

## St. Andrew's Vestry Minutes 6/11/19

Members Present: Fr. Jeff Packard, Bruce Cramer, Tom Dauler, Michele Hamilton, Greg Lovisky, Kevin Lowe, Jason McCloskey, Connie Puckett, Steven Smith, Scott Strouse, Kathryn Yahner  
Members Absent: Christina Ford, Andrea deCarle  
Guests: Julie Kwasnica, Dcn. Joe DeLauter, Sarah Klinetob Lowe  
Clerk: Kevin Lowe  
Call to Order: 7:05 p.m.

I. Opening Prayer - Fr. Jeff

II. Minutes

**Motion: Kathryn Yahner; 2<sup>nd</sup> Steven Smith – Accept the minutes of the May 14 vestry meeting as distributed. Motion carried with no abstention or dissension.**

III. Reports

A. Rector's Report - see Attachment I

- Kistler Trust offer - see Attachment II
  - Offer to sell the Keystone/Armenara project is contingent on buying out the current tenants of the building
  - Keystone's communications are confusing, and other Kistler beneficiaries are not responding to Fr. Jeff's communications
  - Fr. Jeff is trying to resolve the ambiguities in the offer and the Keystone communications
- Steven Smith will be joining Fr. Jeff in going Over the Edge in October

B. Wardens

- Senior warden - see Outreach committee report
- Junior warden: Summer drop in giving is expected, so anything we can do to increase giving (esp. online) is highly desirable

C. Treasurer - distributed electronically prior to meeting

- Finance made a recommendation concerning new chairs for CH.
  - **Motion: Approve use of \$250 from Addison Fund for purchase of 25 new chairs for Canterbury Hall. Motion carried with no abstention or dissension.**
- Finance recommends audit committee members for diocesan approval:
  - **Motion: Nominate Linda Mace, chair; Beth Jones; Kevin McGarry; and Koraly Perez-Edgar to the Audit Committee. Motion carried with no abstention or dissension.**
- Withdrew \$10,000 from savings (operating) to pay bills
- May operating income was very low, but year to date is still ahead of budget
  - Many people pay advance pledges at the beginning of the year

D. Committees and other ministries

- Out of the Cold is still looking for a space to rent as a permanent day shelter; Trinity House could be an attractive property for them to rent
- Outreach Committee update
  - Parish mission trip is cancelled for 2019
  - CROP Walk is scheduled for October 13

- Community Cafe proposes the following changes to the Canterbury Hall kitchen:
  - The table with the white cutting board will be replaced with a stainless steel table with cabinet storage for coffee hour supplies
  - The conventional ovens and white cabinet on the west wall will be replaced with a new stainless steel work table and two shelf racks for hotel pans
  - An outlet needs to be upgraded/repaired; work to be done by Hazlett Electrical

#### IV. Discussion - *The Agile Church*, chapter 4

- Due to time constraints, vestry decided to push discussion of chapter 4 to next month's meeting

#### V. Old Business

##### A. Property Committee proposal for back stairs

- **Motion: Steven Smith; 2<sup>nd</sup> Kathryn Yahner: Approve the Property Committee's PLC Back Stairs Safety Improvement Project, for a cost of \$3,100 to be paid from the Breneman Endowment. Motion carried with no abstention or dissension.**

##### B. Action Item Register updates

- delete #12 (upgrade AV system for Canterbury Hall) as it appears to be working well at the moment)
- Mark property projects as “referred to Property”

#### VI. New Business

1. Sarah Klinetob Lowe, chair of Property Committee, presented a current comprehensive list of their envisioned property projects and their priority over the next five years - see Attachment III
  - Continuous maintenance, small capital projects, and large capital projects
  - Intersects with strategic planning and overall goals of the parish and vestry

Adjourned: 9:15pm

Minutes submitted by Kevin M. Lowe, Clerk

## Attachment I

### Rector's Report to the Vestry St. Andrew's Episcopal Church Tuesday, June 11, 2019

1. Pastoral: 2 home Communion; 1 ongoing wedding prep
2. Average Sunday Attendance: 191
3. Atrium Service, 5/15—We have presented a prayer/healing service at the Atrium which is the assisted living section of the Village at Penn State on the third Wednesday of every month. Until they left, the Hoovers were solely responsible for this service. Now, Joe DeLauter has taken the lead to work with me and Marion Schwartz, and possibly Joan Bouchard, to present this service each month. We will all work together until we gain a good comfort level, then we will take turns and cover each other.
4. Preached at the regular service at Valley View Retirement Home in Belleville, 5/16
5. Drove William Hartmann and Joan Bouchard to William's graduation from Juniata College, 5/18
6. Parish Picnic, 5/19 (only slightly rained out)
7. Attended Diocesan Clergy Conference in Harrisburg, 5/20-22
8. Recovery Sunday, 5/26 (first, to my knowledge)—Received very positive feedback on this. The speakers from AA were enthusiastic and very appreciative. Several parishioners felt comfortable opening up to me about addiction issues in their own families and requested prayer.
9. Ascension Eve service, 5/29
10. Took Sue Stephenson (finally) out to lunch with the staff to say farewell, 5/30
11. Joint Standing Committee and Commission on Ministry Leadership Retreat, 5/31
12. Property Committee, 6/3
13. Standing Committee, 6/4
14. Kistler Trust: There is an offer on the table from one of the three owners to buy out “the charities.” I will be meeting this week with a real estate agent to discuss the details to get advice on whether or not this is a good deal. I have emailed the other beneficiaries of the Kistler Trust with whom I have had contact. So far, no response from any of them.
15. Parish Discernment Committee for Ted Christopher: The committee has concluded its work and submitted its final report. They give their recommendation that Ted continue in the process toward ordination. I have discussed it with Ted and he intends to continue. He is beginning the long process of applying for postulancy while he is in Ohio this summer. At this point, we plan for him to come before the vestry in our August meeting. I will send the vestry the PDC report after the June meeting.
16. Kevin Barron is functioning as a “lay pastor” for the parish of St. Luke's, Altoona. This is an experimental trial by the bishop to meet the pastoral and sacramental needs of a parish without clergy coverage. Kevin is leading worship and preaching there two Sundays a month. He is also serving Communion from reserve (which was consecrated the day before by the priest in Holidaysburg). I am supervising Kevin. We will be meeting regularly to discuss how things are going. He will also be developing a set of learning goals and planning a ministry project. I also asked Kevin to write an article about what he is doing for our newsletter.
17. Regarding our recent settlement, there was a mistake made in calculating the payroll tax to be withheld. It was a significant mistake causing us to receive more than \$2,500 less than we needed from the insurance company. When we discovered the mistake, I contacted the insurance company and they to cover the full amount even though our policy did not require them to do that.
18. I will be going Over the Edge again for Interfaith Human Services on October 17
19. There is a project to make some changes/improvements to our kitchen. The project plan is currently open for comment. It was written about in the current newsletter. The Community Café

Board will meet on June 30. If they approve the project, they will then formally request permission from the vestry at our July meeting. The CC Board will pay for the project. They just want to acknowledge that the change would be to the building for which vestry has ultimate responsibility. This is for your information. I will let you know before the next vestry meeting if this proposal is moving forward.

20. Committee Chair vacancies: Marc Rigas has stepped down as chair of the Newcomers committee. And Linda Hoover who recently left town was the chair of the Pastoral Care committee. I am open to suggestions.

21. Ongoing: VELI; Diocesan Standing Committee; Monthly Episcopal Clericus; Bimonthly Clergy Council with Bishop; Bimonthly ecumenical local clergy group

22. Upcoming: Spring Convocation Meeting, 6/20; Pilgrimage—blessing pilgrims 6/16, they leave 6/23; Community Café Board Meeting, 6/30