Minutes

St. Andrew’s Vestry Meeting

November 16, 2021

Wardens and Vestry present: David Blanchard, Christine Benken, Priscilla Glendinning, Cindy Freese, Ed Ross, Edie Vaughan, Seth Stewart, Rachel Zoller, Lili Pugh

Absent: Marilyn Cheney, Sally Pearce

Rector: Suzannah Rohman

1. Opening
2. Reports and Actions Items
   1. Approval of minutes from October 19, 2021 – approved
   2. Property Committee – Christine Benken
      1. John Wathne is scheduled for November 29. He will look at everything that is “structural”.
      2. The tree service is expected on Friday or Saturday.
      3. Stained Glass
         1. The committee received bids from 3 firms and chose Twin Elms Stained Glass. The bid is $15,400 for the 2 altar windows and the work will be done in the spring. The motion to contract with Twin Elms for the restoration of 2 stained glass windows (on either side of the altar) for the sum of $15, 400 was unanimously approved.
         2. The work will take 2 -3 months and plywood will be placed in the window opening for the duration of work.
         3. Ed stated that St. Andrew’s needs to get a certificate of insurance from Twin Elms.
      4. The committee is seeking a quote for nave lighting and will report further at the December Vestry meeting. It is expected to be about $6,000.
      5. Work on replacing the carpet is moving slowly. It has been very difficult to get information and prices from dealers. As a result, it is unlikely that the new carpet will be replaced by year end.
      6. Inspection of all systems (electrical, etc.) is on the to do list but the work has not started.
      7. Tor Glendinning’s report has been received but it was not what Christine expected. The report was focused more on space usage than on maintenance. She believes that a maintenance list can be put together using lists from the structural engineer and other people. She hopes to have it done by the December 8 deadline.
   3. Treasurer’s Report
      1. Ed reported that he will present a draft budget at the December Vestry Meeting with the goal of having a budget approved at the January meeting.
      2. Restricted Capital Expenditure Reserve
         1. Ed shared a proposal from the Finance Committee, dated October 29, 2021. (Attached below.) The fund described would be a reserved fund for capital expenditures as defined by the Vestry.
         2. Discussion ensued. Points made included: that anything a governing body does, another governing body can change. We must be clear going forward that anything that is donated is unrestricted.
         3. The Vestry unanimously approved the motion to create the Restricted Capital Expenditure Reserve, as defined by the memo of October 29, 2021.
3. New Business
   1. Mutual Ministry Review – Suzannah reported that she has contacted Michael Ambler to find out who will be facilitating the review. It will be held in January.
   2. Annual Meeting – The date is January 30 following a 9 am service. The snow date is February 2.
   3. Haiti Art Sale – Frazier and Susie Meade have asked permission to have a sale at St. Andrew’s. After much discussion, the Vestry decided that there should not be a sale at this time because of Covid concerns. Perhaps, it will be possible in the Spring.
4. Old Business
   1. Stewardship – Christine reported that 77 cards have been received and that 75 to 80% of last year’s pledge amount has been reached.
   2. Nominating Committee – The committee provided a status report and asked to have the subject of nominations mentioned in Vestry announcements. There was a discussion about contested vs uncontested elections.
   3. Christian Formation – Suzannah provided a job description for the Children and Youth Ministries Coordinator and asked for comments. Suzannah will offer the position to a qualified member of the parish. If the position is accepted, the start date will be January 3, 2022. Adult Christian Formation will be Suzannah’s responsibility.
   4. Reopening – Suzannah presented a plan for December. Ultimately, it was decided to ask Ben Cooke to lead Morning Prayer on zoom and to have in-person inside services at 8 am and 10 am.
5. Expressions of Gratitude – the Stewardship Committee – Ed will write a note.

Respectfully submitted,

Cindy Freese

St. Andrew’s Episcopal Church

Restricted Capital Expenditure Reserve

October 29, 2021

St. Andrew’s Balance Sheet as of September 30, 2021 (page 2) has cash and cash equivalents in the following amounts:

Checking $128,511.58

CDs $252,465.35

Total $380,976.93

Restricted funds included in the checking totals are: Altar Guild ($206.00), Columbarium/Memorial Garden ($10,131.12), Outreach Reserve ($12,345.06), Fish ($3,616.29), Mary Reynolds Fund ($7,015.01) and the 2nd PPP Loan ($47,210.00). Thus, the net available in the checking account for operating use is $47,988.10, approximately 12% of annual operating expenses.

Proposals:

1. $250,000 of the $380,976.93 be designated Vestry Restricted Capital Expenditure Reserve.

2. Each quarterly distribution from the Henry Vaughan Fund (approximately ($5,000) be added to the Vestry Restricted Capital Expenditure Reserve account.

3. The quarterly distribution be retroactive to June, 2021, as the vestry approved this distribution t the May 18, 2021 meeting.

4. The Vestry Restricted Capital Expenditure account is to be used for vestry approved non-operating expenditures of a capital nature.

5. Should the approximately $50,000 operating reserve be insufficient, then the St. Andrew’s Investment Fund would be drawn on.