

St. Andrew's Vestry Meeting

June 17, 2025, 6:30 – 8:30

Vestry Minutes - APPROVED

Attending: D. Cassady, A. Conserti-Jones, M. Gargett, W. Lewis, L. Nichols, C. Peele, D. Blindheim, V. Day, D. Santiago, C. Stahl

Not present: D. Gibson, D. Catchpole

Rector: Kendall Haynes

Guests: Kevin Deffinbaugh (Bookkeeper)

After a call to order and opening prayer, vestry moved on to agenda.

- **Vestry meeting minutes for 5/20/25** were not available for approval, so their approval was moved to the agenda for the next meeting on 7/22/25.
- Vestry moved to next item, a **review of financial reports for May 2025**. K. Deffenbaugh joined this portion of the meeting to highlight potential items of note.

Notes on General Fund: Year to date donations are on track, however it has been noted that this includes a downward trend in non-pledge donations. Overall, expenses are down when compared to YTD goals.

When general funds are reviewed as a whole, we are \$17,000 in the negative, compared to projections to date.

Notes on Special Funds: Expenses designated in general funds are overall following normal trends. Only major note is that a correction was made in feeding ministries. A prior online pledge was allocated incorrectly, and it was adjusted by transferring it from the Feeding Ministry Fund to the General Pledge fund.

A discussion followed addressing individual line items, but the consensus was that most budget items are on track to meet projections.

Mark Gargett moved to approve General Fund Budget and Special Fund Reports for May 2025 as presented. Charles Stahl seconded the motion.

Motion passed 9-0.

- Next, the vestry was called to **review and approve the Church's Annual Financial Review**. Vestry reviewed the Simplified Financial Audit Worksheet completed for 2024. This form allows congregations to review the last available full audit and note partial changes or concerns. A discussion followed about how often Diocese requests a full audit rather than review. Informal consensus was to refer the question to the Finance Committee to be answered at a later date.

Primary, there is only one item of interest, regarding church insurance coverage. Our Parish is insured through the Diocese, who in turn purchases coverage from the Church

Insurance of Vermont, as is standard nationally for the Episcopalian Church. Traditionally, fire, liability, and theft are the primary areas of coverage. However, that does not include other possible areas of coverage, such as earthquake, flood, and other disaster insurance coverage. A separate discussion ensued about what the status of coverage of non-church buildings (i.e. rental houses) is, but our vestry liaison with the Finance Committee pointed out that the latter is a separate process that is already under review, and Andrew Benson has currently been tasked to inventory rental housing as well as potential coverage gaps.

Mark Gargett made a motion on the topic, with Vikky Day seconding the motion. Motion text follows.

“We move for the Finance Committee to designate a person or subcommittee to review the Church Grounds’ existing insurance policy, and research an estimate for additional kinds of coverage, such as disaster, flood, and earthquake insurance by August 31,2025.”

The motion passed unanimously by 10-0.

Vestry agreed to review rental house coverage at a future meeting, once the inventory and review by A. Benson is completed. Furthermore, vestry calls to consult with John Ginn (Grounds and Maintenance) for guidance on earthquake readiness of our grounds.

Both items folded into a single motion, moved by Annalisa Conserti-Jones and seconded by Mark Gargett.

Motion passed by 10-0.

- Next item was a discussion and review of a **recommendation from the Finance Committee**. Recommendation follows below.

“Any net positive operating income from the 7745 - 2nd Ave rental property beginning 6-1-25 to be transferred to the Rental House Repair Special Fund until that set-aside reaches \$10,000.”

Discussion: Finance committee recommends the creation of a Rental House Special Fund as its own separate line item. In so doing, rental repairs and ground maintenance requests for the properties can occur as needed, without requiring mandated vestry approval. This set aside would be funded by setting aside net rental income from 7745 2nd Ave property, not to exceed the limit set of \$10,000, to be replenished as needed by the same mechanism.

A resolution was made to fold accounting of rental repairs, which currently has its separate line item in Special Funds, into this new line item.

As finalized, motion reads:

“We motion to create a Rental House Repair Special Fund, to be funded with any net positive income from the 7745 2nd Ave rental property, beginning on 6-1-2025, until the set-aside reaches \$10,000. Any future rental repairs and maintenance requests will be disbursed from, and accounted for, in this special fund, to be replenished as detailed above as necessary.”

Mark Gargett moved, and Will Lewis Seconded the motion.

Further discussion followed, and motion passed by 10-1.

- SCRIP proposal.

Father Kendall presented a proposal and discussion about the status of SCRIP funds, and possible future developments.

When SCRIP was initially spearheaded, a decision was made to use funds from the discretionary rector fund. However, discretionary funds are not supposed to cover recurring expenses. However, SCRIP is a very popular and regular expense for the church, and the need for it has grown over time. A review within the laws few months suggests that SCRIP usage has also transformed into a supplemental income for some parishioners in need, from its original intention to serve as one-time donations to persons in need. On average, the church is disbursing an average of \$400 a month in SCRIP cards.

Considering these findings, it makes sense to establish a permanent fund for SCRIP that reflects current need.

A Note on SCRIP: (from Alyson Stage) “We currently only buy QFC gift cards. The discount on face value depends on how many are purchased at once. To get the maximum 5% discount, you must purchase \$5,000 at a time. These can be used to purchase anything Kroger sells, including gasoline and home furnishings.”

After discussion, a motion was discussed, whose text follows.

“We propose to the Finance Committee to create of a stand-alone ‘Outreach – SCRIP’ line-item fund to commit \$400 a month expenses (backdated to 6-1-2025) for the next seven months. Funds for this line item will be allocated from the general fund, and continue to be managed as usual. At the end of this period, further review will occur as needed.”

Dorothy Gibson moved, with Lily Nichols seconding the motion.

Motion passed 10-1.

Other Business

- **Fees & agreement for organ, piano, and space for concerts, etc.** – discussion tabled, new discussion is TBD.
- **Summer Planning Meeting** – Set for July 22, in person, coupled to/folded into next vestry meeting. It is thus scheduled provisionally to start at 6 PM, with vestry business (items TBD as needed), to follow at 7:30 PM. Location was TBD at time of current vestry meeting.
- **Health Insurance parity:** Finance suggested that we try to adjust insurance rates for non-vestry currently employed at the Parish to reflect current recommended coverage from the Diocese, which encourage parity of coverage for all eligible (.75 FTE) lay and clergy, per the Personnel Manual.

Notes: Full Health Insurance Premiums for Dependents

St. Andrew's is paying lay employee Washington Paid Medical Leave and Washington Paid Family Leave Premiums.

The total cost of these two changes will be:

1. 261/mo. for Medical Premiums of Dependents (this includes paying the full premium at base health insurance rates), and
2. \$92.39/mo. for paying lay employee portion of WA PML and WA PFL.

Total Monthly additional costs will be **\$353.39/mo.** and **\$4,240.68/annually** (this does not include annual rate changes for subsequent years).

Vestry resolves that Finance is currently empowered to make those changes to bring us into compliance with the diocese. Therefore, no motion needed at this time. Additional costs will show up on budget variances at the end of the fiscal year.

- Budget Development Team – Vestry discussion on recruiting parishioners to help develop a budget for the next fiscal year. Joel Nichols is confirmed as candidate, vestry currently in talks to add Alan Coburn to that team. Upon further discussion, Mark Gargett suggested that Alyson Stage be included as well, as she has a lot of much needed institutional knowledge. Vestry will reach out to her as well.
- Ministry Surveys – in progress, discussion tabled to next meeting.
- Sound Alliance Leadership Training: Sound Alliance is a community-based outreach group that offered us leadership training. Training session scheduled to occur on 7/26, schedule is 8 AM – 4 PM. Attendance is recommended for as many who are interested in starting or deepening their volunteer and advocacy further.
- Liturgical Ministry – close to scheduling

- Columbarium: part of green and growing campaign. When people sign up for space, they get records of ashes burial, but procedures need an overhaul, so that it is clearer/easier to access needed into. Ideally, we should continue to address immediate needs as well as future planning for parishioners. There is a common urn that already has guidelines for usage, as does its inscription.
- Update on Background and Safeguarding: Vestry is working on 100% completion of both; we are almost there. Reminder notifications to complete/update being sent out as necessary.
- Junior Warden Report: Continuing at large conversations with parishioners as needed, nothing urgent to report currently.
- Senior Warden Report: Senior warden is mostly focusing on Ministry Survey; it is a work in progress.
- Rector Report: Father Kendall has made progress with and monthly visitation, and the schedule for those is back on track. Furthermore, he is getting up to speed on connecting with parishioners as needed. Will make further progress as currently active Ministries and leads are identified.
- David Blindheim led the closing prayer for this meeting.
- Senior Warden Cheryl Peele called the meeting to adjourn at 8:25 PM

Important upcoming dates

- 6/20, Burial Liturgy, The Rev. Karla Koon, St. Mark's Cathedral, 1:00 – 2:30
- 6/22, Kendall out (one vacation day), The Rev. Pam Tinsley presiding and preaching
- 7/7 – 7/11, VBS
- 7/16 – 7/19, HS Youth Service Trip
- 7/21, Burial Liturgy for Lou Hilton
- 7/22, Vestry meeting, in-person
- 7/27, Sound Alliance Leadership Training @ St. Andrew's
- 7/27 – 8/2, Kendall out (seven vacation days)
- 7/27, The Rev. Catherine Reid presiding and preaching
- 8/10 – 8/16, Kendall out (seven vacation days)
- 8/10, The Rev. Mac Murray presiding (Mark Blindheim preaching)
- 9/7, Kick-off Sunday

Notes:

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