

St. Andrew's Vestry Meeting Minutes  
Nov. 14, 2023

**Members Present:** Fr. Jeff Packard, Tom Hall, Julie Breuninger, Rich Marini, Sandy Schwartz, Amy Pritchett, Daniel Foster, Carolyn Donalson  
**Online:** Barb Downs, Sarah Klinetob-Lowe, Paul Hochreiter, Kathy Dittmann  
**Absent:** Fran Stevenson  
**Officers:** Julie Kwasnica - online  
**Guests:**  
**Clerk:** Beth Jones

**Call to Order:** 7:02PM

- I. **Opening prayer** - Fr. Jeff
- II. **Minutes** - Minutes from the October vestry meeting stand as approved.

III. **Reports:**

- A. **Rector's report** - 1) Filling the Nursery Coordinator position has been unsuccessful, so Heather Gregory has agreed to continue to do the organizational part. Will change job description to look only for a child care person on Sunday morning. 2) There is a possible candidate for financial secretary. The position is part time, about 10 hours during an average week. Mary Andrew is communicating with the candidate. The person would start in February, 2024. The full report is in Google Drive.
- B. **Asst. Rector** - 1) Ted applied for a YACM (Young Adult and Campus Ministry) project grant for Choral Scholars program at Episcopal at Penn State. It is an avenue for hiring singers for the choir, but also inviting young people to the Episcopal life and worship. 2) The assistant rector has a discretionary fund that receives \$50.00/mo. That money comes from the Curate Fund.
- C. **Wardens - Senior warden**- Tom Hall spent time with Brother David Rutledge after the service on Sunday. Brother David is encouraging St. Andrew's to think about having a retreat at the house at All Saints Brookland. Nice place, beautiful setting. 2) Reminder that Kevin Lowe will be ordained for deaconate on Dec. 16 at 10:00 am in Harrisburg. 3) Tom asked if there was 100% buy-in by the Vestry members for the Strategic Planning group.  
**Junior Warden** - Julie Breuninger 1) Confirmed that there are now 4 candidates for vestry nominations and 3 more are considering. 2) Still seeking candidates for the convention. 3) The executive committee (Fr. Jeff, Tom and Julie) will meet by Zoom with the Vandersall Collective representatives on Dec. 6th.
- D. **Treasurer** - Julie Kwasnica put the Income/Expense, Savings and Investment documents into Google Drive. 1) The net operating income was still down a little (\$3500) but much better than last month. It was actually a good month for income

but there was a \$5000 quarterly insurance fee that was paid in October. 2) \$9500 was withdrawn from the Brenneman fund to pay for the window work. 3) It is projected that we will end the year with a deficit of about \$7000. 4) St. Andrew's received a private donation for property repairs for ~\$4850. A new savings line has been set up for that donation.

#### **E. Committees and other ministries**

- 1) **Parish Life** - Many events in December - notably, funeral reception for Bob Downs. The report is in Google Drive.
- 2) **Finance Committee** - 1) The second draft of the 2024 budget was distributed. 2) We already have 57 pledges amounting to \$159,638 for the coming year. 3) There is a need (requirement) to audit the books yearly. The FC could use help with this. Tom and Sarah expressed interest in helping.
- 3) **Evangelism and newcomers** - A need for more participation. Joan Bouchard sent an email out quite some time ago with those names of parishioners who might be interested. Julie Breuninger will try to locate it and share it.
- 4) **Property** - Met on Nov. 13 and a newcomer to the parish (Michael) joined the group.
- 5) **Community Cafe** - Received the contract for the DEP grant for the freezers. Still waiting for the contract to be signed by all parties.

#### **IV. Unfinished Business (Action Item Register)**

- A. Financial policies revisions - In the discussion at the Vestry meeting in October, there was concern about having two signatures on written checks. After looking over the Financial Policies and Procedures document, a decision was made that these policies need to be rewritten. They are outdated and some no longer apply to the present situation. So, a rewrite of the policies is in progress.
- B. George Powell, of GP Audio, came back to finish the wiring. He hid the wires that were hanging in the choir area out of sight.
- C. The second draft of the 2024 Budget was distributed. According to the math, St. Andrew's will be facing about a \$99000 deficit in 2024. 1) There were suggestions to increase our withdrawals from 2 endowments - General and Brenneman. If we do increase them, we will add \$21000 to our income side. 2) There was also discussion about using the rooms in the Life Center to bring in some cash, but there is a question about taxes with that. 3) Trinity House could possibly be a cash stream. 4) There was a suggestion to look back at the Ad Hoc Committee's report which put forth a number of scenarios.
- D. Discussion about the upcoming meeting with the Vandersall Collective. 1) How to present the ideas to the parish at large. Fr. Jeff already spoke about the strategic filter in his message in the November St. Andrew's Net. After the initial meeting with the reps from VC, cohesive talking points will be presented to the vestry. FYI, in January a survey will go out to the parish from Vandersall. On Feb. 22, the reps from Vandersall will be in State College. On Feb. 23, Amy Pritchett is inviting

all Vestry members (the new and those leaving next year) and the Vandersall reps to her house for dinner. On Feb. 24, the Vestry retreat will take place at Centre Hills, probably from about 9am - 4pm.

**V. New Business**

- A. Proposal to “put the balance of the Deacon’s Discretionary fund into the Parishioners’ Ministry fund”. **Motion** - Amy; **2nd** - Julie B. Motion passed with no dissension or abstentions.

**VI. Closing and benediction** - Fr. Jeff at 8:30pm.

Submitted by Beth Jones, clerk of the Vestry.