

## 22 August 2023 Saint Andrew's Vestry Minutes

**Present:** Fred Briccetti (Senior Warden), Randy Galinat, Chris Miller, Jim Whinn (Treasurer), Susan Youngs (Clerk), Fr. Reed, George Schell, Liz Cooper

**Absent:** Paul Jones, Steve Trafton, Judy White, Clark (Jr. Warden)

### Meeting called to order at 7:01

**Opening Prayer and Reflection:** In Paul's absence, Fred offered a prayer and a discussion of a verse about Jesus going to sit by the sea. He asked what each of us see as our "sea"—a place to be on our own, etc.

**Consent Agenda:** Chris moved to accept the Consent Agenda, and Jim seconded. Approved unanimously.

- Reports
  - Finance Committee
  - Mission Outreach Ministry Committee
  - Formation Committee
  - Building and Grounds, Including Capital Campaign Projects (see below)
- No Reports
  - Worship Committee
  - Parish Life Committee
  - Capital Campaign Projects
  - Stewardship Committee

**Receiving Treasurer's Report (for June and July):** Liz moved and George seconded to accept the Treasurer's Report. Unanimously approved.

**Review of Completed Financial Review of 2022:** Jim presented the accounting company's Financial Review. It says we're in accordance with generally accepted accounting principles. Fred moved and Chris seconded to receive the Financial Statements from David A. Kreed, CPA, an independent accounts review of the year ending 31 December 2022 for submission to the Diocese of NH.

**Accepting Minutes from Last Meeting:** Fred moved and Randy seconded to accept the minutes of the June Vestry meeting.

### Old Business:

- Clarke submitted a report updating us on various Building and Grounds (and Capital Campaign) projects:
  - New Atrium Partition Wall Progress Update
  - Phase 2 of Insulation Projects
  - Carriage House Roof and front wall
  - Solar

- Stained glass and clear glass windows
- Humidity issues, especially in attic of nave
- Hairline cracks in mortar in nave
- Driveway issues
- Capital Campaign Updates
- FLAC Committee (Front Landscaping and Accessibility Committee) and Church Sign Update (see submitted report). Temporary installation of the sign should be this fall.
- Sabbatical: Aftermath: Impressions of how St. Andrew's and the Vestry did; Reed's thoughts on return and priorities for the coming months.
- Vestry Nominating Committee: There will be four vacancies: three 3-year and one 2-Year spot. Committee to be convened by the Rector and to consist of Rector, Sr. Warden, Jr. Warden, outgoing Vestry members, two at-large parish members.

**New Business:**

- Loose plate for September/October 2023: Fred moved and Chris seconded to choose Hawaii Relief, Episcopal Relief and Development Fund. Unanimously approved.
- Other Outreach: Budget Line 6251: Fred moved to send \$1000 from this line to Emergency Needs Fund at the Payson Cancer Center at Concord Hospital. Susan seconded. Unanimously approved.
- St. Andrew's TD Bank account fraud. No money was actually lost thanks to the alertness of TD Bank and the work of Kim, Fred, Clarke, and Jim. There are several new processes.
  - Jim moved to authorize signers of the TD Bank checking account with the last four digits of 2501 to open a new checking account, having done so on or about 13 July 2023. Fred seconded. Unanimously approved.
  - Then Jim moved and Randy seconded to authorize signers of the TD Bank checking account with the last four digits of 2501 to close said account, which has zero dollars in it. Unanimously approved.
  - Jim moved to authorize a Warden to open a new Money Market account with TD Bank and funding the account with an amount between \$133,000 and \$220,000 of Capital Campaign funds. Susan seconded. Unanimously approved.
  - Jim moved to authorize a third officer, the Clerk, to be included as signatory on the new checking account for the purpose of establishing an additional person with whom TD Bank representatives will provide information regarding the accounts. Randy seconded. In discussion, we realized this is not really what we want—we want someone, such as the treasurer, to be able to talk to the bank and get information, but the treasurer is not allowed to sign. Fred moved to table the motion and Chris seconded. Unanimously approved.

**Upcoming Special Celebrations/Events/Dates:**

- 10 September: Welcome Back Sunday, with one 10:00 service
- 24 September-1 October: Family Promise

**Thank-you Cards:** Jim will write a thank you to Betty Whinn and Ann McCausland for weeding and deadheading in the gardens along the driveway.

**Next Meetings:** 26 September (meeting downstairs in the Youth Room due to Family Promise), 24 October, 28 November, December TBA

**Closing Prayer:** Fr. Reed offered a closing prayer.

**Meeting adjourned at: 8:56**

## Building and Grounds (and Capital Campaign) Projects

Below is an 8/14/2023 update of both Capital and regular projects.

### **Capital:**

Stained glass – Last window is out for restoration. Expected completion by end of August. Final payment to be made when window is in place and approved by George.

Clear glass – Project reviewed. Awaiting quote and bill for down payment. We added window over the door. George to follow up. Note that the project is scheduled 2024 by Old Window Restorers. They do however plan on installing the storm windows this year to facilitate glass work. Also note that they will quote restoration of the window above the main entrance as part of the project.

New Sign – All approvals received; contract signed and down payment submitted. Now awaiting construction and placement schedules.

Solar – We are awaiting the structural report from the engineering firm. They are finalizing their report and is expected as soon as this week. Following that, Martha will be able to submit RFQ's and move this project along.

Insulation, Phase 2. George is working with Shakes to Shingles. They have received the signed contract and down payment. They have cleaned out the Nave basement and placed a vapor barrier. Going in, the company is planning to work this into their schedule as they are able with completion this fall. George is in regular contact with them.

### **Other Projects:**

Half Wall – Youth Room. Wall completed and painted. Shelf completed and will be installed at end of month.

Painting old nursery, new nursery, and sacristy hallway. – Completed.

Carriage House Roof – Depending on available funds, quotes and scheduling, this project could be completed this year. Note: Depends also on remaining RJ funds

Carriage House front wall – Chris Wardell has time available to schedule and complete this fall.

Hairline cracks in mortar (especially on west side of Nave) – Paul is investigating contractors and getting quotes. Project open.

Humidity (especially in attic of Nave) – Ed Fairfield is investigating contractors and getting quotes. Project open. He is also looking into humidity in the lower areas of the Great Hall and will report back later this year.

Repairs to driveway. Clarke is obtaining quotes for crack, pot hole repairs and driveway seal. Looks like a spring 2024 project.

OUTREACH COMMITTEE REPORTS  
SUMMER 2023  
VESTRY MEETING 8/22/23

**FAMILY PROMISE**

Submitted by Pam Manus

Our next Family Promise week is the week of September 3-10th. We are expecting 2 families. We continue to use Sign-Up Genius for volunteering. At present we have some slots filled and will continue to call for more volunteers. We thankfully have many faithful returning and a fair number of "new" volunteers. The Family Promise of Greater Concord staff at present is down to one case manager, so there will not be a third family until the second position is filled and the person has a chance to learn the ropes. Both families in the program at present have vouchers for rent, but have not gotten the apartments. One mom is pregnant and is expecting in mid to late September. Plans are in the works to provide a plan to handle "her time".

The committee/leaders of St. Andrew's Family Promise met earlier this year and decided that we were strong enough and had enough faith in this program to continue for another year. We decided to go back to using Day Leaders, increase the ways we communicated with each other and to improve the timely spread of up-dated information so that day leaders could keep the volunteers aware of changes or needs. We used a schedule sheet for each

family so that we knew when they expected to arrive each day and what time they needed to leave (for school or work). We "advertised" via announcements during services, sermons underscoring service to others and utilizing the E-Blast to inform and educate.

Our May week for Family Promise went smoothly for the most part as we had 3 families (two of the families had constant disagreements - one family was finally asked to leave the program as Family Promise couldn't meet the needs, which were mental health needs). The program has continued with the two other families. Our communications were very helpful, but we are still making small tweaks to keep improving them.

We are looking forward to our September week and feel that the support of our parish through prayers and volunteer hours is a blessing.

### **MAKE YOUR MARK CAMP**

Submitted by Trish Chandler

This year we hosted 17 campers and 6 counselors. We had new help provided by George Swenson who hosted the opening circle with silence and reflection. Kim Wertz, who covered for Linden, engaged the campers in dance and song each morning. And then the fun began.

We had 10 artists who instructed the campers in various forms of art. Everything from painted slates to felt flowers and mandalas.

Breakfast, lunch, and snacks were supplied by volunteer donations.

One returning camper told her mother in early summer that she wanted to go to art camp for the whole summer!

The committee is looking forward to another successful camp next year.

## **LOOSE PLATE OFFERING**

Submitted by Kim Wertz

For loose plate report:

Sent to NuDay for March/April Loose Plate designated - \$781.63

May/June is just going out to IINE - but that is an August thing so I'll give that to you next month.

## **FOOD PANTRY**

Submitted by Paul Carey

Contributions to food pantry from StA's haven't occurred throughout the summer into last spring. As a longtime ministry this is regrettable.

## **BLOOD DRIVE**

Submitted by Jim Whinn

On June 21<sup>st</sup>, the American Red Cross collected 22 units of blood, 14 whole blood units and 8 units via the Power Red procedure. One member of our community not only volunteered for the first time but was also a first-time blood donor! And another member of our community that day celebrated a milestone (multiple lifetime gallons) donation! There were 10 volunteers, 8 from St. Andrew's and 2 from First Congregational Church, who helped at this drive. The next American Red Cross blood drive at St. Andrew's is scheduled for August 16, 2023.

## **GOT LUNCH**

Submitted by Judy McPhail

We have provided for eight families this summer. There are 16 children. They have received cereal, an undated milk voucher for a gallon at Colonial, various breads, five servings of fresh fruit per child and fixings for sandwiches. A dozen eggs and an onion, three cans of tuna and a jar of mayonnaise, or jars of peanut butter and jelly/jam are provided in rotation.

Hopkinton Rotary, the Police Dept., Countryside Church, and Contoocook United Methodist Church each furnished food for a week this summer. First Church, the Hopkinton Women's Club and St. Andrew's each covered two weeks.

Many groups added extra treats.

The families are extremely appreciative!!

**FRIENDLY KITCHEN**

Submitted by Debbie Monroe

My groups of outstanding volunteers show up every month to cook and serve dinner to about 60-70 guests. I send out a reminder a week before so in case their plans have changed they can let me know. Twice a year I ask when they can't work and when they can and make up a schedule for the next six months. We have 17 volunteers, 4 who are friends but not members of St. Andrew's. A great group!

Front Landscape and Accessibility Committee August report - Jim Whinn

- Sign - Signarama of Concord is to construct and install the new sign. Total cost is \$2,441.27. A 50% deposit in the amount of \$1,220.64 sent on July 17, 2023. Estimated time of installation is in the fall.
- Survey / Meridian - No progress update. Last invoice was July 1, 2023 in the amount of \$3,826.40. The estimate was \$6,350.
- Landscaping - Researching and beginning to contact landscape Architects.

## Formation Report for August 2023 Vestry meeting

I wanted to give a brief summary of what we did while Susan was here:

May: "God Sits in my Pew" discussion- this ended up happening after church at coffee hour.

June: Thin Place activity after church- parishioners goal was to find a "Thin Space" or a special moment on the Church grounds indoors or outside- could take pictures, go out and bring something back from that place

July: Greenway exploration- Art from Camp was placed throughout the trail and then some parishioners stayed for a picnic.

Thank you!

Justine