

**Minutes of the St. Andrew's Vestry Meeting**  
**November 25, 2025**

**In Attendance:**

Suzannah Rohman  
Sara Sandberg, Sr. Warden  
Kelley Kash, Jr. Warden  
Tanya Albert  
Bob Lundeen  
Rita McKinney  
Ruth Piper  
Kirk Holbrook  
Marek Pruski  
Alex Pugh  
Martha Elliott  
Ed Ross, Treasurer

**Absent:**

Laura Blanchard

**1. Opening Prayer/Reflection**

The meeting was called to order at 4:58 pm. Kelley shared a Prayer for Servant Leadership by The Rev. Dr. Valori Mulvey Sherer to open the meeting. Alex will give next month's reflection.

**2. Announcements**

- a. The December meeting has been moved to the 16<sup>th</sup> (from the 23<sup>rd</sup>).
- b. The Vestry Retreat is scheduled for January 10, 2026, in the undercroft.
- c. We returned to two Sunday worship services this week.
- d. Please turn in your pledge if you have not already.
- e. The Annual Meeting is scheduled for March 1, 2026, at 9 am.

**3. Reports and Action Items**

- a. Review of Meeting Minutes: The vestry formally approved the minutes from the meeting held on October 25, 2025.
- b. Property Committee Report: Bob reviewed his notes, which are attached to the minutes. He will remove the parking signs for the winter to facilitate snow removal.

- c. Stewardship Update: Rita noted that we have received 55 pledges for \$199K so far. Our goal is \$250K.
- d. Treasurer's Report: Ed reported that the Frazier Meade family has requested the remaining balance of the Haiti Fund be transferred to The Haiti Project (THP). The vestry had previously approved the distribution of these funds to the church and school in Figaro; however, information from THP's website indicates that its primary mission differs from this purpose. It was therefore recommended that the vestry review and formally authorize this disbursement. Suzie and Frazier established the Haiti Fund prior to 2000 and were instrumental in its operations. Ed has discussed the matter with the family, whose intention is for the funds to benefit Figaro over a five-year period. Andrew Meade serves as an executive director of THP. Kelley put forth a motion to transfer the Haiti Fund's remaining balance to THP; the motion was duly seconded and passed unanimously. Tanya made a separate motion that future donations for Haiti also be forwarded to THP. The motion was seconded and approved. A motion to accept the Treasurer's Report was also made, seconded, and approved.
- e. Budget: Ed shared the draft budget, highlighting assumptions and calculations. He is mainly concerned about pledge income due to the loss of two key donors this year. The current budget shows a \$15K operating deficit and \$47K in net capital spending. There was also discussion about limiting email votes to true emergencies. Ed will make small changes before presenting the final budget for vestry approval next month. Contact him with any questions.

#### **4. New Business**

- a. Church Doors: Sara reported that the front door, which operates on a time-lock system, has been discovered open overnight on several occasions in recent weeks. She recommended discontinuing the automatic locking mechanism in favor of manually securing the doors. A motion was passed to deactivate the timer and implement a manual locking procedure. Sara will collaborate with Sean and the Property Committee to facilitate this transition.
- b. Frances Perkins Icon: Sara received a request from a parishioner to relocate the image from the atrium to the sanctuary for increased visibility. She inquired if there were any objections to moving the icon. Alex and Ed referenced a previous vestry decision regarding the exclusion of additional imagery in the sanctuary. Sara will communicate this to the parishioner, and the group agreed to seek an alternative location that offers greater visibility for the icon.
- a. Vestry Nominating Committee: Sara asked that the nominating committee start its work in the next few weeks. The committee will include outgoing vestry members (Sara, Martha, Ruth, and Kirk) as well as a couple non-vestry parishioners.

## **5. Expressions of Gratitude**

Thanks to Margaret Coit and Richard Monkman for the refurbishment of the chairs and selection of the rug for the library.

Thanks to the Kashes and Chris Powers for acquiring and assembling Suzannah's new desk.

## **6. Adjournment**

The meeting was adjourned at 6:40 pm. The next meeting will be on December 16<sup>th</sup> at 5 pm.

2 Attachments

1. Property Committee Report
2. Treasurer's Report

## **Property Committee Report to Vestry – November 2025**

The Committee met in the Atrium on November 12<sup>th</sup>. The following members were present: Martha Dodge, Allen Guignard, Richard Monkman, and Bob Lundeen. Jim Swan chaired the meeting via Zoom. Laura Blanchard and Margaret Coit joined via Zoom. Kelley Kash also joined the meeting.

Ongoing activities discussed included:

- An updated 2026 draft budget was discussed. Several utility increases were discussed. Painting/repair to the top portion of the elevator tower will need to be scheduled for next year. Discussions will continue.
- Evaluation of October 19<sup>th</sup> “Wear your jeans to Church” garden workday included the need for better co-ordination of the removal of compostable debris.
- We continue to seek someone to clean the carved screen above the organ and the ceiling fans.
- Allen has been in contact with Colby & Gale regarding owning versus renting our propane tanks and in the process discovered that we were paying a higher rate for propane than we were quoted. A reduction in our bill should be forthcoming. Also based on information concerning the option of owning our tanks to receive additional discount on fuel, it was determined that continuing to rent was the optimal solution.
- Bill will re-contact Dennis Anderson for a proposal to provide gravel to infill along Glidden Street to eliminate ponding. If Dennis isn't available to do this in a timely manner, Bill will contact Peter Anderson.
- The re-upholstered chairs for the Library and the Rector's office have been put in place as has the Rector's new desk – project is complete Garde
- Memorial Garden/General Landscaping:
  - Suse has completed the soil amendments in the Memorial Garden and will be ready for purchase of new planting in the Spring
  - Suse has indicated that the pruning of the general landscaping has been completed until Spring
  - Jim will contact Suse about interest in working on the bed adjacent to the Wee House property line from Glidden Street to the Contemplative Garden before Winter.
- Master Planning:
  - A luncheon kick-off work-session with B+W occurred from noon to 3:00 on November 7<sup>th</sup> with the architect sharing the survey drawings completed by 3D imaging and a spreadsheet with a preliminary tabulation of existing spaces.

- It was determined that a Google drive will be set up to receive and store electronic project information. Jim will work with Ann to implement the site.
  - Discussed the possibility of using the second office upstairs as a project office.
  - Discussion of the need to removal and replacement versus repair of the ramp concluded that previous reports recommended removal.
  - Jim will work with Nancy Barba to schedule our next meeting.
- A discussion regarding off-site storage resulted in a recommendation that we relocate our storage needs to *Mike's Place*. In preparation for the relocation an inventory of items stored should be done and perhaps combined with a congregational "garage sale" to repurpose items.

Informational Item:

- We will continue to follow the status of the private group is proposing to replace the stairs from the upper parking area to Main Street. There does seem to be some lack of understanding in that group as to who owns the property and who would grant access for the construction.

There are no action items from Property Committee requiring Vestry approval this month.

## REPORT OF THE TREASURER

Ten Months Ended

October 31, 2025

1. The Estate of Frazier Meade requests the disbursal of all funds in Account #3006, The Haiti Art Fund. On October 31, 2025, the Fund had a balance of \$5,596.00. The check will be payable to Haiti Project (f/k/a Vassar Haiti Project) and sent to Andrew Meade, who will add funds to the balance and send the total to his contact in Haiti.
2. The first check request for the building's structural evaluation project was received. The amount of the invoice from Barba & Wheelock is \$14,782.08.

The contractors involved are

- Barba & Wheelock, with a contracted price of \$15,000 plus a 20% supervision fee of the other two contractors
- Electronic measuring of the building and grounds with a cost of \$10,000.
- Warren Construction's estimation of the cost to construct - \$5,000.

Thus, the total expected project cost is \$33,000, plus a 10 % allowance for contingencies. This is well within the not-to-exceed limit of \$40,000 set by the vestry.

3. St. Andrew's reported a cash basis Net Operating Income of \$25,354 for the ten months ended October 31, 2025. Adjustments to Net Income include the following:
  - Pledge payments prepaid in 2024 totaled \$23,804; a prorated portion of this is \$19,837
  - Fourth quarter Diocesan Funds and DFMS Investment Funds were received in October—the November and December portions of these total \$17,826.
  - The expense of the Temporary Rector, \$16,147, is not reported as an Operating Expense.

Net Operating Income, including these three adjustments, is a deficit (\$14,136). This compares favorably to the Year-to-Date Budgeted Net Operating Loss of (\$10,110), which did not include the cost of a Temporary Rector.

Operating Expenses for the ten months totaled \$332,545, versus a budgeted \$339,417; a favorable difference of \$6,872

- Total Compensation is \$4,190 above budget due to the Rector's actual benefits cost being greater than budget.

- Personnel Support is \$4,589 below budget, primarily due to the Rector being on sabbatical.
- Diocesan Assessment is \$4,755 below budget and is expected to remain below budget.
- Facilities expenses exceed the budget by \$4,946:
- The cost of the 5 Year elevator test was not budgeted, and the actual expense is \$2,558 over budget.
- General Maintenance and Grounds exceeded their combined budgets by \$2,063.
- Program costs are \$5,210 under budget. This, too, is explained by the Rector being on sabbatical.
- Office expenses are \$1,451 under budget, with no single item being of significance.

Total Revenues (Unrestricted and Restricted) exceeded Total Expenses by \$26,742 for the ten months ended October 31, 2025.

#### Treasurer's Report

##### Cash Flow Report

		<b>Jan-Oct 25</b>
<b>Cash &amp; Cash Equivalents (12/31/2024)</b>		<b>\$ 345,128</b>
<b>Plus:</b>		
<b>Net Income</b>		<b>\$ 26,742</b>
<b>Less:</b>		
<b>Rector's Sabbatical Fund (05/31/2025)</b>		<b>29,000</b>
<b>Rector's Sabbatical Fund (09/30/2025)</b>		<b>(12,853)</b>
<b>Temporary Priest Expense</b>		<b>16,147</b>
 <b>Calculated Cash &amp; Cash</b>		
<b>Equivalents (12/31/2024)</b>		<b>\$ 355,723</b>
 <b>Reported Cash &amp; Cash</b>		
<b>Equivalents (10/31/2025)</b>		<b>\$ 355,723</b>
 <b>Difference</b>		<b>\$ 0</b>

Ed Ross

Treasurer

November 17, 2025