

St. George's Church Vestry Meeting Minutes
July 21, 2022

Present: Sean Albert, Carol Gaige, Meg Hughes, Sandee Hughes, David Kennison, Paul Smigelski, Rich Unger, Jeff Wengrovius

Excused Absent: Jon Ewbank, Lynn Paska

Senior Warden David Kennison convened the meeting at 6:37 p.m. in the Shaw Lounge, improvising a heartfelt prayer for Vestry unity and divine guidance.

Sean Albert offered a minor amendment to the June minutes which Meg Hughes agreed to make. Carol Gaige moved to accept the June minutes as amended. Rich Unger seconded the motion; all voted in favor.

Senior Warden's Report

Staff Updates

Senior Warden David Kennison announced that Debbie Rickson of Helping Hands Cleaners has signed a job agreement and will be added to St George's payroll as a part-time employee. Her husband Fred may occasionally serve as a subcontractor but will not become an official employee. They are expected to put in a total of 12 to 15 hours a week between them, at an hourly rate of \$20.

Parish Register Records

All Parish Registers are now updated.

Fr. Richard Lehmann

Our community was greatly saddened by the passing of Fr. Richard on July 11. A memorial service will be held August 6 at Christ Church, Ballston Spa. Our church will be dedicating our Mass on Sunday, July 31 to him. David is now accepting Vestry cash contributions towards the cost of the flowers for that Mass.

New Supply Clergy Policy

With the death of Fr. Lehmann it has become even more difficult to find supply clergy. We had an agreed-upon schedule with Dean Marshall Vang, extending through September, and he has voiced a willingness to make it an even longer-term supply

agreement. That would violate a new Diocese of Albany policy that limits priests to supplying any given church more than twice a month, but we may be able to get an exception. The “two weeks a month” rule was designed to compel priests to serve some of the smaller, rural parishes on occasion, yet Dean Vang is free to set his own schedule and forcing him to take Sundays off from St. George’s won’t necessarily result in him traveling to a more distant church. Perhaps if Dean Vang takes his name off the list of supply priests, the rule will not apply to him.

Fr. Peter Schofield is celebrating Mass on July 24, and Dean Vang on July 31. We currently have no priest scheduled for August 7, 14, and 21.

Fall Activities Calendar

David has drafted an activities calendar for September – November 2022. The following schedule includes a few tentative dates and will be a work in progress.

- September 10—Stockade Art Show Café
- September 17—Start-Up Sunday/Ministry Sign-up
- September 24—Stockade Walkabout
- October 15—Parish Dinner?
- October 16—Book Club meeting
- October ?—Adult education or other forum?
- October ?—Stewardship Campaign kickoff?
- November 1 —All Saints’ Day
- November 2—All Souls’ Day
- November 19?—Choral Evensong?
- November 24—Thanksgiving Day Service?
- November 27—1st Sunday of Advent

Contribution to YWCA

A \$200 to YWCA was approved at June Vestry and a check has been written.

Parochial Report

The Parochial Report was printed out, signed, and submitted earlier this week.

Junior Warden’s Report

Jon Ewbank was absent due to a death in his family and provided no report.

Treasurer's Report

Jeff Wengrovius reports that expenses and income are currently well balanced. Summertime is slow for spending. Our cash position is strong and we took no endowment interest from either the General or approved Restricted funds in July. Accumulated interest is about \$8,500. Endowment principal is down significantly, however, because of stock market downturns.

Jeff transferred \$1,000 from Mission Fund interest to contribute to the Cathedral Capital Campaign. A check was sent for \$2,100 (reflecting parishioner and church contributions).

Jeff has consulted with Rich Unger on capital improvement proposals developed by the Asset Management Committee (details provided elsewhere in these minutes). Jeff would like to start two new accounts at Scotia 1st National Bank. One will be our general operating account and replace the one we currently have at TrustCo. The second will be a capital improvement account that will enable the church to accept contributions targeted toward impending major building maintenance (e.g., church roof repairs and Great Hall upgrades). That money will be able to accumulate and carry over from year to year.

Jeff spoke of his dedication to his role as treasurer, and his efforts to be transparent. He wasn't included in the early deliberations of the Asset Management Committee but once he learned of the proposals to be presented this evening, he immediately got on board and called Rich to discuss the plans and offer support.

A separate idea that had been floated for Vestry consideration (but ultimately not posed at the meeting) was the formation of a Standing Budget Committee designed to help Jeff in drafting yearly budgets. Jeff commented that he favors improved communications and good working relationships with his fellow Vestry, but he is wary of increased oversight. He resents any implications that he is not performing his treasurer duties in a proactive and aboveboard manner. All present at the meeting assured Jeff that we wish only to support his efforts, and not to criticize them.

Community Liaison Report

Rich Unger announced the following major Stockade Neighborhood Association events:

- Annual Stockade Art Show – September 10, 2022
- Semi-annual Stockade Walkabout (selected home open houses) – September 24, 2022

A report was made of a motorist driving unsafely (“squealing tires”) from Ferry Street onto Green Street, and into our church parking lot. High travel speeds and excessive noise are major concerns among our Stockade neighbors. All associated with St. George’s are urged to drive with the utmost caution and respect for the historic district where pedestrians are numerous and driving lanes are narrow.

Garden Ministry

Kevin Decker has made a \$500 donation targeted to revitalizing the perennial bed on the south side of church. Meg Hughes has consulted a professional landscaper and the process is expected to take months. Gloria Kishton and Bob Lemmerman are also pledging to fund some of the cost of beautifying the space.

Book Club

Pattie Wareh has consented to succeed Meg as the leader of Book Club. The current reading selection, *Bloody Mohawk*, was proposed by Rich Unger, and will be discussed on October 16.

Hospitality Committee

Sandee Hughes notes that coffee hour has been occurring near the entrance of the Great Hall to take advantage of our beautiful gardens in this warm weather. Coffee, tea, iced tea, and lemonade are offered alongside treats provided by parishioners.

Looking ahead to Back to Church Sunday, Sandee wants to see a stronger focus on many of our ministries. Hospitality plays an important role in this effort, but ministry leaders need to be more engaging if we wish to persuade parishioners to sign up and serve.

In the kitchen, a war is being waged on mice and it isn’t clear which side is winning. It would be helpful if all who use the facility clean up scrupulously afterwards. On occasion, dishes and crumbs are left out, and we don’t know who is responsible. It was suggested that we need a ring camera or other motion-activated video device to determine who is using the kitchen improperly. This might be something worth pursuing once we get wifi in the Great Hall.

Communications

Lynn Paska reports that photos from Corpus Christi are now on the website. The next *Georgian Report* deadline is Friday, September 9.

Archives

Sean Albert and Rich explored the attic space above the archives room, and found no records there.

The transfer of bulletins to the cloud was explored by Paul Smigelski and Sean several months ago, but this step has not occurred. David has years' worth of electronic files that could be uploaded to the cloud relatively easily, but there are also shelves of old paper bulletins that would need to be scanned in as well. It would be a lot of work and we can't estimate how many gigabytes of data it would amount to. We don't want to exceed the capacity of our free OneDrive account.

Architectural plans were flattened several months ago and continue to need appropriate archival storage. They are laid out on a table at the back of the music room, which is fine unless someone decides to use them as a beverage coaster.

Outreach

The SICM summer lunch program is the church's current outreach activity, in addition to ongoing food donations. Paul remarked that it will soon be time to collect school supplies for Things of My Very Own, as we have in years past. He will get contact information from Alice Polumbo.

Brian is considering an outreach gathering as an after-church forum for the end of September.

Old Business

Audit

The financial audit is scheduled for August. Jeff has completed a pre-audit questionnaire sent by Jason Marra of Cusack and Company and is feeling confident that the audit will go smoothly.

Asset Management Committee

The Asset Management Committee has finalized its survey of the church's property and prioritized a schedule of maintenance and repairs. Cost estimates for top-priority projects are being sought for Vestry's review over the next couple of months. The Committee has also identified \$28,000 of unspent money in the budget that may be directed towards making these improvements. Rich Unger presented Vestry with a detailed plan of maintenance projects and a strategy for handling them in order of priority.

[Note: The Asset Management Committee's July report is appended to these minutes.]

Rich offered three motions for votes by Vestry, summarized below. **In each case, Rich made the motion, Jeff seconded it, and all voted in favor.**

Motion #1—Vestry approved the Committee's list of recommended Priority #1 projects which are:

Church

Refurbish/paint front door and windows

Obtain a needs assessment and cost estimate for repair/replacement of roof timbers

Rectory

Replace grout and paint the front of the building

Repair/paint windows in front

Replace bath flooring, 1st & 2nd floor

Replace lights w/LED as needed

Repaint interior walls as needed

Repair 1st floor rear windows

Replace main bedroom carpet

Garage door opener, repair or replace

Great Hall and Church Grounds

Install Wi-Fi system

Cast iron fence—repair end-post, paint as needed

St. George's House

2nd floor—Repair leaking radiator/floor area
2nd floor—Replace window/frame in bedroom
Front Door—Replace doorknob and latch
Water Heater—13 years old; replace w/50 gal
Investigate for potential roof leak over sexton apartment and eradicate mold on bathroom ceiling

Motion #2—Vestry approved the creation of account 5424 and renaming of account 5422

This motion will pave the way for St. George's to prepare for some big-ticket building projects. Going forward we will have two categories of property improvement funds:

- **Maintenance & Repairs, Account 5422**
Account 5422 will be used for minor, unanticipated maintenance and repairs, such as broken windows, sign repairs, plumbing issues, broken door locks, etc.
- **Planned Capital Improvements, Account 5424**
Account 5424 will be used to begin picking off existing top priority maintenance projects this year and for planned improvements in succeeding years. Most of the Asset Management Committee's long-range capital improvement projects are expected to be funded through Account 5424.

Motion # 3—Transfer of Existing Budget Funds

The purpose of this motion was to fund Priority #1 improvements within 2022 by approving the transfer of already budgeted, but unspent funds. The desired result is for account line 5424 to have \$28,000 for Priority #1 improvements in the current budget year. Account line 5422 will retain \$1,500 for unexpected repairs that may arise in the current budget year. Jeff Wengrovius reserved the right to modify exact dollar amounts based on actual spending over the remainder of the year, but approved the basic intent of this effort to rebalance our spending plan.

Motions Tabled

Due to the lateness of the hour, Sean Albert requested that Vestry table discussion of some motions that he had previously submitted for inclusion on the agenda:

SiCM

- That a donation to SiCM be included in the annual budget each year starting in 2023.
- That St. George's make a \$2,400 Donation to SiCM for 2022 to support them in addressing food insecurity.

Sean is willing to reach out to SiCM to assess how they would use the financial support. He suggests that the money could come out of our restricted "Mission" endowment fund.

Budget Committee

- That Vestry create a three-person Standing Budget Committee to be appointed by the Senior Warden.
- That the Budget Committee meet in September 2022 to create and discuss a draft 2023 Parish Budget and report that draft 2023 budget to the Vestry at the regular October 2022 meeting of the vestry.

Adjournment

Vestry adjourned at 8:50 p.m. with a blessing.

Upcoming meeting dates:

Rector Search—6:30 p.m., Thursday, August 4

Regular Vestry—6:30 p.m., August 18

Respectfully,

Meg Hughes, Vestry Clerk

Asset Management Committee

Vestry Report

July 2022

In May the Asset Management Committee was charged with pursuing Part A, steps 1, 2 and 3 of the Asset Management Committee “Process Steps and Timeline.” (see attachment A). There are three members of the Committee (step 1). The Committee has completed step 2, Update Property and Conditions Survey, a bit ahead of schedule. Also, a bit ahead of schedule, we have completed Prioritizing Maintenance and Repairs for 2022 and some for 2023. We are expecting project estimates to begin coming in this week or next, for the August and September meetings.

The second phase of the asset management program, identifying 20-year church growth, revenue, and property maintenance expense trends, will be initiated after completion of Part A of the asset management process, which has been to identify and plan for completion of improvements necessary in preparing for new rector candidates.

As you read the report you will see that we have identified approximately \$28,500 for these improvements. We are recommending transfer of certain funds from accounts that will not be used this year into other funds that are over budget and into a new account for Planned Capital Improvements. Though transfers are recommended, the Expense Budget has remained the same as approved last December. This is a zero-sum exercise; some accounts adjusted up, some accounts adjusted down.

The Committee has prepared a detailed list of maintenance projects for restoring our church properties. These projects will require funding over a period of years. Property maintenance and asset management must be ongoing tasks. They require both long-range planning and day-to-day vigilance. Projects and project planning must be implemented, tracked, monitored, and adjusted annually. Effective and efficient planning and steady project completion are the purposes of the **Long-Range Capital Improvement Program**. (see Attachment B)

Long-Range Capital Improvement Program

A detailed list of currently needed projects is shown in the attached **Long-Range Capital Improvement Program** spread sheet.

All projects are grouped by physical facility: St George’s Church, Cranmer House, St George’s House, the Great Hall, Church Property Grounds, and the Rectory. All projects will eventually be classified into one of four priorities:

- Priority #1: Projects to be funded in 2022 (to be completed or under contract)
- Priority #2: Projects to be funded in 2023 (to be completed or under contract)
- Priority #3: Projects to be funded in 2024-2028 (completed or under contract)
- Priority #4: Projects to be funded as part of a Capital Campaign (large, expensive, once in a life-time projects)

To date, and in the interest of preparing our church for a new rector, the Asset Management Committee has identified only Priority #1 and Priority #2 projects - projects needed in advance of interviewing new rector candidates. All other projects will eventually be classified as Priorities #3 or #4. As projects are completed, they will be removed from the **Long-Range Capital Improvement Program** project list. Also, any new information or unforeseen events may require adding items to the list. Vestry input and participation in establishing necessary projects is sought and welcomed.

As part of the on-going **Long-Range Capital Improvement Program**, each project recommended for a particular year that goes unfunded will be moved to a subsequent year until that project is funded and completed. All projects will remain in the **Long-Range Capital Improvement Program** until completion. The projects will not disappear. However, the estimated cost for a particular project may rise due to delayed maintenance. These projects are investments in the future of St George's Church.

Capital Improvements are not recurring or unforeseen emergency expenses. Capital Improvements, by their nature and definition, cannot be siloed into one budget cycle. Each project in the **Long-Range Capital Improvement Program** is intended to be associated with a specific budget account. In linking the **Long-Range Capital Improvement Program** to the annual budgeting process, the Committee is recommending the creation of a new accounting line in the annual budget:

- "Account 5424, Planned Capital Improvements."

Account 5424 will be used for the remainder of this year and succeeding years (i.e., 2023, 2024, etc.). Most of the recommended projects from the **Long-Range Capital Improvement Program** project list will be funded through Account 5424.

Account 5422 will be renamed "Maintenance & Repairs" and used for minor unexpected, unanticipated maintenance and repairs, such as broken windows, sign repairs, a backed-up sewer, broken fences, broken door locks, etc. If a project is an anticipated, planned, or programmed improvement it will be funded from Account 5424.

If a project is an anticipated, planned, or programmed improvement it will be funded from Account 5424. It is anticipated that annual funding for account 5422, "Maintenance & Repairs," will be substantially decreased.

The majority of Priority #1 and #2 items will be funded from the new Account 5424. A few projects may be more appropriately budgeted to other accounts, such as Garden Ministry (5421), Equipment Replacement/Repair (5430), Video Ministry (5230), or even Maintenance & Repairs (5422). The account number for the project will be identified in the **Long-Range Capital Improvement Program** "Account" column.

Finally, in analyzing the current 2022 Budget for potential funds for Priority #1 projects, the Committee looked at all expense account lines for ones that might have unused funds by year's end. In doing so, we identified accounts that were likely to be over budgeted and ones likely to be under budgeted. In motion #3 of the Committee's requested actions, we are recommending transferring funds out of likely over budgeted accounts to the new Account 5424. We are also recommending transferring funds from those likely over budgeted accounts into likely under budgeted accounts, first. One example is Account 5411, Gas, which we all know is and will remain over budget, due to natural gas prices, unless funds are transferred to it from some other account with excess funds.

Should motions #1 and #2 be approved, the Committee is advising the Vestry that the Priority #1 improvements are to be completed or under contract by the end of this fiscal year, December 31, 2022, and will come from new Account 5424. \$1,500 will be left in Account 5422 for last half of the year "Maintenance & Repairs."

Committee Requests for Action

APPROVAL OF PRIORITY #1 PROJECTS

Motion #1: The Committee asks the Vestry to approve the Committee’s recommended Priority #1 projects. These projects are listed below and included in the **Long-Range Capital Improvement Program**, Attachment B. Priority #1 projects will be funded in 2022. We currently have some estimates for Priority #1 improvements.

(Purpose: To approve Established Priority Improvements items for 2022).

Priority #1 Projects for FY 2022

Church

Ext West wall- Refurbish/paint door
Ext West wall- Refurbish/paint windows
Roof- Get needs assessment w/cost est.

Rectory

Ext South wall- Paint, grout replacement
Ext South windows- Wood repair/paint
Int- Replace bath flooring, 1st & 2nd floor
Int- Replace lights w/LED as needed
Int- Repaint walls as needed
1st floor rear windows- repair to close
2nd Floor- Replace carpet main Bedroom
Garage- Repair/replace opener, keypad

Great Hall and Church Grounds

Wi-Fi System install
Cast iron fence- Repair end post
Cast iron fence- Paint south 2/3

ST George’s House

2nd floor- Repair leaking radiator/floor area
2nd floor- Replace ext bdrm window/frame
Front Door- Replace doorknob and latch
Water Heater- 13 yrs old; replace w/50 gal
Roof leak over Sexton Apt.- Repair?
Get rid of sexton apt bathroom mold

CREATE ACCOUNT 5424 AND RENAME ACCOUNT 5422

Motion #2: The Committee asks the Vestry to approve:

- adding Account 5424, “Planned Capital Improvements,” to the official annual budget and church account tracking system, and
- renaming Account 5422; this line-item account’s new name will be “Maintenance & Repairs.”

(Purpose: To create two categories of property improvements: “Maintenance & Repairs, Account 5422” and “Planned Capital Improvements, Account 5424,” to begin planning ahead.)

TRANSFER OF FUNDS

Motion #3: The Committee asks the Vestry to approve certain budget transfers within the St George's Church 2022 Expense Budget. The Committee asks the Vestry to approve the following transfers:

- \$ 2,000 from account line 5050, Salary, to account line 5117, Supply Priest;
- \$ 7,500 from account line 5050, Salary, to account line 5411, Gas;
- \$ 2,500 from account line 5050, Salary, to account line 5424, Planned Capital Improvements;
- \$12,260 from account line 5061, Fringe Benefits, to account line 5424, Planned Capital Improvements;
- \$ 8,200 from account line 5422, Maintenance & Repairs, to account line 5424;
- \$ 4,000 from the unused portions of account line 5427, Boiler, to account line 5424;

The results will be the following:

- Account line 5424 will have \$28,500 for Priority #1 improvements in the current budget year.
- Account line 5422 will retain \$1,500 for Maintenance & Repairs in the current budget year.
- Account line 5411 will increase to \$18,500 for Gas billings in the current budget year, with \$3,886.45 remaining, likely enough for the remainder of the current budget year, plus covering the negative balance from the first six months of the year.
- Account #5417, Supply Priest, will show an annual budget of \$13,400 and have \$6,700 for the remainder of the year.
- Rector's Salary and Rector's Fringe Benefits are depleted.
- The Expense Budget for year 2022 of \$234,633 remains essentially unchanged (\$7 difference).
- Note: The amount in the "Year to Date" and the "Difference" columns will not reflect any line-item account expenses reported for the month of July; however, the recommended transfers are intended to account for any normal, anticipated charges.

(Purpose: To fully fund Priority #1 improvements for 2022 using previously budgeted, but otherwise unused funds, and to balance other underfunded accounts.)