**St. Bartholomew’s Episcopal Church**

**Vestry Meeting Parish Office and Zoom Videoconference**

**Tuesday, July 15, 2025, 6:30 pm**

**PRESENT EXCUSED/ABSENT**

Jerry Gray, *Senior Warden* The Rev. Nina Bacas*, Rector*

Joseph Snodgrass, *Junior Warden* Polly Getz-Enos, *Chancellor*

Annalisa Parker, *Treasurer* Helena Chan

Anne Snyder*, Clerk,* remote Steve Natoli

Patrick Borkowski

Lance Cleveland

Rosalind Duddy

Alexander Escobar, *Youth Representative*

David Goff

Sally Lyons-Abbott

Judy Macemon

Greg Moran

Donna Watson

**Gather Together:**

The vestry checked in. Anne offered an opening prayer.

**Consent Agenda:**

The consent agenda included the following items:

Approve Vestry Meeting Minutes of June 17, 2025

Approve June 2025 Financial Reports

2024 Annual St. Bartholomew’s Audit Report

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

**Financial Discussion:**

* June Treasurer’s Report Annalisa Parker

# See attached document, 6.2025 St. Bart’s Treasurer’s Report – June.pdf

**Overall Net Income** appears to be in line with the budget, according to the June financial statements. However, once (1) the Suspense account is allocated to expense (discussed in EXPENSES below) and (2) we account for costs associated with the Music Summer Camp (noted in REVENUE below), net income will be reduced accordingly.

**YTD Unpledged Member Contributions** of $33K is more than budgeted by $11K.

Note that timing is variable since some parishioners donate annually, some quarterly, and others monthly.

* Terry McCune, Finance Committee Chair, reviewed 210 (2025) pledges to determine how many have paid based on their quarterly or monthly choice. Sixteen (16) pledgers have not given, year-to-date. With pastoral concern, Mother Nina and Judy will evaluate the status of the 16 pledgers.

**Month of June Pledge Income** was strong; at $77K it exceeded the budget by $11,199.

**YTD (Jan-Jun) Total Pledge Income** was $496K and is -$13.6K below budget for the year.

**EXPENSES: Jan-Jun expenses** totaled $600,326 and exceeded budget by -$5,236.

* Maintenance expenses are under budget by $5,228; after removing an $2,268 accrual reversal, maintenance is under budget by $2,960.
* Water is over budget YTD by -$3.3K.
* Certain expenses appear to be understated because credit card transactions are not yet recorded as expenses (due to unsubmitted receipts). These are temporarily in a suspense account on the balance sheet. *Once Suspense is allocated, expenses will increase by -$12K.*
* Music expenses are over budget -$15K due to mostly PTO (-$8K) + Section Leaders’ costs (-$4K).
* PTO (Personal Time Off) is (1) a non-cash expense and (2) not really under our control. For both reasons, it is not a true budgetary concern. To explain, PTO expenses increase as PTO accrues over time (showing over-budget). When PTO is taken, the expense is reversed (reversing over-budget). Cash is not impacted unless an employee with accrued PTO leaves. At that point, PTO would be paid out in cash.
* Admin expenses are under budget $14K and Pastoral/Worship expenses are over budget - $11K. I believe the intention is for these to offset each other. We will look at this more closely, and project the impact through year end.

**Revenue** is overstated as we recorded $8.1K in Music Summer Camp income but most related expenses have not been recorded. In addition, Friend of Music Revenue is below budget for the year by -$9K, probably due to timing.

**Jan-Jun (YTD) accumulated investment earnings** were $4,947.

Outreach Fund $97,241. The two largest funds include: General Outreach fund $82,403, and Youth Mission fund $8,736. About $63K has been spent YTD from the General Outreach fund in service to others!

Working Funds $66,015. Altar Guild has funded additional Vestments/Paraments and several Sanctuary improvements. Balance in Altar Guild Fund at 6/30/25 is $25,956.

Building Fund $1,865,918. The Maintenance Reserve Fund is $42,567.The Vestry approved a transfer of 50% of accumulated interest income from Fund 5 to Long- Term Maintenance. This will be reflected in July’s books.

Endowment & Investment Fund $1,865,918.

**Motion:** **Accept June 2025 Treasurer’s Report.**

The motion was moved, seconded and unanimously approved.

\*See Motion under **Action Items**

**Rector’s Report:**

See attached document, July 2025 Rector's Vestry Report.pdf

Mother Nina shared the following:

Sacraments & Worship

o Funeral and inurnment for Paula Pletcher on July 12

o I’m doing a pulpit swap with Rev. Richard Lee at St. Mark’s on July 27.

Administration

o We had a scamming attack at the beginning of July. To my knowledge, only one parishioner fell for it, and she has taken action to protect herself.

Children & Youth

o John-Luke’s musical theater camp was a huge success. Net proceeds = $5750. He plans to have two next year (one in the morning for younger kids, another in the afternoon for older one).

* Before the performance began, I invited all to church on Sundays.
* Jacob and I distributed a trifold and flyer about our children’s, youth and chorister programs here at St. Bart’s

o We held a mid-summer Splash and Sundae Sunday

Personnel

o Our bookkeeper signed the LOA but later withdrew. We will restart the search.

o Clergy and staff performance reviews are complete for this year.

o Jacob has matriculated into a hybrid graduate program at Nashota House in Wisconsin. He will be there two weeks per year, and this week is one of them.

o Isaiah begins this week working an additional 12 hours at St. Bart’s for the next four pay periods. This is funded from my Pastoral Care fund.

Vacation

o I’m away July 14-15 for our wedding anniversary. My longer vacation to Maine with my family will be Aug 1-15.

**Ministry Liaison and Committee Reports:**

* Property Committee

See attached document, Short term PC projects July 25.pdf

Joe reported the following:

Repaint the steps/handrails on the stairway from main/lower parking lot. $1,500 for materials. Church staff to do the work. Operating budget maintenance expense. Summer project.

Stucco Repair. It should be completed by the end of the second quarter of 2025 (weather permitting). We have most of the materials on site. Less than $500. Operating budget maintenance expense.

Scissor lift rental to install the extension of the organ speaker boxes above the existing ones as part of the Sanctuary beautification initiative prefunded by donations. Also, minor updating of paint stripe color on the walls where the video cameras are. No more than $2,500 total (Altar Guild Sanctuary reserve expense). Summer project.

Excavation (about 10 feet down) between the upper parking lot and the nearest corner of the Education Building. To mitigate water damage from storm water draining through the permeable concrete (by design). Whenever we get a significant rainstorm, water is pooling against the masonry block foundation walls of the below grade first floor, northeast corner of the Education building. This causes water intrusion, dripping on the main electrical panel, storage room, and water staining of the flooring in preschool classroom 2B. We will install a water barrier and possibly additional drainpipes as necessary to eliminate the issue. $5-10K. Long term maintenance expense. Summer project.

New initiative. Install steel pipes and horizontal steel cables above the current 4-foot fence between the upper parking lot and the sanctuary where the climbing vines are ready to climb higher. Raising the flowering vine “hedge” to 8 feet will have the advantage of not only looking better but also cutting down on the reflected sun glare from parked cars shining into the sanctuary during morning services in the summer and fall. $1,750 - $2K. All labor done with church staff. Summer project (if approved). Operating budget maintenance expense.

Trellis repair. The new trellises between the upper parking lot and the Sanctuary entrance are showing signs of significant premature wear. Design/materials issues with the original installation. Working with the contractor and the architects to split the costs for repair and redesign. $2,750 will be our share. Two workers for four days of work. Complete.

Ongoing maintenance of our fire sprinkler system. This year’s inspection report shows that all of our fire sprinkler heads in the Education building are due to be replaced this year. On average, commercial sprinkler heads require replacement every 20 years. The Ed building is 20 years old. This will likely cost about $10K. Propose to split $5K in 2025 budget and $5K in 2026 budget to replace half of heads immediately and the remaining half in January. Long term maintenance expense.

Emergency lower parking lot repair due to a burst pipe in the main waterline to the Administration building. Under $3 K for the excavation and plumbers, $5,200 for the asphalt repair and replacing & compacting of the soil above the pipe which is about 4 feet underground. These repairs were vestry approved in emergency session on June 29th and completed before the 4th of July. Long Term Maintenance. Complete.

* Music Ministry

See attached document, Music Ministry Vestry Report July 2025.pdf

Last month’s activities:

Musical Theatre Summer Camp completed- 30 campers $9,000 income

Evensong at St. Paul’s Cathedral 6/22, 5pm (New Zealand Choir)

2026 Summer Camp will be July 6-17, 2026—ages 6-11 in the morning doing The Lion King, ages 12-17 in the afternoon doing The Addams Family

Piano Bar fundraiser 6/12- approx. $1500 raised

New business/upcoming month’s activities:

New Zealand Choir tour, July 15-August 2 (34 travelers)

Chris Cook and Seiran Sohn filling in for service leadership in John-Luke, Tim, and Anna’s absence

St. Bart’s weekend 8/23-24

Rehearsals resume late August for music ensembles

* Strategic Plan Pillars Report

Mother Nina, Jerry and Joe met with Brooke Grandinetti. Brooke is working with each of the Pillar Leaders, who are focusing on one specific action item that can be completed this summer. This is a small step with their new teams to have success and build on that.

Grow the Church

The committee met. Some ideas were to explore an Intergenerational social engagement and to host a guest speaker on a topic for young families, ages 30-55.

Resource Management

Joe shared that an invitation to all age groups in the congregation to work on a campus building signs and welcome sign, discerning colors, church logo, etc.

Community Connections

An activity planned so far is the Poway Parade 9/13.

* Fellowship Ministry

David updated the members on the groups’ status. Newcomers joining a group was discussed, including a family-oriented group. David stated that Mother Nina plans to assign Father Jacob to work with grouping newcomers.

**New Business:**

* Discernment Committee Report – Call to Deaconate for Nancy Peterson:

See attached document, PDC Letter Peterson.pdf

**Motion: Vestry entered Executive Session.**

The motion was moved, seconded, and unanimously approved.

**Motion: Vestry ended Executive Session.**

The motion was moved, seconded, and unanimously approved.

**Motion: Ratify the Discernment Committee Report.**

The motion was moved, seconded, and unanimously approved.

* St. Bart’s Day Celebration

Judy shared that the St. Bart’s weekend celebration is scheduled for Saturday, August 23 after the 5 pm service and Sunday, August 24 after the 10 am service. This is a Vestry and Hospitality Ministry sponsored event. On Saturday, there will be a wine and cheese reception on the chapel patio. Sunday will be a BBQ with parishioners bringing sides and desserts. Jim Macemon is making homemade ice cream. Vestry is asked to help with set up, grilling, serving and clean up for each event.

\*See Motions under **Action Items**

**Action Items:**

**MOTION: Accept the June 2025 Treasurer’s Report.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Vestry entered Executive Session.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Vestry ended Executive Session.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Ratify the Discernment Committee Report.**

The motion was moved, seconded, and approved, with one abstention.

**Closing Prayer:**

Joe closed the meeting with a prayer.

**Adjournment:**

The meeting was adjourned at 7:57 pm.

**Future Meeting/Events:**

Vestry Meeting, Tuesday, August 19, 2025, 6:30 pm

St. Bart’s Day Celebration, August 23-24, 2025

Respectfully submitted,

Anne M. Snyder,

Vestry Clerk