

Worship God

Grow in Discipleship

Share Christ's Love

**Minutes of the St. Andrew's Vestry Meeting
September 23, 2025**

In Attendance:

Sara Sandberg, Sr. Warden

Kelley Kash, Jr. Warden

Tanya Albert

Bob Lundeen

Rita McKinney

Alex Pugh

Laura Blanchard

Ruth Piper

Martha Elliott

Ed Ross, Treasurer

Absent:

Suzannah Rohman (on Sabbatical)

Kirk Holbrook

1. Opening Prayer/Reflection

The meeting was called to order at 5:01 pm. Rita shared prayers regarding meetings from the St. Francis Book of Prayers and Thoughts for Living as an opening prayer/reflection. Alex volunteered to give next month's reflection.

2. Reports and Action Items

- a. Meeting Minutes Review: The vestry approved the July minutes. The vestry formally recognized and approved two interim business matters conducted between meetings:
 - 1. On August 14, the vestry approved by email a restricted \$5,000 gift from Robin Whitten. The funds will be allocated to the Memorial Garden fund for design costs, plant purchases, and plant installation in the Memorial Garden. Additionally, the vestry agreed to her matching grant offer of up to \$5,000 for funds raised by the parish for the Memorial Garden. The timeline is to be determined.

2. On August 20, the vestry approved \$6,000 for reupholstering two armchairs in the library and two wingback chairs in the Rector's office by a 6-2 email vote.
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- b. Approval of New Vestry Member: Sara nominated Marek Pruski to serve the remainder of Laurie Gray's term through March 2027. A motion was made and seconded, and it passed unanimously.
 - c. Treasurer's Report: Ed presented the report (attached) and reviewed financial performance, focusing on "cash out". He noted that St. Andrew's traditional reporting excludes capital expenditures and unique costs. The group discussed the upcoming budget and the property committee's work on a forward-looking capital budget for major projects. Finally, Ed reviewed the comparative performance and health of the DFMS investments.
 - d. Property Committee Report: Bob Lundeen summarized several items from his notes, which are attached to the minutes. He discussed the work of the architect selection subcommittee (ASC) and requested vestry approval to move ahead with negotiations. The ASC selected Barba + Wheellock, who have done work for us in the past and are familiar with our building. The project will entail architectural programming and space planning needs assessment, with the end-product of concept design and cost estimate for a major renovation project in the coming years. Estimated duration is approximately 12 weeks. Motion made and seconded to authorize the property committee to negotiate and prepare a contract and schedule for execution, not to exceed \$40K (includes \$34K for services and \$6K contingency). Motion carried.

3. Old Business

- a. Nine am Sunday Worship Service Update: Kelley presented average attendance figures for the trial period. The group considered methods for collecting member feedback, including newsletter, bulletin announcements, direct contact with vestry members, or office email. After Suzannah's review, a survey is planned for early October, followed by a listening session in late October. The vestry will revisit the topic in November.
- b. American Flag Discussion: Kelley removed the flags from the sanctuary before last month's funeral due to dust and mildew. The group agreed not to replace them for now.

- c. Wednesday Worship Service: Kelley stated that 10-15 people regularly attend the Wednesday service and monthly luncheon. Ruth was thanked for preparing the meal. He previously asked if the vestry would like to consider this event as a special project within the goal of "taking care of each other," observing that the schedule may not suit everyone. He suggested continuing with the current approach. Tanya provided details about St. Andrew's trick-or-treat stop planned for Halloween, noting that last year's initial event had a strong turnout and participation is expected to increase this year.
- d. Matching Gift for Memorial Garden: Sara presented information about a donor who will match parish donations up to \$5,000 made this year and asked if the vestry wanted to proceed. The group discussed potential uses, including maintenance, as well as possible implications for the stewardship campaign. Sara will clarify fund uses with the donor. Kelley will coordinate with John Ward and work with Ann to include details in the newsletter and send a letter to memorial garden families. The group decided to proceed.
- e. Policy on Parishioner Gifts and Initiatives: Tabled until next meeting.

4. New Business

- a. Tidings schedule: Sara reviewed upcoming events.
 - 1) Sep 28 – Farewell for Pam
 - 2) Oct 5 – Welcome Back for Suzannah
 - 3) Oct 12 – Pumpkin Fest
 - 4) Oct 19 – “Bring your jeans” workday
 - 5) Oct 26 – Listening session regarding single service test (tentative)
 - 6) Oct 31 – Neighborhood “Trick-or-Treat”
 - 7) Alex offered to make a presentation on wells and septic systems in November (Date TBD).
- b. November and December Meeting Dates: The members have tentatively scheduled meetings for November 18 and December 16 to avoid conflicts with Thanksgiving and Christmas weeks, subject to Suzannah's review.
- c. Clergy Day: St. Andrew's will host the diocesan clergy day on Tuesday, October 7, with about 60 participants including the bishop and statewide clergy. The program takes place in the sanctuary; breakfast and lunch will be served in the undercroft. Vestry help,

particularly for clean-up, may be needed. Further details on assistance and timing will follow.

5. Expressions of Gratitude

For John Ward and his Stewardship Campaign leadership over many years.

For Pam Mott and her wonderful counsel and pastoral leadership during Suzannah's absence.

6. Adjournment

The meeting was adjourned at 7:00 pm. The next meeting will be on October 28, at 5 pm.

2 Attachments

1. Treasurer's Report
2. Property Committee Report

St. Andrew's Episcopal Church
Vestry
September 23, 2025

1. August 2025 Year-to-Date Revenue and Expenses
 - a. Ordinary Revenue remained strong through August; however, Current Year Pledge Payments fell below the pro-rated budget (-\$4,375). Pro-rated ledge payments made in 2024 for 2025 total \$15 867.
 - b. Operating Expenses - were below the pro-rated budget by \$5,599. The cost of the temporary Priest (\$10,448) is not reflected in the Profit and Loss Report.
2. There are three primary financial reports: Balance Sheet, Statement of Revenue and Expenses, and Statement of Cash Flow. The Cash Flow Statement reconciles Cash & Cash Equivalents at the end of the previous year to the balance at the end of the current reporting period. Thus, all cash receipts and expenditures are identified. Historically, St. Andrew's has used the first two financial reports. St. Andrew's traditional reporting does not reflect capital expenditures and other unique costs. For the past few months, the end of the Revenue and Expense Report included a cash reconciliation. The reconciliation of August shows that Operating and Restricted Expenses do not include the temporary priest.

Cash & Cash Equivalents (12/31/2024)	\$ 345,128	
YTD Net Income (Loss)	(2,195)	
Temporary Priest Expense	<u>(10,448)</u>	*
Cash & Cash Equivalents (08/31/2025)		
Calculated	\$ 332,485	
Reported	<u>\$ 332,485</u>	

* Balance Sheet account #2022 was \$29,000 at 05/31. It was \$18,552 at 08/31. A decrease of \$10,448.

3. Budget topics - 2026
 - A. Staffing requirements
 - a. Rector
 - b. Office Administrator
 - c. Financial Administrator
 - d. Organist
 - e. Choir Master
 - f. Others?
 - B. Compensation
 - a. Cost of living increase

- b. Merit increase
- c. Benefits increase
- C. Buildings and Grounds
 - a. Operating expense expectations
 - (i) Building
 - (ii) Grounds
 - b. Capital projects expectations
- D. Program expense expectations
- E. Office expense expectations
- F. October 25, the Diocesan convention will provide benefits and Diocesan assessment costs.

4. Comparative investment performance.

The Domestic and Foreign Missionary Society (DFMS) is the official missionary organization of the Episcopal Church in the United States. The Episcopal Church holds extensive financial assets, including over \$610 million in 1,300 individual trust funds managed by DFMS. The DFMS portfolio holds diversified investment assets including domestic, international, and emerging market equities; equity-related unleveraged hedge funds; real estate securities; convertible bonds; and fixed income securities. The assets are divided among 15 professional investment managers registered with the Securities and Exchange Commission (SEC). The asset allocation and managers are reviewed regularly with the assistance of the global investment advisor, Mercer.

	YEAR ENDED										2015 thru 2024	ex 2021
	Dec 31, 24	Dec 31, 23	Dec 31, 22	Dec 31, 21	Dec 31, 20	Dec 31, 19	Dec 31, 18	Dec 31, 17	Dec 31, 16	Dec 31, 15	Simple Average	10 Yr Avg
Endowment Performance												
Princeton (6/30 year-end)	3.90%	-1.70%	-1.50%	46.90%	5.60%	6.20%	14.20%	12.50%	0.80%	12.70%	9.96%	5.86%
Harvard (6/30 year-end)	9.60%	2.90%	-1.80%	33.60%	7.30%	6.50%	10.00%	8.10%	-2.00%	5.80%	8.00%	5.16%
DFMS (12/31 Year End)	11.20%	16.00%	-19.20%	9.70%	19.70%	22.00%	-6.90%	19.80%	4.80%	-1.00%	7.61%	7.38%

At one time, Princeton and Harvard were regarded as the “gold standard” of endowment investment, especially after their outsized performance in 2018. They were among the first endowment funds to invest in private equity. Some investments went public in 2018, yielding large returns. Interestingly, private equity investments are currently a hindrance as they are illiquid at a time when both institutions need cash.

Historically, DFMS has distributed 5%; the remainder protects the spending power of the investments. The distribution is based on the five-year rolling average of the year-end portfolio balances.

Ed Ross, Treasurer

Property Committee Report to Vestry – September 2025

The Committee met in the Undercroft on August 12th and again on September 9th with all members present at August meeting and six members present in person plus two via Zoom and two traveling at September meeting.

Ongoing activities discussed included:

- Refining design options for the Memorial Gardens with Suse Wicks.
- Discussed progress by Suse Wicks on the gardens including the Memorial Garden. An order for additional mulch will be placed with Louis Doe.
- Corner Garden will now be called the Contemplative Garden and will co-ordinate their activities through the Property Committee.
- Will check to see if October 19th is available for a second “Wear your jeans to Church” garden workday.
- Continue to seek someone to clean the carved screen above the organ and the ceiling fans
- Approved selection of a rug for the Library.
- Discussed how to address any failure of the Glidden Street wall and fence. Will ask Dennis Anderson for a proposal to provide gravel to infill along Glidden Street to eliminate ponding.
- Approved purchasing a vacuum cleaner to use between our weekly contracted cleanings. Will modify the light fixture in the utility closet to provide needed charging outlet.
- Capozza Flooring corrected “bubbling” on the carpet in the hallways.
- Deep cleaning (wet) of the carpet throughout was completed and will be added to routine maintenance schedule on semi-annual basis (Spring & Fall).
- Recommended asking Vestry to approve funding for re-upholstering of the chairs in the Library and the Rector’s office. This item was approved by Vestry via email polling. The work has begun.
- Informed that a new desk and office chair have been ordered for the Rector’s office.
- Will be developing budgets recommendations for next years budget.
- Heard status report from the Architect Selection sub-committee (see Recommendation below).

Action requiring Vestry approval:

- Selection of Barba+Wheellock for Architectural Programming and Space Planning Needs Assessment. Authorization to enter into contact negotiations to finalize scope and fee. Their proposal is attached.



2. Balance Sheet
August 2025 - Vestry.



3.P & L Vestry.xlsx



4. Bldgs & Grnds



B+W_St.



Sunday Average
Attendance.xlsx

Schedule - Vestry.xls>Andrews_Proposal_20