t do it.
		2. Tor Glendinning is working on a mid-range planning document.
		3. Three different groups have looked at the stained glass. All seem very knowledgeable and will be providing quotes.
		4. Dead tree removal – Bill Judd has gotten one quote and will get another. Questions were asked. What will be left? Is there any plan to make things more attractive? Are the Shoreline Regulations an issue? Despite the questions, it was agreed that the trees present a safety issue first and foremost. So, a motion to proceed with a quote of $3800 from B & B Tree Service to remove about 11 dead or near dead trees was approved.
		5. The committee has received several quotes for windows to replace those on the first and second floors of the addition. After a discussion, the motion was approved to proceed with window replacement in the addition with Renewal by Anderson at a cost of $44,000.
		6. The committee is trying to get a quote for new carpeting.
		7. Ed Ross asked if the property committee is aware of any significant expenditures, other than the roof and structural work, that might crop up in the next 3 to 5 years. Discussion ensued. Electrical? Plumbing? There was evidence of a leak in the undercroft that turned out to be from a radiator in the sanctuary.
	3. Treasurer’s Report – Ed Ross provided comparative balance sheets and revenue and expense reports as well as the following report:
		1. Net operating income totals $69,787 for the twelve months ended September 30, 2021. Excluding the forgiven first PPP loan of $48,673.58, operating income is $21,113; the pro rata budgeted deficit for the period is $22,936 a swing of $44,049.
		2. Excluding the forgiven PPP loan, total revenues are $263,446 compared to a budget of $281,400. Of this $17,954 shortfall, plate offerings, small bequests, altar flowers and facility use account for $12,681. Pledge payments to-date are $2,915 below the pro rata budgeted pledge payments. The remaining difference of $2,358 is due to actual investment income being less than the pro rata budget.
		3. Operating costs remain below budget due to the reduced use of the building and the reduction in on-site programs. Of the $51,307 difference between actual and budgeted costs, $38,000 is directly attributed to the noted reductions. Roughly $5,000 is due to benefit cost savings and the remaining $8,000 is due to timing of payments.
3. New Business
	1. Nominating Committee – David Blanchard reported that the committee will consist of 7 members. The three retiring vestry members (Ed Ross, Marilyn Cheney, Cindy Freese) will be members and one will serve as chair. Four other members must be found. Suzannah will send an email to get things started.
4. Old Business
	1. Stewardship – Christine Benken reported that the committee has approved the letter that will go to the congregation with the pledge card. The committee will make announcements about stewardship and Suzannah will deliver a sermon. Ingathering Sunday will be November 28.
	2. Christian Formation – Suzannah Rohman reported that she invited everyone with children to be on the committee. There is a possible candidate for the director of Christian Formation position.
	3. Reopening
		1. Suzannah presented the following plan.
			1. The 8 am service will be morning prayer on zoom. It will not be live-streamed. It can be simpler than what we did before when that was all that we offered. There could be virtual coffee hour afterwards.
			2. The 10 am will be in-person, inside, and will not include singing. It will live-streamed. We will need to rethink communion in order to avoid bottlenecks at the altar.
			3. The choir will record music to be played at both 8 am and 10 am.
			4. Discussion ensued. What if we get crowds at 10? When will it be safe? What are the current guidelines for air circulation from the CDC? (Suzannah will ask the diocese.) Do we need to have our air circulation studied? (Tor Glendinning might know who to contact. The property committee will investigate.)
			5. The Vestry approved Suzannah’s plan. Starting on the 1st Sunday of November, the 8 am service will be Morning Prayer on zoom. The 10 am service will be Holy Eucharist inside the church and with no singing. It will be live-streamed. The first Sunday of the month will be Rite 1 and the rest of the month Rite 2. There will be no indoor coffee hour.
	4. Use of Information Policy – Seth Stewart shared his draft. The vestry reviewed and commented, and the motion to approve with changes passed unanimously.
5. Expressions of Gratitude
	1. Seth Stewart for drafting the Use of Information Policy – thanked in the meeting
	2. Bill Judd for his assistance with setting up the hybrid zooms for the Vestry meetings and Sacred Ground. Suzannah will thank him.

Respectfully submitted,

Cindy Freese