***St. Andrew’s Episcopal Church***

New Providence, New Jersey

Vestry Meeting Minutes

July 26, 2016

**Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present |  | Present |
| Tom Haverly, Rector | YES | Sandy Davies | NO |
| Valaida Wynn Guerrero, Sr. Warden | YES | Marty Dragos | YES |
| Bob Cavanagh, Jr. Warden | NO | Eileen Fairchild | YES |
| Pat Barry | YES | Joe LaPara | NO |
| Lisa Berry | YES | Carolyn McGhee | YES |
| Brian Bussey | NO | John Batzer, Treasurer | YES |

The meeting was called to order by Father Tom at 7:35 pm with an opening prayer.

**Reading and Approval of June, 2016 Minutes**

Minutes from the June 21, 2016 vestry meeting were approved as amended.

**Reports from Standing Committees**

**Rector’s Report:**

* Fr. Tom began his treatments last week. He is feeling well and values the support from the parish.
* We have obtained a new tenant. He is a student at FDU.
* Fr. Tom and Eileen reported on the recent visit of the Schulz’s on July 12th.
* He also reported on an upcoming wedding involving a former Nursery School student.

**Treasurer’s Report:**

Highlights from Treasurer John Batzer’s report are as follows:

* Monthly:
  + Net Ordinary Income is $.3K below budget, net income is $4.8K above budget and the Market value investments had a $1.9K loss for DIT and a $5.4K gain for the Endowment Fund.
* Year To Date
  + Gross Profit $7.7K below budget primarily due to congregational giving being $6K below budget. This trend is continuing.
  + Expenses are $5.6K below budget primarily due to lower facilities expense (less snow removal).
  + Net ordinary income is $2.2K below budget.
  + Diocesan Investment Trust is showing a $2.3K loss. The Endowment Fund is showing a $8.3K gain due to market fluctuations.

(See Treasurer’s report for more detail)

John reported on an adjustment required to the financial summary table included in the annual report. The revised pages will be filed with the annual report. The budget is unchanged.

**Buildings and Grounds Committee** The committee reported the following:

* The new tenant in our apartment is a student at FDU. It has been rented at $1,400 monthly ($50 more than the previous rent received).
* The steam boiler downstairs needs a damper. Recent proposal was received for $740. State inspection is scheduled for August 2 so we’d like the repair completed before 8/2. Motion was approved to make repair.
* The Kinderhouse chimney has been inspected. It has a clay liner that needs to be replaced. A proposal received for $1,953. Motion was approved to make repair.
* A second estimate was received for sealing the driveways. The work can be done without disrupting camp or school. Pat will get one more proposal.

**Pastoral Care**

Tom reported that no one is currently in need of care.

**Reports from Special Committees (Ministries)**

**Communication**

* Eileen reported the web site has been updated but would benefit from new pictures. Val will try to provide a few from the BBQ.
* Val will provide Eileen with directions for attaching the WEU to the web page.

**Endowment**

* Val emailed and will continue to follow with Bernie Heer.

**Unfinished Business**

**Vestry Retreat**

* **Goal 4 Mission:** For clarification,Eileen summarized our objectives for this goal. She provided summaries of 3 outreach opportunities in Union County that provide varied opportunities for parish involvement. (summaries attached). At this time, she favors Bridges. For the next meeting, we will all familiarize ourselves with these 3 and provide Eileen with the names of any others we would like researched. At our next meeting, we can discuss how to proceed in picking one.
* **Goal 2 Youth:** Carolyn provided an update. Fr. Tom suggested incorporating older teens in a leadership role. He will follow for some course content info.
* **Goal 1 Restore Financial Health:** Val reached out to potential committee members. The subcommittee drafted a preliminary charge for the Stewardship committee identifying an increase of pledging units (75) and pledges.
* **Goal 3 Expand In-Reach Events (Parish Life):** Lisa, Carolyn, and Christine Tallone will serve on this committee. Lisa shared a draft Mission for the committee along with ideas for events. Bocce and a Barbecue was a success. The Somerset Patriots game is this Sunday, 7/31. We are currently at 21 attendees.
* **Signage:** the committee received additional info from the vendor, Joe Mihalick, in answer to their questions.

**Financial Operations Manual**

Glenn Silver and Howard began working June 25th. This effort includes the establishment of a routine for streamlined transfers between accounts

**Adjourn:** The meeting was adjourned at 9:00 pm until Tuesday, August 16th, 2016 at 7:30pm.

Submitted by: Eileen Fairchild

/attachments:

* Treasurer's Report June, 2016
* Mission Outreach Summaries

**Action Items:**

* **Val** will meet with Bernie Heer to discuss the Endowment Fund.
* **John** will test on-line Bill Pay
* **John and Pat** will establish a routine for streamlined transfers between accounts with Glenn and Howard as they work on documenting financial procedures.
* **Val** will provide Eileen with directions for attaching the WEU to the web page.
* **Joe** will continue to chair the effort for a new sign.
* **Everyone** will review the Mission summaries and let Eileen know if there is a specific effort to add to the pool of outreach efforts.
* **Lisa** will call the Somerset Patriots park to see if they will accept our group if we do not obtain 30 participants.

AFTER the meeting, parishioners requested a summary of the goals established at our retreat:

* **Val** will put a release together