

## St. Andrew's Vestry Minutes

### 12/8/2020

Members Present: Fr. Jeff Packard, Christina Ford, Paul Humphreys, Greg Loviscky, Kevin Lowe, Michele Marini, Kitty Mussett, Jason McCloskey, Connie Puckett, JudithAnn Rule, Scott Strouse, Kathryn Yahner

Members Absent: Andrea deCarle

Guests: Julie Kwasnica

Clerk: Kevin Lowe

Call to Order: 7:03 p.m.

#### I. Opening Prayer - Fr. Jeff

#### II. Minutes

**Motion: Greg Loviscky; 2<sup>nd</sup> JudithAnn Rule – Accept the minutes of the November vestry meeting as distributed. Motion carried with no abstention or dissension.**

#### III. Reports

##### A. Rector's Report - see Attachment I

##### B. Wardens

- Senior Warden: currently at 113 pledges for \$326K (about a week behind last week's schedule); last year's stewardship season had a large surge of pledging in December which we are not anticipating to happen this year (last year it was due to the stewardship talks and adult forum presenting the financial situation)
- Junior Warden:
  - Nominating Committee: There is an adequate number of nominees running for convention delegate; there are currently 6 people are running for 4 vestry seats
  - Out of the Cold: OOTC has asked all churches to bump back their slots by one week, which would make St. Andrew's slot Jan 18th-31st

##### C. Treasurer - distributed electronically prior to meeting: Income continues to be strong and expenses are below budget; we are anticipating a surplus at the end of the year

##### D. Committees and other ministries

- Finance Committee: Recommends putting 2020 surplus into Surplus Fund savings account;

**Motion: Christina Ford, 2<sup>nd</sup> Paul Humphreys: Move a portion of the surplus (up to 100%) to the Surplus Fund savings line, with the exact amount to be determined in 2021. Motion carried with no abstention or dissension.**

##### E. Trinity House ad hoc committee: The committee had an initial meeting to examine TH and all possibilities. The committee then met with Greg Garth (Borough zoning officer and senior planner) and Walt Schneider (Code Administration) on 12/7. The meeting concluded that there should be no problem renting TH as a single-family rental; a borough officer will do a walkthrough on Thursday 12/10 to tell us what we need to do to meet property maintenance code and be able to get a rental permit. Depending on the mission, client, and rents charged, we may not be liable for property tax, and we would also not be liable for UBI tax.

#### IV. Discussion

#### V. Old Business

- AIR: #7: Telephone has been installed in the elevator
- 2021 Budget:
  - We intend to pay our January 2021 Fair Share for the sake of the diocese, despite the

- diocesan waiver of that payment
- **Motion (FC): Adopt the 2021 Draft Budget as presented. Motion carried with no abstention or dissension.**

VI. New Business

- A. 2021 Clergy Housing Allowance (Attachment II)
  - **Motion: Christina Ford; 2<sup>nd</sup> Michele Marini: Adopt the Clergy Housing Allowance Resolution. Motion carried with no abstention or dissension.**
- B. Community Cafe Soup Sale Fundraiser
  - **Motion: Scott Strouse; 2<sup>nd</sup> Connie Puckett: Endorse the Community Cafe Soup Sale fundraiser for February 7, 2021. Motion carried with no abstention or dissension.**
- C. Annual Meeting Resolution (Attachment III)
  - **Motion: Jason McCloskey; 2<sup>nd</sup> Kathryn Yahner: Adopt the Resolution of Vestry to Permit a “Virtual” Annual Meeting for 2021. Motion carried with no abstention or dissension.**
- D. Proposal to Sponsor Solar Event
  - **Motion: Jason McCloskey; 2<sup>nd</sup> Kevin Lowe: Co-sponsor the Sierra Club/Envinity Solar Home Tour on January 7, 2021. Motion carried with one abstention and no dissension.**

Meeting adjourned, 8:28pm

Minutes submitted by Kevin M. Lowe, clerk

## Attachment I

Rector's Report to the Vestry  
St. Andrew's Episcopal Church  
Tuesday, December 8, 2020

1. Pastoral: 1 Wedding pending (Gloria Meder's granddaughter); 3 Weddings on hold; 2 Funerals on hold
2. Average Sunday Attendance: 112
3. Bishop Scanlan decided, after consultation with her Task Force on Church Operations, on which I sit, and after getting the concurrence of the Standing Committee, on which I also sit, to shut down our churches for in-person worship until at least next year. Our last day for in-person service was November 15. The bishop and her staff continue to monitor three statistics by county within the diocese: positivity rate, increase in cases, and total number of cases. If the numbers show favorable trends, she has stated that she would consider a parish by parish approach to reopening. I note with you that in the Episcopal Church the diocesan bishop does not actually have the authority to shut down parishes in this way. The bishop is acting solely on her moral authority. Personally, I would respect that moral authority in almost any case, unless I vehemently disagreed with her. In this case, I do not disagree, even though I still feel our procedures were safe. I plan to continue to work with the bishop through both the Task Force and the Standing Committee and follow her decisions. Of course, I will keep you informed. We have had some mild opposition to the closing of in-person worship.
4. I have been recording families lighting the Advent Wreath candles—last one recorded on Sunday—and the readers for our Lessons and Carols service—last one recorded today. Lessons and Carols will post on Facebook this Sunday, December 13, at 10:00 a.m.
5. Attended Sacred Ground informational meeting on Zoom, 11/25.
6. Attended Parishioners' Ministry Stewards meeting on Zoom, 11/29  
After meeting with the PM Stewards, I am in the process of recruiting a new steward to take Scott Strouse's place starting next year. Sarah Klinetob-Lowe's term ends, but she is willing to serve again. Our bylaws say that the rector nominates new stewards. The nominations are to be announced at the annual parish meeting. Then the vestry appoints the new stewards at its first meeting following the annual meeting. The PM stewards are asking for a change to the bylaws. They'd like to have the new stewards appointed in the December meeting so they can begin serving at the start of the new year. There is no need to change this now. We can take a look at it next year.
7. Standing Committee, 12/1
8. Trinity House Committee, 12/2 & 12/7
9. Finance Committee, 12/2
10. Working with Kathryn to send thank you notes for pledges and to send a second stewardship letter to those who haven't pledged. We didn't want to wait too long to encourage folks to pledge.
11. You may have heard that the Boy Scouts of America are in bankruptcy. People are filing lawsuits against them related to sexual abuse by leaders in the past. On the advice of the diocesan chancellor and my consultation with David Gaines, we have filed a Proof of Claim. This is strictly a precautionary step. St. Andrew's was the chartered organization for a Boy Scout troop in the 1970s and early 80s. There are no accusations of which I am aware, nor do I expect any. The Proof of Claim would help protect the parish from liability in the case of any claims against the troop.
12. Christmas Eve Schedule

2-4 Distribute Home Communion kits in the church (deliveries will take place Mon-Wed)  
4-4:30 Christmas Carol Sing-a-long simultaneously on Zoom and in-person outside in front of the church

5:00 Children's Pageant (pre-recorded) posts on Facebook  
5:30 Choral Prelude (pre-recorded) posts on Facebook  
6:00 Christmas Solemn Eucharist (pre-recorded) posts on Facebook

13. I will take a week off after Christmas, 12/28-1/3—the Diocese is once again offering an online service on the third. We will direct parishioners to that, or their choice of online service.

14. Great Expectations... Here is a summary of outstanding bequests/gifts that are all in the works

- a. The Kistler Trust: This has been in the works to my knowledge since summer of 2018. Currently negotiations are back on with the developer who wants to buy the two properties of which the trust holds one-third ownership. The parish is a 5% beneficiary of the trust. There's no telling how long negotiations will take or how long after the sale that the parish would get the proceeds, but our share could be in the \$100,000 range.
- b. The Suhey Trust: I just learned of this trust in the past month. Virginia Suhey (mother of Matt Suhey) died a few years ago, but her charitable remainder trust just matured and will now be distributed. The overall value of the trust is between \$65K and \$70K. We will get 30%. I expect this to be completed this year.
- c. Annie Harvey estate: Annie died in March. The parish is to receive half of her residual estate, minus \$100K. I spoke to her lawyer today to get an idea of how much that might be. He wouldn't venture a guess, but said that we, "shouldn't expect a windfall." Because of COVID and complications of her estate, he doesn't expect us to have a number for 6 months, and then it will be months before it is all executed.
- d. A parishioner recently communicated to me that he is considering a major gift to the parish, \$50K to \$100K. Originally, he thought it would be this year for tax purposes, but his plan changed. We will take up the discussion next year.

15. Thanks to everyone for the wonderful gift of a hot air balloon ride and generous check!

16. Ongoing: Diocesan Standing Committee, vicechair; bimonthly Clergy Council Meetings with the bishop; bimonthly local ecumenical/interfaith leaders meetings; we've started a monthly meeting of downtown pastors (in addition to the larger ecumenical meeting); monthly spiritual direction

17. Upcoming: Meditative Prayer Service a la Taize on Zoom, 12/9, 16 & 23; Lessons & Carols on Sunday; Sacred Ground, Zoom, 12/16; Christmas!

## **Attachment II**

Resolution of the Vestry of St. Andrew's Episcopal Church  
December 8, 2020

Whereas the Rev. Jeffrey A. Packard is employed as a minister of the Gospel by St. Andrew's, State College which does not provide a residence for him, the vestry resolves that of the total compensation to be paid to Father Packard during 2021, **\$24,500** be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. This amount for parsonage allowance will continue year and year unless modified and approved by the vestry.

## **Attachment III**

### **Resolution of Vestry to Permit "virtual" Annual Meeting**

WHEREAS, Article VI of the Bylaws of St. Andrew's Church, a Parish of the Diocese of Central Pennsylvania, provides in Section 1 that there shall be an Annual Meeting at such time and at such place as shall be fixed by the Rector and the Vestry

WHEREAS, the Bishop, in light of the COVID-19 pandemic and the risks both to individuals and the public health that have been associated with large, in person assemblies, has recommended that during the pandemic Parishes in the Diocese wishing to conduct annual meetings do so using available communications technology, the Vestry of St. Andrew's Church adopts this Resolution setting forth a special rule of order permitting the Annual Meeting of the Parish to be held as a "virtual" meeting, using electronic communications technology having the capabilities specified in the Resolution; and

WHEREAS, the procedure for conducting the Annual Meeting permitted by the Resolution is consistent with the requirements for conducting a similar meeting of the members of a Pennsylvania nonprofit corporation provided in Sections 5704(a) and 5708(b) of the Associations Code, 15 Pa. C. S. Sections 5704(a) and 5708(b).

Now, therefore, BE IT RESOLVED:

1. The Vestry concurs with the recommendation of the Bishop that the plans for the Parish Annual Meeting should be based on holding the Annual Meeting as a "virtual" meeting, and approves the adoption of the Provisional Rules of Order for Electronic Meetings as attached to this Resolution as Appendix "A," to permit the "virtual" Annual Meeting to be held using electronic communications technology having the capabilities specified in this Resolution.
2. The 2021 Annual Meeting of this Parish may be held by means of the Internet or other electronic communications technology in a fashion pursuant to which Clergy and members of the Parish, wherever they may be physically located, have the opportunity to read or hear the proceedings substantially concurrently with their occurrence, vote on matters submitted to the members of the Parish, pose questions to the presiding officer, make appropriate motions and comment on the business of the meeting, and express their consent or dissent to any matter presented to the Annual Meeting for action.
3. The participation by a member of the Parish at the Annual Meeting conducted using the technological means specified in paragraph 2, including voting and taking any other action, shall constitute the presence of, or vote or action by, or consent or dissent of, the member of the Parish.
4. The Agenda for the 2021 Annual Meeting shall include, as a first order of business, a resolution to approve and ratify this Resolution of the Vestry as a special rule of order, to include the use of the specific procedures and technology to be identified and recommended in accordance with this Resolution to hold the Annual Meeting.

***APPENDIX "A" TO RESOLUTION OF VESTRY IMPLEMENTING "VIRTUAL" ANNUAL MEETING***

**Provisional Rules of Order for Electronic Meetings**

1. **1. General.** These Provisional Rules shall go into effect on the convening of a "virtual" Annual Meeting of the Parish held by electronic means. The regular Rules of Order as set forth in the Parish bylaws shall nevertheless apply to any "virtual" Annual Meeting to the extent not inconsistent with these Provisional Rules.
2. **2. Notice; Login Information.** The Parish Secretary shall notify members of the Parish, at least ten (10) days before the Annual Meeting, of the date and the time of the "virtual" Annual Meeting; as soon as possible thereafter, but not less than forty-eight (48) hours before the commencement of such Meeting, the Secretary shall notify members of the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Secretary shall also include a copy of, or a link to, these Rules.
3. **3. Login time.** The Secretary shall schedule Internet meeting service availability to begin at least 30 minutes before the start of the Annual Meeting.
4. **4. Signing in and out.** Members shall identify themselves as required to sign into the meeting service, and each member shall maintain individual Internet and audio access throughout the Annual Meeting whenever present, but members shall sign out upon any departure before adjournment.
5. **5. Quorum calls.** The presence of a quorum shall be established by the Secretary based on the count of members who have signed in. Thereafter, the continued presence of a quorum shall be presumed, unless any member demands a quorum count by audible roll call; provided, however, that such a demand may be made only following any vote for which the announced totals add to less than a quorum.
6. **6. Technical requirements and malfunctions.** Each member shall be responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
7. **7. Forced disconnections.** The Presiding Officer may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the Annual Meeting. The Presiding Officer's decision to do so, which is not subject to appeal, shall be announced during the Meeting and recorded in the minutes.
8. **8. Assignment of the floor; Procedural motions.** To seek recognition by the Presiding Officer, a member shall request recognition by clicking on the designated button on the screen display (or by pressing the numeral #2 on his or her phone, for audio-only attendees), whereupon the Presiding Officer shall recognize requests in the order submitted, except for privileged or incidental motions, as defined in Robert's Rules of Order, and as set forth herein. To introduce a privileged or incidental motion, a member shall use the text box on the display screen to post the text of the motion in full, along with the member's name, and shall thereafter wait a reasonable time for the Presiding Officer's ruling (which shall not be subject to appeal) and instructions before attempting to seek recognition. An audio-only attendee shall press the pound/hashtag button on the member's phone, and wait for recognition, after which the member shall state the member's motion in full.
9. **9. Display of motions.** The Secretary shall show, by an on-screen display, the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending) and, to the extent feasible, the Secretary, or any assistant appointed by the Secretary for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

10. **10. Voting.** Votes shall be taken by the voting feature of the Internet meeting service, unless a different method is ordered by the Presiding Officer. The Presiding Officer's announcement of any voting result during the Annual Meeting shall include the percentage of members voting on each side of the question and the percentage, if any, who explicitly respond to acknowledge their presence without casting a vote. Numerical totals will be available after the conclusion of the Meeting. Business may also be conducted by unanimous consent, with the Presiding Officer announcing his or her understanding of such consent, which shall be subject to objection, whereupon another method of voting shall be used.
11. **11. Video display.** The Presiding Officer, the Secretary, or their respective assistants, shall cause a video of the Presiding Officer (as well as such other members of the dais as shall be designated by the Presiding Officer) to be displayed throughout the Annual Meeting, and shall also cause display of the video of the member currently recognized to speak or report.