Minutes

St. Andrew’s Vestry Meeting – November 19, 2019

Wardens and Vestry present: David Blanchard, Christine Benken, Ed Ross, Jane Langdon-Gray, Anne Jackson, Marilyn Cheney, Cindy Freese, Sara Sandberg, Bill Judd, Jeanne Titherington

Rector: Suzannah Rohman

Excused absence: Lili Pugh

1. Opening
	1. Opening Prayer
	2. Opening Reflection – Anne Jackson. (Jane is scheduled for December.)
2. Reports and Action Items
	1. Approval of Minutes of October Meeting - approved
	2. Property Committee Report – Christine Benken
		1. Tor Glendenning and a builder will visit soon after Thanksgiving with the goal of getting things moving.
		2. The final work on the cremorium can’t be done until Spring.
		3. Nancy Burton would like money contributed in Steve Burton’s memory to be used to install a new and higher toilet in the upstairs bathroom.
		4. Lighting
			1. Bob Vaughan is looking at the lighting situation. He estimates that it will take $1200 to replace the fixtures that don’t work. A motion was postponed pending consultation with a lighting professional to authorize up to $1500 for replacement lighting.
			2. In the meantime, new lightbulbs will be installed in the existing fixtures.
	3. Stewardship Report – Christine Benken reported that we have received 94 pledges, totaling $203,000. Forty of the pledges are increases over last year’s amounts. Thirty who have pledged in the past have not done so yet; they will be sent a reminder. The Committee estimates that the eventual total will be about $220,000.
	4. Treasurer’s Report – Ed Ross (report incorporated below)
		1. Current Financial Status
			1. Balance sheet
				1. A CD matures in January 2020. Depending on the 2020 outlook, a portion of this may be put into the operating account. Interest rates have fallen, so Ed doubts the rate will be 2%. Ed views this CD as the first line of defense for operating needs. There could be a decrease of $1-2,000 in interest income for 2020.
				2. The St. Andrew’s Investment Fund reflects market value annually. The loss recorded in 2018 may be more than recovered in 2019.
			2. Statement of Revenues and Expenses
				1. Pledges are $13,000 below pro rata budget and $48,000 less than the annual budget; pledges were $8,000 below the pro rata budget at the end of September.
				2. Music program is $442 above the annual budget of $800.
				3. Supply organist is $200 above the annual budget of $1,000.
				4. The operating loss at the end of 10 months is $4,887 vs a pro rata budget loss of $25,315. Assuming pledges are received, Ed expects the loss for the year to be equal to or less than the operating budget of $30,378.
				5. The total loss including operating and nonoperating items should be less than the total budgeted loss of $68,728. ~~as~~
		2. Diocesan Assessment will be $55,144 in 2020 vs $50,480 in 2019.
		3. Property and Casualty Insurance: 2020 premium is $5,658 vs 2019 budget of $5,500; coverages values increased by 1% to “keep up with construction costs.”
		4. Coastal Senior College – Ed has collaborated with Bob Stephan to work out a facilities contract and a facilities application form that are acceptable to the University of Maine. The vestry approved the revised documents.
		5. Preliminary Budget Items –
			1. Budgets will be presented for approval at the December meeting.
			2. People on staff need to be involved in setting the budget and then to be aware of it on an ongoing basis (eg. music.)
		6. Outreach Support – The Outreach Committee has requested a 2020 budget increase from $3,000 to $4,000. The Vestry greatly appreciates the work of the Outreach Committee and respects the request. St. Andrew’s provides financial support for Outreach in many ways:
			1. Budget line item: $3,000
			2. Committed $100,000 of investment at DFMS with the earnings distribution dedicated to Outreach. In 2019, $4,382 was added to Outreach from DFMS. The total is likely to be $5,000 or more in 2020.
			3. First Sunday plate: $1,144 for the first nine months of 2019 ($1525 annualized) to the Ecumenical Food Pantry.
			4. Check pass-through: $4,820 in parishioner’s checks contributed and directed to the Ecumenical Food Pantry ($6,427 annualized).
			5. Diaper drive: $2,083 parishioner support of diaper drive.
			6. Les Petit Chanteurs boat ride: $300.

The above totals $17,717, annualized and should be celebrated. In addition, the Vestry believes that meaningful portions of each staff member’s time and talents are committed to outreach. The professional staff has an annual cost of more than $200,000 and a portion of this should be considered Outreach. It is also worth noting that special donations and special requests may negatively impact the church’s general funding.

1. Old Business
	1. Hospitality – Christine Benken reported that Ann and Ruth are in the process of putting together the core group.
		1. The question has arisen: is the committee intended to work only on major parish events or is it there for any committee to call on for assistance. The feeling of the Vestry is that the Hospitality Committee should be for major events and that organizing committee events is part of the work and the fellowship of the committee.
		2. Another question: could the Hospitality Committee assume responsibility for making sure that supplies (coffee, etc.) are available? This led to the suggestion that the Hospitality Committee get together the people who are currently responsible for various supplies and figure out who does what now. That discussion should lead to who will do what in the future and the creation of a budget for supplies.
	2. Communications – Suzannah Rohman
		1. The situation: Announcements don’t reach all parishioners because only about one third come to church on any given Sunday. Not everyone reads emails. Signup sheets on the table in the atrium don’t reach a lot of people. Verbal announcements on Sunday are getting really long.
		2. Potential solutions were discussed.
* Our current methods are aimed at members of the baby boomer and earlier generations; can we find technological solutions that will better reach other generations?
* What about videoconferencing to reach parishioners when they are not local?
* Should announcements during services be limited to church issues and should announcements about fundraising, etc be posted on the bulletin board?
	+ 1. The Vestry minutes on the website and bulletin board are not always up-to-date. Bill Judd volunteered to help.
	1. Process for Disbursement of Funds/Procedural Questions – David Blanchard
		1. The situation: what happens if a bill come in to Ann and there is no backup available explaining who authorized the expenditure?
		2. Notes from the ensuing preliminary discussion
* An authorization form needs to be created. This form would be available in the office
* Committee chairs need to complete and sign the authorization form so that copies can be given to Ann and to the vendor.
* Vendors need to be informed that invoices will not be paid unless they are submitted with an authorization form.
* Ongoing committees (eg. Hospitality, MENJ) should have budgets.
* If a committee does not have a budget, then the chair must consult with Suzannah in advance about which budget is to be charged for the expenditure.
	+ 1. Discussion will be continued at the December vestry meeting
	1. Henry Vaughn Fund – David Blanchard
		1. The current total in the fund is $303,000
		2. Suzannah spoke with George Shaw. George confirmed that the fund is meant for a major emergency like a fire; it’s not intended for a boiler. However, the expense of correcting the shifted sill of the south wall be charged to the fund since it is an expense for the building itself. George told Suzannah that since the fund has exceeded $250,000, the provision in the fund documents allowing the terms to be reworked could be invoked. He and Anna would be happy to be involved. George explained that they provided for the change of terms because they didn’t want money tied up forever and not put to use. The Vestry felt that it would be a good idea for a small group to develop ideas for amendments. The Finance Committee will take the lead.
1. New Business
	1. Vestry Nominations – David Blanchard
		1. We need a person to chair the Nominating Committee. Ann Creamer has expressed interest and Suzannah will ask her to do it.
		2. We need representation from the 8 o’clock service.
		3. David said that he would be willing to be nominated for a second term as Senior Warden.
	2. Children and Youth – Suzannah Rohman
		1. Children’s Chapel is great for very young kids. We need something for older children. Ben is working on it.
		2. Suzannah is working on ways to involve children 9 and over in worship. She is planning to identify one Sunday a month as an intergenerational Sunday. Notice will be provided ahead of time and children who volunteer will be given roles.
2. Expressions of Gratitude – Marilyn will write a note to Sean and Linda to thank them for their work on the service in Gardiner.

Respectfully submitted,

Cindy Freese