

Minutes of the St. Andrew's Vestry Meeting
December 16, 2025

In Attendance:

Suzannah Rohman
Sara Sandberg, Sr. Warden
Kelley Kash, Jr. Warden
Laura Blanchard
Martha Elliott
Kirk Holbrook
Bob Lundeen
Rita McKinney
Ruth Piper
Marek Pruski
Alex Pugh

1. Opening Prayer/Reflection

The meeting was called to order at 5:00 pm. Alex shared a reading from God Will Be All in All by Anna Case-Winters to open the meeting. Bob will give next month's reflection.

2. Announcements

- a. The Vestry Retreat is scheduled for January 10, 2026, in Undercroft, from 9:30 am to 3:00 pm. Sara and Ruth will organize a potluck lunch. The main topic will be next year's focus.
- b. Suzannah notified the vestry that Lili Pugh is currently engaged in the discernment process for the diaconate. Her vocational direction integrates her commitment to environmental stewardship with her dedication to serving the church.
- c. Sara reported that the church vestibule door now requires manual locking; instructions will be posted for the electronic lock. The Frances Perkins icon will be relocated for better visibility near the stairs to the undercroft. The nominating committee met earlier this month and will meet again in January—please suggest any candidates to her.
- d. Kelley said we have enough volunteers for the Christmas Eve gathering but need more cookie donations.

- e. Suzannah announced two Christmas Eve services at 4 and 6 pm, featuring a brief drama from Joseph's perspective instead of the pick-up pageant.
- f. Suzannah stated that the Bylaws Revision Committee will commence its work in January, aiming to complete revisions by the March 1 Annual Meeting. The bylaws are required to be submitted to the membership at least one year prior to the vote.
- g. Suzannah shared that Ann Kash will retire by June 2026, and a Parish Administrator Search Committee will start in January.

3. Reports and Action Items

- a. Review of Meeting Minutes: The vestry formally approved the minutes from the meeting held on November 25, 2025.
- b. Property Committee Report: Bob referenced his attached notes and summarized ongoing collaboration with architects on various design concepts. The committee will review three initial plans tomorrow to select one for further development, aiming to report back to vestry in February. He commends the architects' work so far.
- c. Stewardship Update: Rita noted 72 pledges totaling \$247K, with the average pledge rising to \$3,500. Reminder letters were sent this week.
- d. Kelley presented Ed Ross's Treasurer's Report, which was formally approved by the vestry. (See attached.)
- e. Budget: Kelley reviewed the budget initially presented by Ed Ross last month. The vestry formally approved it with the following Property Committee-recommended adjustments to Regular Maintenance.
 - 1. 6063 General: reduced from \$16,500 to \$13,500
 - 2. 6065 Grounds: increased from \$7,000 to \$9,000
 - 3. 6069 Rug Cleaning: reduced from \$1,000 to \$500
- f. Land Acknowledgment: Discussion was tabled until next meeting. In the meantime, Kelley will send the Earth Keepers' draft statements to the members.

4. New Business

- a. Hallway Bulletin Boards: Kelley reported the board is overcrowded, contains outdated items, and some materials may not suit our nonprofit status. The wardens announced that we will reserve the hallway board for community events only, such as concerts and special presentations. A second board will be placed in the undercroft for Community Service organizations information and pamphlets. Bulletin board policies will be posted on each board. He handed out a sample policy.
- b. Political Pamphlets: Kelley reported that political materials have been found in the hallway. As a spiritual nonprofit, we cannot support or oppose any political group.

Allowing partisan pamphlets threatens our unity, so the consensus is not to permit them. A sample policy will be discussed at the next meeting.

5. Expressions of Gratitude

The vestry expresses its deep gratitude to Ed Ross for his hard work in building the 2026 budget and his continued service as Treasurer.

6. Adjournment

The meeting was adjourned at 6:19 pm. The Vestry Retreat will be on January 10, 2026, at 9:30 am, in the undercroft.

2 Attachments

1. Property Committee Report
2. Treasurer's Report

Property Committee Report to Vestry – December 2025

The Committee met via Zoom on 9th. Jim Swan chaired the meeting via Zoom with the following members logged on: Bob Lundein, Laura Blanchard, Martha Dodge, Margaret Coit, Allen Guignard, Nancy Gault, Richard Monkman, and Bill Judd. We were also joined by Suzannah Rohmann, Sara Sandberg and Kelly Kash.

As there were no items needing immediate attention of the Committee, the Zoom meeting was turned over to the Master Planning Architect (Barba+Wheelock). Nancy Barba and Tim Morrison presented 3 possible options for future development of St. Andrew's. Each option provides different approaches to addressed issues of access, circulation and space utilization. B+W will submit copies of the drawings to the Committee for additional review with the intent of identifying a preferred option for pricing. A representative of Warren Construction, who will be doing pricing and constructability review, was also present on the call. He briefly discussed the site utilization impact of each option as it related to constructability. A follow-up meeting of the Committee is scheduled for Wednesday 12/17 at 5:00. Vestry members are invited to attend. A Zoom link will be available.

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

REPORT OF THE TREASURER
Eleven Months Ended
November 30, 2025

St. Andrew's financial results were little changed from October.

Net Ordinary Income (cash basis) totaled \$34,278 versus a budgeted eleven-month deficit of (\$12,356).

Net Operating Income with timing adjustments is shown in the chart below:

St. Andrew's Revenue & Expense Accrual Differences	
2025	November
Net Operating Income - Cash Basis	\$ 34,278
2025 Pledges paid in 2024	21,820
2026 Pledges paid in 2025	(8,600)
4th Quarter Investment Income Dec. Adjustment	(8,913)
Temporary Priest Cost	(16,147)
Net Operating Income - Accrual Basis	<u>\$ 22,438</u>

The eleven-month operating expenses total \$362,173, \$11,185 below the year-to-date budget.

Personnel Support (\$5,220), Program (\$6,170), and Office (\$2,459) account for \$13,849 of the favorable difference.

General Maintenance and Grounds excess (\$2,794) reduces the difference to \$11,055.

Restricted Receipts total \$47,809 for the first eleven months, while Restricted Funds Expenditures total \$58,661.

Significant Restricted Funds Expenditures are:

Capital Reserve Expenditures (Bara & Wheelock) total \$14,630.

Sabbatical Fund Expenses total \$28,257.

Ed Ross
Treasurer
December 6, 2025