**St. Bartholomew’s Episcopal Church**

**Vestry Meeting Parish Office and Zoom Videoconference**

**Tuesday, January 21, 2025, 6:30 pm**

**PRESENT EXCUSED/ABSENT**

The Rev. Nina Bacas*, Rector* Polly Getz-Enos, *Chancellor*

Jerry Gray, *Senior Warden* Parth Domke

Joseph Snodgrass, *Junior Warden* Greg Moran

Bill Angus, *Treasurer*

Anne Snyder*, Clerk,* remote

Helena Chan, remote

Dan Crane

David Goff

Brooke Grandinetti

Sofia Grandinetti, *Youth Representative*

Judy Macemon

Steve Natoli

Will Smith

Donna Watson, remote

Annalisa Parker, Finance Committee

**Gather Together:**

The vestry checked in. Joe offered an opening prayer.

**Consent Agenda:**

The consent agenda included the following items:

Approve Vestry Meeting Minutes of December 17, 2024

Approve December 2024 Financial Reports

Approve Financial Report for Year End 2024

With no objections, the vestry adopted the Consent Agenda as presented.

**Financial Discussion:**

* December Treasurer’s Report Bill Angus

See attached documents, Treasurer's Report Month End December 2024.pdf.

Treasurer’s Report for 2024.pdf.

* For the month of December, income totaled $108,710, $6,352 more than forecast. For the full year of 2024, total income is $1,045,505, $6,352, .09% more than the final forecast for 2024. The full year results are due primarily to pledge receipts being $3.423 better than forecast along with music program receipts being $2,624 better than expected, offset by lower-than-expected facility use income.
* December expenses totaled $120,040, $34,495 more than forecast, due to timing issues and resulting in a loss of ($11,330). For all of 2024, operating expenses totaled $1,060,425, which is 12,726 more than forecast and resulting in an operating loss for the year of ($14,919), which is $3,212 more than forecast due primarily to higher-than-expected music (musicians for Christmas) and administrative expenses.
* The General Operating Fund balance sheet reflected liquid assets totaling $208,006 and payables and accrued expenses of $96,054. This results in $111,952 of available cash for operating reserves totaling $144,221, which is a cash shortfall of ($32,269) needed to fully fund those reserves.
* The Outreach Fund net assets on December 31st are $72,546. The two largest funds include Youth Mission Fund of $11,292 and General Outreach funds of $51,526.
* The Building Fund on December 31st had net assets less fixed assets totaling $2,608,566 of which $1,906,157 is in cash, government money market or CDs. The long-term maintenance portion of that cash is $177,670, of which $135,000 has been obligated for projects.
* Endowment Fund produced a 10.58% net-time weighted return for 2024.

**Motion:**  Accept December 2024 Treasurer’s Reports.

**The Motion was moved, seconded and unanimously approved.**

* 2025 Financial Budget and Report

See attached documents, Annual Treasurer’s Report 2025 Budget.pdf

2025 Budget recommended to Vestry 15Jan25.pdf

Bill discussed the following:

Major line items in the 2025 Budget:

Pledge Income: $882,000

Facility Use Income: 96,000

Transfer from Other Funds: Transfer 5% from Endowment

Total Income: $1,131,742

Total Expenses: $1,178,890, See below

Operating Budget Loss: $47,248

Expenses in the 2025 Budget:

Pastoral and Worship Expenses, New Position for Curate of $63,000

Music Expenses, increase of $1,400

Congregational Life, increase of $24,000

Christian Formation, decrease of $3,500

Administration, 3% increase for staff, Church Insurance Group is up, increase of $15K

Maintenance and Utilities increase of $22,000 due to increase of gas rates

Episcopal Church Obligations, decrease of $4,000

**Motion:** Approve the 2025 Budget.

**The Motion was moved, seconded and unanimously approved.**

* Non-Endowment Investment Policy for Approval

See attached document, St. Bart’s Non-Endowment Policy 010825.pdf

Bill noted that this is the policy of the vestry, and it directs the treasurer to invest unrestricted or temporarily restricted funds in insured interest-bearing bank accounts, certificates of deposit or U.S. Government institutional money market funds and U.S. Treasury securities, in such a manner that the funds are available when needed for the purpose they were intended.

**Motion:** Approve the St. Bart’s Non-Endowment Policy.

**The Motion was moved, seconded and unanimously approved.**

\*See Motions under **Action Items**

**Rector’s Report:**

See attached document, 2025 January Rector's Report.pdf

Mother Nina shared the following:

Sacraments & Worship

-Blue Christmas was well-received. We added a release of burdens with dissolving paper. Many people came from the community.

-Two baptisms (Stefano family)

-No St. Bart’s clergy were available on Dec 29 to officiate at the funeral of Akiko Tamano’s mother, so Allisyn Thomas led the service at a funeral home in Imperial Beach.

-Christmas Eve Attendance –

In 2023, we had services at 4pm, 7pm and 9pm ♣ Attendance total = 506 but the choir was counted twice! ♣ True attendance total = 431

In 2024, we had services at 1pm, 4pm and 7:30pm ♣ Attendance total = 456

-Including Christmas Day, we welcomed 493 worshippers at St. Bart’s

Welcome and Connect

-We handed out 30 red envelopes to newcomers on Christmas Eve

-Next brunch is Feb 9 with 22 invitees

Children & Youth

- Pageant went smoothly with a new script and some additional theatrical embellishments

-Youth had a White Elephant Christmas party

-The Diocese is planning a high school mission trip to Quito this summer. Applications are competitive for 12 spots and two youth from our church have applied

Fellowship

-I held a St. Bart’s Seven Oaks fellowship brunch on Jan 9 with 11 in attendance (see Facebook for photo)

Communications

-We have a podcast “The Fig Tree” on Apple and Spotify

End-of-year Data (2023 compared to 2024)

-Online worship attendance declined 3% (1156 to 1122)

-In-person worship attendance increased 10% (14007 to 15460)

-# memorial services declined from 21 in 2023 to 15 in 2024

-# baptisms increased from 5 in 2023 to 8 in 2024

**Discussion:**

* Ministry Liaison and Committee Reports
* Property Committee

See attached document, Property Committee December 2024 report to vestry.pdf

Joe reported the following:

HVAC Bids. We are getting rebids from all 5 vendors that had submitted bids in the first round, this time with bids for the replacement of only 8 compressors with heat pumps and smart thermostats. The winning bid will be for 8 Daikin, Trane, Carrier or Lennox high efficiency (SEER2 rated 14-15) rooftop heat pumps to replace the end-of-life compressors, while keeping the 4 current heat pumps (which are about 8 years newer than the end-of-life compressors). Going forward, the current heat pumps can be rebuilt in place as necessary for about $2K each (as needed, and none needs to be rebuilt at this time). This bid should cost less than $90K and does include removal and replacement including crane charges and all electrical, plumbing and duct fittings work required to use the existing roof curbs. The Finance committee approved a winning bid on December 11th. Vestry approval for the funding was done at the December meeting. The rebids are due before the January vestry meeting and 4 have been received. Once all five are reviewed, the vestry can approve the winning bid.

Wooden Trellis Dry Rot. The demolition work has been completed and the electrical work of moving the lights and cameras to the church building exterior will immediately follow.

Stucco Repair. It should be completed by end of first quarter 2025 (weather permitting).

Carpet replacement (carpet squares). Three jobs; the stairway $4367.82, the upstairs hallway  $6191.45, and the large upstairs meeting room  $9273.32. The Finance committee approved this winning bid on December 11th. Work should begin this month.

Church parking lot signage and building signage. The parking lot signs are installed. Building signage will be a 2025 initiative, along with a pair of “You are here” type directional signs to be installed at the main stairways to the main campus area to help visitors find the building they are headed to.

* Strategic Plan Update Document Approval

See attached document, 2024 Strategic Plan Update – Revised 1-21-2025.pdf

The Final (formatted) document was before the vestry members for approval. Some items have been completed and are noted in the report by an asterisk. The Final document will be presented by Judy and Greg to the parish at the Annual Meeting on January 26. Clip boards for parishioners to volunteer will be available at the Annual Meeting. Next steps are to form work groups and identify leaders.

**Motion:** Approve the 2024 Strategic Plan Update.

**The Motion was moved, seconded and unanimously approved.**

\*See Motion under **Action Items**

* Stewardship Committee

Judy updated the vestry that the 2025 Pledge Total is $904,949, exceeding the goal of $900,000 and 209 pledgers. 18 new families have pledged this year. Last year, the total pledge amount was $800,441 with 174 pledgers.

* Music Ministry

See attached document, Music Ministry Vestry Report january 2024.pdf

-A Christmas Carol 12/22, 4pm: a wonderful event with congregational carol singing in addition to the staged radio-drama

-Christmas Eve Services: beautiful services with music and candlelight

-1/19 Section Lead Soirée

-2025 New Zealand Choir Tour Preparations

-2/2, 4pm Candlemas service with NZ choir, Choristers, Parish Choir

-2025 Musical Theatre Summer Camp Preparations. Registration opens to the public 2/1, 9am, early registration for St. Bart’s members is currently open

-2/16 Addison Precious Stones concert

-Community Choir practices for 3/16 Haydn the Creation concert

* Amend Articles of Incorporation Status

FPLG, For Purpose Law Group, who work with nonprofits and is familiar with the requirements to file the change, have reviewed our Articles of Incorporation, dated 4/8/1975. It was determined that it was not necessary to change the corporation’s name (amend the Articles of Incorporation) from the Rector, Wardens and Vestrymen of St. Bartholomew’s Parish of Poway, CA to St. Bartholomew’s Episcopal Church with the Secretary of State of CA. A DBA (Doing Business As) can be filed, published in the paper (for 30 days).

**New Business:**

* Election of Treasurer, Annalisa Parker

**Motion:** Approve Annalisa Parker as Treasurer.

**The Motion was moved, seconded and unanimously approved.**

\*See Motion under **Action Items**

* Annual Meeting Vestry Hosted Lunch. Please let Mother Nina or Jerry know what dish you will provide for the luncheon on January 26.
* We begin our 4th Sunday Sandwich Sunday too. We will pack 100 brown bag lunches for Interfaith.
* 2025 Slate for Vestry – Patrick Borkowski, Lance Cleveland, Rosalind Duddy and Sally Lyons-Abbott, Youth Representative – Alexander Escobar and 2025 Delegates to Convention – Mollie Allan, Jerry Blanton, Dan Crane, and Brooke Grandinetti.
* Vestry Retreat – February 15, 2025, 8 am – noon, Administration Building Office
* Fellowship Committee – Groups will be reshuffled as soon as participants take a survey. QR code will be available at the Annual Meeting.
* Jerry Gray, Senior Warden, thanked the outgoing vestry, Dan Crane, Parth Domke, Brooke Grandinetti, Will Smith, and Sofia Grandinetti, Youth Representative and Bill Angus, Treasurer for their service, time and energy. The outgoing members will count votes and certify results to the Rector.

**Action Items:**

**MOTION: Accept the December 2024 Treasurer’s Reports.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Approve the 2025 Budget.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Approve the St. Bart’s Non-Endowment Policy.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Approve the 2024 Strategic Plan Update.**

The motion was moved, seconded and unanimously approved.

**MOTION: Approve Annalisa Parker as Treasurer.**

The motion was moved, seconded and unanimously approved.

**And by Email Vote on January 23, 2025:**

**MOTION: Approve new 5-year lease for Xerox Copier for the Office.**

The motion was moved, seconded and unanimously approved.

**Closing Prayer:**

Jerry closed the meeting with a prayer.

**Adjournment:**

The meeting was adjourned at 8:03 pm.

**Future Meeting/Events:**

Annual Parish Meeting, Sanctuary, Sunday, January 26, 2025, 11 am.

Vestry Retreat, Saturday, February 15, 2025, 8 am – noon, Administration Bldg. Office.

Ministry Fair, Sunday, February 16, 2025, after 8 am and 10 am services.

Vestry Meeting, Tuesday, February 18, 2025, 6:30 pm.

Respectfully submitted,

Anne M. Snyder,

Vestry Clerk