

VESTRY MINUTES
SUNDAY, NOVEMBER 16, 2025

PRESENT: Linda Bourque, Sandy Deplonty, Bruce Lynn, Ruth Neveu; **ABSENT:** Cal Woodard; **GUESTS:** Susan Harries, Katie Chipman-Bergsma

1. **Opening:** Linda Bourque opened the meeting at 11:18 a.m. with the vestry prayer.
2. **Review Agenda:** No additions
3. **Public Comment:** None
4. **Ministry Support Team:** Katie Chipman-Bergsma reported the booklets are available for the Advent service readings if anyone is interested in doing a reading. Also, the lessons and readings for December 28th. Christmas calendars will be handed out by Dave Cook. December 4th is the Freighter View Service and the Family and Friends Community Meal. Salvation Army Food and Toy collection is happening. Shopping with the kids will be on December 7th. They are hoping to do the food collection through the Month of January. Boxes of Christmas cards are available for signing to give them to Freighter View Assisted Living, McKinley Manor, Hearthside and Meals on Wheels Residents. The cards will be dropped off just before Christmas. Susan Harries reported that John Gee would like her to do a house blessing for him. She is looking into the particulars regarding how he wants it done. Andrew Stiling has indicated that he would be very happy to play the trumpet for the Christmas Eve Service. The Christmas Eve Service will be at 7:30 p.m. this year. The discretionary fund is doing quite well. St. Stephens gave \$3,000 to our discretionary fund. The MST made a decision to purchase gift cards that were given to the Salvation Army and local schools.
5. **Review/Approval of Vestry Minutes.** Sandy Deplonty moved to approve the October 19, 2025, minutes; seconded by Bruce Lynn. No opposition or abstentions, motion carried.
6. **Treasurer's / Endowment / Budget Approval:** Sandy Deplonty stated expenses exceeded our revenue. Discussion followed regarding what the current monthly expenses were and the light fixtures and convention reimbursements were the only thing that was different than other months. We budgeted a deficient budget of \$65,000 so \$70,000 was not too much different. The DTE bill was high for the last month. Discussion followed regarding the temperature in the church. Nothing outstanding on the accounts. Discussion regarding inviting Dave Weber to discuss the Edward Jones accounts. The Treasurers report will be put on file in the office.
7. **Committee Reports**
 - a. Christian Education - None
 - b. Outreach – None
 - c. Missioners Comment – None
8. **Senior Warden's Report-** None
9. **Junior Warden' Report:** Cal Woodward left a comprehensive report of things he has been busy doing. His report will be on file in the office and is attached. **Sandy Deplonty motioned to approve the quote from ATLAS for cleaning the various rugs in the church for \$1,404.14, seconded by Bruce Lynn. No opposition or abstentions, motion carried. Discussion regarding the budget for next year and adding a line item for kitchen supplies for the pancake breakfast.**

10. **Old Business:** Discussion of possible new vestry members. Discussion of future meeting dates.
11. **New Business:** Discussion regarding monthly pancake breakfast donations and what the funds are used for. Discussion of the sound system. Discussion of new vestry members. Sandy, Ruth and Linda are going to ask various members if they would be interested. Discussion of reducing the number of vestry meetings.
12. **Next Vestry Meeting:** Discussion of vestry meeting being changed to December 14, 2025. **Sandy DePlonty motioned to change the December meeting date to December 14, 2025, seconded by Bruce Lynn. No opposition or abstentions, motion carried.** Next Vestry Meeting – December 14, 2025.
13. **Adjournment and Closing Prayers: Motion to adjourn made by Bruce Lynn and seconded by Sandy DePlonty. No opposition or abstentions, motion carried.**

Adjourned at 12:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ruth Neveu".

Ruth Neveu
Clerk of the Vestry

JR. WARDEN'S REPORT – NOVEMBER 16, 2025 ATTACHMENT TO MINUTES

Snow Removal

- The cost of removing snow off of the Bingham Avenue sidewalk as increased from \$1.70 to \$2.00 per linear foot this season of an increase from \$340 to \$500 (Downtown Development Authority).
- Dennis Vierra (ILS) will be plowing the parking lot this year. The rate remains \$40/Plow.
- I had maintenance done on the snowblower at a cost of \$141 (R&R Marine).

Organ and Heat

- I contacted the organ tuner (Bill Swem) concerning reducing the temperature of the upstairs from 65°F to 60°F. He recommended turning up the temperature each Saturday at 3pm through 12pm Sunday. The remainder of the week will be set at 60°F. In case of special events the thermostat can be adjusted to accommodate.

Roof

- I contacted Chris Piche (Kaysner Roofing) concerning inspection and caulking of joints on the east wall. He plans on doing this work, weather permitting.
- Additionally, I asked Chris to provide an estimate to reroof the high altar, north and south nave, and the west side of the east wall. This work would be done spring/summer of 2026.

Carpets Cleaned

- I contacted both Vibra Steam and Atlas Cleaning and Restoration concerning cleaning the carpets and upholstery at the church. Jim at Vibra Stream was not interested in doing such a large job. I met with Atlas staff at the church on the seventh of November. I requested two estimates.
- Estimate One. Clean carpets in the upstairs hallway, the sacristy and the Administrator's office. Clean the steps leading up to the sanctuary and downstairs to the undercroft, the coat room, and the carpet in the Centennial Room. Additionally, clean the upholstery throughout the Centennial Room.
- Estimate Two. Clean the carpets throughout the sanctuary (upstairs). They would be able to remove much of the candlewax, but the carpet fibers will retain some.
- Atlas staff plan on doing the job in one day with a crew of four. Carpet surfaces will take at least six hours to dry. There will be some work on our part clearing the floors for them to do the work.

Budget Addition

- I propose to add a line item in our budget titled "Kitchen Supplies/Operations." This would provide and budget dollars to cover Pancake Breakfast supplies, coffee, creamers, sugar, paper and plastic items, fruit drinks, etc. to support after service gatherings in the undercroft.
- This would eliminate collecting donations from the congregation.
- Starting with a budget cap of \$500. The intent is not to eliminate church members from signing up to provide bake goods/fruit dishes on Sundays when Pancake Breakfast is not being provided.

Custom Technology

- Lastly, Joe Jazz has not responded to our request for a proposal submitted on February 16, 2025.