**St. Bartholomew’s Episcopal Church**

**Vestry Meeting Parish Office and Zoom Videoconference**

**Tuesday, June 17, 2025, 6:30 pm**

**PRESENT EXCUSED/ABSENT**

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

Jerry Gray, *Senior Warden* David Goff

Joseph Snodgrass, *Junior Warden*

Annalisa Parker, *Treasurer*

Anne Snyder*, Clerk,* remote

Patrick Borkowski

Helena Chan

Lance Cleveland

Rosalind Duddy

Alexander Escobar, *Youth Representative*

Sally Lyons-Abbott, present after 7:42 pm

Judy Macemon

Greg Moran

Steve Natoli

Donna Watson

**Gather Together:**

The vestry checked in. Helena offered an opening prayer.

**Consent Agenda:**

The consent agenda included the following items:

Approve Vestry Meeting Minutes of May 20, 2025

Approve May 2025 Financial Reports

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

**Financial Discussion:**

* May Treasurer’s Report Annalisa Parker

# See attached document, 5.2025 St. Bart’s Treasurer’s Report – May.pdf

**INCOME: May Pledge Receipts** were $62.6K in May, and $405K YTD (Jan-May). This is -$12K below budget for the month, and -$32.3K below budget for the year

(-$37,378+$5,051=$32.3K).

**Unpledged Member Contributions** were slightly below budget for the month, but still strong year-to-date.

Note that with vacations, receipts are usually lower in the summer months and might explain the lower receipts. In addition, timing is variable since some parishioners donate annually, some quarterly, and others monthly.

Note: Revenue is a bit overstated because we recorded $8.7K in Music Summer Camp receipts but not the related expenses.

**EXPENSES: Jan-May expenses** were on track, totaling $473,187, and came in $189 less than budgeted. However, there are some timing differences indicating that we are over budget by -$9K ($4K from 2024 accrual reversals, and $5K from May credit card charges).

Also, please note that maintenance expenses are under budget by $7,791, but after removing the $2,268 accrual reversal, it is under budget by only $5,523 (which is still good).

**NET INCOME: Jan-May Operating Surplus is $49,891. May (one month) Loss was** -$18,144**.**

**Budget Deficit** was -$1,879.31. With the above-mentioned timing differences, we are -$10.9K over budget.

**Jan-May** (YTD) **accumulated investment earnings** were $2,728.

Outreach Fund $141,004. The two largest funds include: General Outreach fund $38,131, and Youth Mission fund $8,736 Congratulations—The Gala netted $80,297! This will be added to General Outreach Fund #3500 in June. $10,000 transfer for Epiphanie School in Loranette, Haiti was sent in June.

Working Funds $75,555. Within the Altar Guild fund, there are additional restrictions as follows: Vestments/Paraments $25,673 Sanctuary Improvements $6,977 General $4,709 Altar Guild. Total $37,359.

Building Fund $1,856,957. Maintenance Reserve Fund #3100 (for long-term maintenance) is $43,380.

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

The motion was moved, seconded and unanimously approved.

\*See Motion under **Action Items**

**Rector’s Report:**

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

Mother Nina shared the following:

Sacraments & Worship

o Guest preacher: Kathy Wilder from Camp Stevens

o House blessing for Annette Van Dusen

o Ordination discernment meeting with Nicholas Straub

* He is not ready to start the process (correction from last month’s report)

o Baptism of Casey George Addison with photography by Jonathan Howes for our website

o Con-celebrated at Emmanuel Episcopal Church in Middleburg, VA, for the baptism of our grandson, James Thomas Bacas (“Jamie”)

Children & Youth

o Sofia, Brayden, Cal and Jacob leave for Ecuador tomorrow and will be back on June 25

o 3 scholarships were awarded on Scholar Sunday

o With the help of newcomer mom, Taylor Milam-Samuel, we are starting a Cherub Chapel that will run concurrently with Children’s Chapel but will be for toddlers and preschoolers

Personnel

o Father Isaiah update

* Received into TEC by Bishop Susan
* Meets with Jacob and me every Wednesday for 2 ½ hours of mentoring
* Committee has met once

• he told us he would like to specialize in children and youth ministry

o The bookkeeper assigned to us from ESP Accounting has resigned. We have seen Erin on campus on Wednesdays doing Maura’s tasks.

* The finance team and I have decided that it’s time to have an in-house bookkeeper who will be in the office
* We have posted this position, and Erin will be providing support for as long as it takes for us to find someone

o I’m conducting annual performance reviews with clergy and staff this month

Administration

o We are delaying the migration of Shelby to the new membership database until January 2026

Stewardship

o The Legacy Society is being revived under Pat Blair, Joe Snodgrass and Terry McCune.

**Ministry Liaison and Committee Reports:**

* Property Committee

# See attached document, Short term PC projects June 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. $1,500-2K will be our share. Fund 5 (HFBF) expense.

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.

* Music Ministry

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

Last Month’s Activities:

Musical Theatre Summer Camp, 32 campers registered to date (6/10)- $9,600

5/9 Trivia Night

6/1 *Chess* Concerts

End of Music Calendar (ensembles on summer break); pickup choir, Sunday 10am

services

Friends of Music, garden party

New business/upcoming month’s activities:

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

• 2025 Musical Theatre Summer Camp Preparations (June 30-July 11)

• 2025 New Zealand Choir Tour Preparations (July 15-August 2)

* Strategic Plan Pillars Report

Grow the Church

Greg reported that the committee of 6 members, 4 newcomers has met. They plan to pick 1-2 actions under each objective. Some ideas were to:

Explore Intergenerational Opportunities for social engagement – bring older and younger age groups together and with the help of Prayers & Squares, learn how to make a quilt.

Young Families, ages 30-55 – Discern what can they offer this group,

The committee will meet next month and discuss these areas more. Will announce on St. Bart’s Day the plan and execute by the end of September.

Resource Management

Joe shared that a summer project is in the planning stages to invite all age groups in the congregation to work on a campus welcome sign, discerning colors, church logo, etc.

Community Connections

Polly reported that the committee membership is finalized. The committee meeting is soon. Plan to work on a monthly calendar. Some activities planned so far are Poway Parade 9/13 and Blessing of the Animals at Poway Dog Park in October.

**New Business:**

* Long Term Maintenance Expenditure and Funding

See attached document, 6.11.25 Maintenance Costs Proposed.pdf

Finance Committee Recommendations:

Expenditures for Education Building:

$10,000 for excavation and water barrier installation.

$10,000 for Fire Sprinkler System ongoing maintenance – sprinkler heads replacement.

**Motion:** **Authorize $10,000 for excavation and water barrier installation and $10,000 for Fire Sprinkler heads replacement at Education Building, from Long Term Maintenance.**

The motion was moved, seconded, and unanimously approved.

Funding for Long Term Maintenance Reserve:

The interest earned from the Honor Faith Build Fund CDs are non-restricted funds. The balance as of 12/31/24 is approximately $250,000. Long Term Maintenance Reserve balance is $43,000. The above projects will deplete LTMR by $20K. In addition, the Education Building needs carpet replacement, and the lower parking lot needs to be resurfaced. A partial transfer of earned interest from HFBF CDs will infuse the fund. It is recommended that a transfer of 50% ofFund 5 accumulated interest to Long Term Maintenance account now and on an annual basis 50% of interest earned on Fund 5 account be transferred to Long Term Maintenance.

**Motion:** **Transfer 50% of Fund 5 interest accumulated through 12/31/24 to the Long-Term Maintenance account; thereafter, on an annual basis, transfer 50% of the interest earned in Fund 5 to the Long-Term Maintenance account.**

The motion was moved, seconded, and unanimously approved.

* Vestment Contract Approval

Jerry stated that the purchase was made with parishioner donated funds, not from the operating budget. In accordance with St. Bart’s Contracting Policy, the purchase is over $5,000 and needs vestry approval.

**Motion: Approve the non-operating fund purchase of vestments in the amount of $20,557.**

The motion was moved, seconded, and unanimously approved.

**Discernment Committee Report – Call to Priesthood for Helena Chan:**

See attached document, Helena Chan Parish Discernment Committee Report.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 approved, with one abstention.

**And Special Vestry Meeting Sunday, June 29, 2025:**

See attached email dated 6/25/25, Special (short) Vestry Meeting Sunday to vote on parking lot repair bid.

Joe shared with the members the particulars of the email. It was determined that the motion include the plumbing repairs made on 6/20/25. There was no further discussion, and the following motion was moved.

**MOTION: Approve the plumbing repairs and the lower parking lot repair in the amount of $8,000 from Long-Term Maintenance.**

The motion was moved, seconded, and unanimously approved.

\*See Motions under **Action Items**

**Action Items:**

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

The motion was moved, seconded, and unanimously approved.

**MOTION: Authorize $10,000 for excavation and water barrier installation and $10,000 for Fire Sprinkler heads replacement at Education Building, from Long Term Maintenance.**

The motion was moved, seconded and unanimously approved.

**MOTION: Transfer 50% of Fund 5 interest accumulated through 12/31/24 to the Long-Term Maintenance account; thereafter, on an annual basis, transfer 50% of the interest earned in Fund 5 to the Long-Term Maintenance account.**

The motion was moved, seconded and unanimously approved.

**MOTION: Approve the non-operating fund purchase of vestments in the amount of $20,557.**

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.

**And Special Vestry Meeting Vote June 29, 2025:**

**MOTION: Approve the plumbing repair and the lower parking lot repair in the amount of $8,000 from Long-Term Maintenance.**

The motion was moved, seconded, and unanimously approved.

**Closing Prayer:**

Greg closed the meeting with a prayer.

**Adjournment:**

The meeting was adjourned at 8:02 pm.

**Future Meeting/Events:**

Vestry Meeting, Tuesday, July 15, 2025, 6:30 pm

Respectfully submitted,

Anne M. Snyder,

Vestry Clerk