

Worship God

Grow in Discipleship

Share Christ's Love

**Minutes of the St. Andrew's Vestry Meeting
June 24, 2025**

In Attendance:

Sara Sandberg, Sr. Warden
Kelley Kash, Jr. Warden
Tanya Albert
Kirk Holbrook
Bob Lundeen
Rita McKinney
Ruth Piper
Alex Pugh
Laura Blanchard
Martha Elliott

Absent:

Suzannah Rohman (on Sabbatical)
Laurie Gray

Guest:

Bishop Thomas Brown

1. Opening Prayer/Reflection

The meeting was called to order at 4:00 pm. The vestry welcomed Bishop Brown. Martha shared the poem "Hiawatha," and the group sang "Johnny Appleseed." Ruth Piper volunteered to give next month's reflection.

2. Reports and Action Items

- a. Review/Approval of Meeting Minutes: The vestry reviewed the notes from the May 27, 2025, meeting. The clerk was unable to attend the meeting and compiled the notes from others. During discussion, consensus was that more work was needed to clarify certain items and that the minutes should be in more standard format. Approval of meeting minutes was tabled until the next meeting.

- b. Treasurer's Report: Kelley presented the report for Ed Ross. Ed's full report is attached. Special attention was paid to the various restricted funds and their uses and limitations. It was also noted that the stipend for the interim rector will be paid from the Sabbatical Fund account. After discussion, approval was given to give the balance of the Student Gift Fund, \$492.00, to Camp Bishopswood. A motion was made to approve the Finance Report, seconded, and motion carried.
- c. Property Committee Report: Bob Lundeen provided copies of his notes, which are attached to the minutes. The discussion included suggestions for the foyer walk-out area, repair and reconstruction of the Glidden Street curb and wall, and removal of the existing fence and replacement with picket fence, and a new rug for the library. He requested clarification on the "corner garden," which is being spearheaded by certain congregation members but is not part of the committee's oversight. Kelley and Sara said they would try to meet with them for more information on their plans. In the meantime, the question was asked if the vestry should consider establishing a policy requiring groups to coordinate with the vestry to ensure better coordination and oversight of church activities.
- d. PNDC/Resource Committee Report: Kelley reported that the committee met last week to continue its discussion on how to move forward on the PNDC goals and initiatives and identify considerations for the 2026 budget. Specifically, the group is looking at how to enhance communications. A related item is planning for the transition of the parish administrator's transition in the next year. The committee suggested establishing a communications committee to help with ideas and direction, as well as providing photos and articles. The vestry concurred that a communications committee sounded like a good idea. The PNDC will develop its proposal more and bring it back to the vestry. The group also discussed ways that we could better include homebound members in the monthly Wednesday healing service and luncheon, which will be discussed under new business.

3. Old Business

- a. Nine am Sunday Worship Service Update: Kelley noted that attendance averages around 70 each week, similar to previous 8 am and 10 am services. Increased energy is evident, with better-attended coffee hours and activities.

- b. Pride Flag: Sara reported that the Pride Flag approved by the vestry last month is in place and on display. She has already received several comments of support.

4. New Business

- a. Kelley remarked that the PNDC felt that we had an opportunity to pursue our goal of “Taking care of each other,” by robustly supporting the healing service and luncheon held on the first Wednesday of each. He felt that if we as a vestry were committed to it that it might grow over time to support not only our own members but others in the community with similar needs. He asked vestry members to join him at the next few services to find out more about it.
- b. Sara asked vestry members to think about a discussion for next month regarding the continued display of the American flag.

5. Expressions of Gratitude

Special thanks to the Earth Keepers whose Adopt-a-Highway program was acknowledged at a recent town meeting. Bishop Brown also acknowledged the importance of our Diocesan Assessment contribution and reminded us how important it was in keeping some of the smaller parishes viable.

6. Adjournment

The meeting was adjourned at about 5:30 pm. The next meeting will be July 22, at 5 pm.

2 Attachments

- 1. Treasurer’s Report
- 2. Property Committee Report

St. Andrew's Episcopal Church
Treasurer's Report with Actual-to-Budget Analysis
Year-to-date, May 2025

Operating Revenues and Expenses through the first five months of 2025 are generally satisfactory, considering the timing of Pledge Receipts, Diocesan and DFMS distributions, and the seasonal impacts of Fuel Oil/Propane and Snow Removal. General Maintenance is an exception to this statement.

General Maintenance at \$16,569 is over the 2025 budget by \$569.00. I thought the 2025 Operating Budget included painting, but it did not.

St. Andrew's has two unrestricted funds on its Balance Sheet – St. Andrew's Investment Fund (#3009) and Unrestricted Funds (#3900). The other funds are restricted.

Restricted Funds

Money given by donors to a nonprofit organization may specify how a gift is to be used in three basic ways:

- An Unrestricted Fund can be used for any purpose the organization deems appropriate.
- A Temporarily Restricted Fund must be used for a specifically defined purpose.
- A Permanently Restricted Fund is designated to be held in perpetuity as principal, on which interest can be earned, with only the interest allowed to be spent.

The Student Gift Fund began in 2022 to help support Mark Zoorob at the University of Maine. Donations from the congregation funded the account.. Two payments were made to the University of Maine, leaving an excess of \$492.00. Before her sabbatical, Suzannah and I discussed donating the balance to the Bishopswood Scholarship Fund, with Vestry approval.

A notice in the newsletter advising donors of St. Andrew's intention should satisfy the requirements of a Restricted Fund.

The Curate Fund, established in November 2023, supported Ben Cooke as transitional deacon at St. Andrew's Church. Contributions from two parishioners funded the account. Donations exceeded the payroll requirements, leaving \$2,700 in the account. After receiving the donors' approval, Ben received the balance.

The Henry Vaughan Fund (HVF) document has meaningful restrictions on the spending of the funds.

The Rector Sabbatical Fund receives funds transferred from Unrestricted Available Funds. As I understand the intent, the cost of a temporary rector is to be expensed to this account. Thus, the expected expense of \$16,147.50 plus travel will not show in the expense accounting for 2025.

The Sabbatical Fund received the Lily Foundation grant of \$59,946.00. Costs to date have been charged to the account. The portion of the Sabbatical used for Suzannah's children will be subject to income taxes. This additional tax expense and Suzannah's plan changes will require an amendment to the sabbatical funding. Hopefully, the changes will offset and be approved.

Ed Ross
Treasurer

Property Committee Report to Vestry - June 2025

The Committee met in the Undercroft on June 10th with 8 members in attendance and 1 on Zoom.

Ongoing activities discussed included:

- Refining design options for the Memorial Gardens
- Exploring options for refurbishment of chairs in the Library and Suzannah's office and a new desk for Suzannah
- Monitoring warranty repairs to the atrium roof drain with G&E Roofing.
- Possible Tidings activity of weeding the Memorial Garden on June 29th
- Development of a routine maintenance schedule and list of potential capital projects
- Exploring repair to the bell in the bell tower
- Discussed feed back on parking area signage – generally positive
- Re-lamp of the burnt-out altar flood light
- Fix/replace the old rotary dimmer switches throughout
- Investigate the addition of speakers in the Atrium that are synchronized with the microphone system from the Sanctuary
- Seek someone to clean the carved screen above the organ and the ceiling fans
- Seek suggestions/solutions for “walk-off” area in the Foyer
- Investigate options for a rug for the library
- Contact Capozza Flooring about the “bubbling” of the new carpet in the hallways and to assist in preparing a deep cleaning routine for the new carpets
- Status report from the Architect Selection sub-committee (See attached draft RFP and Cover Letter)

Specific activities included:

- Suse Wicks began routine garden maintenance – impressive start
- Notified Peter Anderson of the acceptance of his firm's proposal for the repair/resetting of the Glidden Street granite curb and improvements to drainage from the street
- Notified Tom Fence of the acceptance of their proposal for removal of the existing fence and replacement with a picket fence
- Decided to table the proposal from TC Hafford for the purchase and installation of a new de-humidifier in the Undercroft
- Placed a timer on the de-humidifier and scheduled it to run over night (from 9:00 pm to 8:00 am) and monitor whether that sufficiently controls the humidity
- Discussed getting a proposal for cleaning the rug in the Undercroft
- Discussed purchasing a vacuum cleaner to use between our weekly contacted cleanings
- Discussed lack of clear oversight by our committee of some gardens

Action requiring Vestry approval:

- Seek guidance regarding the “corner garden”