

Worship God

Grow in Discipleship

Share Christ's Love

**Minutes of the St. Andrew's Vestry Meeting
July 22, 2025**

In Attendance:

Sara Sandberg, Sr. Warden

Kelley Kash, Jr. Warden

Tanya Albert

Bob Lundeen

Rita McKinney

Alex Pugh

Laura Blanchard

Martha Elliott

Ed Ross, Treasurer

Absent:

Suzannah Rohman (on Sabbatical)

Laurie Gray

Kirk Holbrook

Ruth Piper

1. Opening Prayer/Reflection

The meeting was called to order at 5:04 pm. Ruth was unavailable to give the opening reflection. Rita volunteered to give next month's reflection.

2. Reports and Action Items

- a. Meeting Minutes Review: The vestry approved the May and June minutes, with the correction that "Rector" should be replaced by "Priest." Sara reported that Laurie Gray has resigned from the vestry for health reasons. The vestry voted to accept her resignation and agreed to convey their appreciation. Tanya volunteered to write a note of thanks on behalf of the vestry.

- b. Treasurer's Report: Ed Ross presented the Treasurer's Report, which is attached to the minutes. He reported that six-month results are satisfactory, with ordinary income, pledge payments, and operating expenses were ahead of budget projections.

He provided the finance committee's response to two questions from the vestry:

1. Is painting considered an operating or capital expense? Regularly scheduled painting is classified as an operating expense.
2. The use of restricted funds follows the restrictions set at the time the fund was established. If the vestry sets restrictions for a fund, future vestries may alter those restrictions. Donor-imposed restrictions accepted by the vestry remain unless amended by the donor.

The vestry discussed the treasurer's desire to implement a more formal capital budgeting process alongside the annual operating budget, with general agreement to proceed, particularly given upcoming major projects. The finance committee will begin the budget process in September. There should be broader vestry representation. Sara is already on the finance committee. Kelley agreed to attend the meetings as well.

There are varying views regarding accounting procedures for grant funds received for Suzannah's sabbatical, though no significant concerns have been identified. Guidance from the Lilly Foundation is pending.

- c. Property Committee Report: Bob Lundeen summarized several items from his notes, which are attached to the minutes. The committee discussed funding for ongoing projects and regular maintenance expenditures. With the ASC now functioning as a subcommittee of the property committee, he will handle reporting to the vestry. He noted the importance of establishing a policy regarding parishioner ventures that proceed without coordination or oversight. There were no actions requiring vestry approval.
- d. PNDC/Resource Committee Report: Kelley noted the committee did not meet last month but updated on the Architect Selection Committee (ASC). On July 2, RFPs were sent to 8 architectural firms for building improvements and preservation. Three firms have shown interest; one attended a recent tour. Proposals are due August 15, with interviews planned for late August and recommendations expected in early September before final vestry approval.

3. Old Business

- a. Nine am Sunday Worship Service Update: Kelley reported that attendance was 87 on Sunday, attributing this partly to John Nieman's presentation at coffee hour on Christian Nationalism. While parking remains limited and the church is close to full capacity, no significant issues were noted. Some members mentioned concerns about 9 am being inconvenient and expressed interest in having a quiet, contemplative period before the service begins. The vestry discussed possible methods and a timeline for gathering feedback from the congregation on the 6-month trial, including holding a discussion after the October 19 service and providing opportunities for members, especially seasonal attendees, to submit feedback via email before their departure.
- b. Tidings Schedule: Sara outlined upcoming events planned for after service coffee hour.
- c. American Flag: Kelley noted that time was short, so the long-standing question of whether to display the American flag in the sanctuary could not be fully discussed. Members shared varied opinions on the matter, recognizing its sensitivity. The discussion will continue at the next meeting.
- d. Communications Committee: Kelley stated that the PNDC requires further development of the concept and recommended postponing the discussion until the next meeting.
- e. Wednesday Worship Service: At the previous meeting, Kelley inquired whether the vestry would support and participate in expanding the Wednesday healing service to better serve individuals who are homebound or have mobility challenges and are unable to attend Sunday services. Martha mentioned that this service could also offer an alternative for those who prefer a quiet, contemplative environment. No decision or commitment was made. For further discussion at a future meeting.

4. New Business

- a. Policy on Parishioner Gifts and Initiatives: Sara raised the need for clear guidance regarding situations where individuals donate items or initiate activities without prior coordination with the vestry, office, or oversight committee. It was noted that a policy on gifts and donations may already exist, and Kelley will look into this matter. A question was also brought up concerning the appropriate handling of ashes interred in

the memorial garden, and Bob will research relevant state and local regulations. The formation of a subcommittee to draft a policy was suggested by Sara. Alex stated that a bylaws committee has already been established to review current policies, with work set to begin upon Suzannah's return. Meanwhile, policies can be drafted for the committee's review.

5. Expressions of Gratitude

For Laurie Gray for her years of outstanding service on the vestry.

For Pam Mott for her wonderful, inspirational sermons.

For Suzannah Rohman for her vision and confidence to bring Pam on while she is away.

6. Adjournment

The meeting was adjourned at 6:50 pm. There will be no meeting in August. The next meeting will be on September 23, at 5 pm.

2 Attachments

1. Treasurer's Report
2. Property Committee Report

St. ANDREW'S EPISCOPAL CHURCH
Treasurer's Report
For the Six Months Ended June 30, 2025

Ordinary income for the six months ending June 30, 2025, was \$3,988 versus a six-month budgeted loss of \$6,740. Pledge payments received to date in 2025 total \$126,236; pledges prepaid in 2024 for 2025 were \$23,800. Thus, St. Andrew's has received 60% of the annual pledge amount in the first 50% of the year. Operating expenses for the period total \$201,780 compared to a six-month budget of \$203,650 and \$191,530 in operating expenses for the same period in 2024.

Revenue and Expense items of note include:

1. Unrestricted Gifts/Small Requests - \$16,096 received to date versus a prorated annual budget of \$11,360
2. Utility costs are \$3,644 above budget, primarily due to Fuel Oil/ Propane being \$3,296 above budget. This difference may lessen as the year progresses, as January through June is historically colder than July through December.
3. Regular Maintenance totals \$28,366 for the six months versus a six-month budget of \$24,265 and an annual budget of \$48,530. General Maintenance is \$7,072 above the budgeted amount(see attached Regular Maintenance spreadsheet). Snow Removal is \$1,544 above budget. Snow removal is similar to heating costs and may come into line with the budget as the year progresses.
4. Program costs are \$3,590 less than the budget. The annual budget costs of Theological Education (\$3,460 for the year) may not be spent in 2025.

Other Income and Expenses report a six-month deficit of \$13,206.00. However, Sabbatical-related expenses total \$28,257, and there is a reconciling discrepancy of \$4,463, which will clear in July. The accounting for sabbatical costs was discussed at the July finance committee, with a specific recommendation to be made at the September meeting.

The six-month results are satisfactory.

The finance committee's response to the two questions asked by the vestry:

1. Is painting an operating expense or a capital expense? Regularly scheduled painting is an operating expense (see attached).
2. The use of restricted funds is determined by the restrictions placed on the funds at the establishment of the funds. If a vestry establishes restrictions for a fund, future vestries may change the restrictions. Documented donor(s) restrictions accepted by the vestry remain as fund restrictions unless amended by the donor (see attached).

The finance committee recommends using a more formal capital budgeting process to complement the annual operating budget. This could be a general outline of the projects and their anticipated costs, or a range of costs, for the upcoming year. A capital budget would assist in the planning process and provide a projection of the cash requirements for the budget year.

The June vestry minutes reported:

The Sabbatical Fund received the Lily Foundation grant of \$ 59,946.00.

The stipend of \$16,147.50 for the interim priest will be deducted from this account.

However, the \$59,946.00 covers the requested expenses of the sabbatical; the grant request specifically stated that no funds were needed to cover supply clergy or operational costs. A monthly transfer began in 2024, moving funds from Unrestricted Available Funds (#3900) to an accounts payable account titled Rector Sabbatical Fund (#2002). This topic was raised at the July finance committee meeting. In my opinion, the use of accounts payable may not be appropriate, and the expense could be reported as unbudgeted compensation.

The goal of the Parish Audit Task Force is to release an updated audit manual this fall.

The finance committee plans to discuss the 2026 budget process at its September meeting.

Ed Ross
Treasurer
July 17, 2025

Property Committee Report to Vestry – July 2025

The Committee met in the Undercroft on July 8th with all members in attendance.

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 chair and possible desk for Suzannah
- Monitoring warranty repairs to the atrium roof drain with G&E Roofing
- 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 Tidings "Wear Your Jeans to Church" weeding event – great effort but far from complete, will follow up on mulching and how best to appropriately address the issue of cremains buried within the garden in light of maintenance needs
- Discussed increasing Suse Wicks hours to work on the gardens including the Memorial Garden
- Fix/replace the old rotary dimmer switches throughout
- Seek someone to clean the carved screen above the organ and the ceiling fans
- Investigate options for a rug for the Library
- Heard status report from the Architect Selection sub-committee
- Discussed how to address any failure of the Glidden Street fence in light of the schedule issues from Peter Anderson
- Discussed purchasing a vacuum cleaner to use between our weekly contracted cleanings
- Discussed lack of clear oversight by our committee of some gardens

Specific activities included:

- Purchased 30 bags of mulch to be used in the various gardens
- Scheduled Capozza Flooring to come and correct the "bubbling" of the new carpet in the hallways
- Scheduled deep cleaning of the rug in the Undercroft

Action requiring Vestry approval:

- None this month



Balance Sheet May
2025.xlsx



Budget Report to
May 2025.xlsx



General Maintenance
Worksheet.xlsx



062025 Report to
Vestry.docx