

St. Peter's Episcopal Church
Vestry Regular Meeting – October 27, 2025
AGENDA

1. Adoption of Agenda

Formation

2. Order for Evening Prayer

Discussion

3. Approval of Minutes
4. Foundation Update (Peter Black)
5. Youth Mission Trip (Jen Lasserre)
6. Treasurer/Finance Report
7. Interim Rector Report
8. Upcoming Vestry Selection
9. “Belonging Beyond Differences” Program Update

Action

10. None Noted

Information

11. Liaison Reports
12. Junior Warden Report
13. Senior Warden Report
14. Key Upcoming Dates:
 - a. Vestry Budget Workshop – November 8th @ 9:00 am in Room 201
 - b. November Vestry Meeting – November 17th @ 5:30 pm in Room 201

St. Peter's Episcopal Church

Vestry Regular Meeting Minutes

October 27, 2025

Members Present: Fr. Doug Hodsdon, Ken Saitow (Senior Warden), Jim Carpenter (Junior Warden), Annette Bell (Clerk), Rob Hicks, Jayne Jeney, Diane LoCastro, Connie McDaniel (Treasurer), Laura Lee Skillman, Beth Thornton

Absent: Leigh Coulter Beal

Others Present: Peter Black (St. Peter's Episcopal Church Foundation Chair)

Fr. Doug called the meeting to order at 5:29 pm. Quorum was met.

Adoption of Agenda: Ken advised that Jen Lasserre is unable to make the meeting tonight so he will cover some of her report in his senior warden report. Item #5 was struck from the agenda. Laura Lee moved and Jim seconded a motion to adopt the amended agenda. Motion carried.

FORMATION

Fr. Doug presented the Order for Evening Prayer.

DISCUSSION

Approval of Minutes: Fr. Doug requested the following change be made to his Interim Rector Report. *"The nominees from the current nominating committee will may be included on the slate."* He also requested clarification of the term "inter-service" used in the Liaison Report, and it was decided to change the phrase "an inter-service event" to "a future event". Tracy moved and Beth seconded a motion to accept the amended minutes. Motion carried.

Foundation Update (Peter Black): Peter distributed a 2-page financial report to each vestry member, highlighting three items for discussion.

1. Allocation of undesignated funds - Each year, money is donated to the foundation that is not designated for any of the five permanent endowments: Buildings & Grounds, Cemetery, Outreach, Youth, and Music. This year, the undesignated fund totaled \$229,342, which is higher than in most years. The foundation chose to prioritize three endowments to receive these funds: Buildings & Grounds (\$189,700), Cemetery (\$26,300), and Music (\$13,300). It was suggested that in future years, the senior warden or rector and the foundation chair meet in advance of this decision to discuss vestry priorities that may guide the allocation of undesignated funds. This idea was well received, and support was given for an annual conversation. Jim moved and Rob seconded a motion to adopt the distribution of undesignated funds as recommended by the foundation. Motion carried.

2. 2026 Operating Budget - Peter reviewed the proposed 2026 Operating Budget, which includes \$5,350 for the spring 1858 Gala, an awareness event that is not a fundraising effort. Its expenses will be covered by the proposed 5% operating fees, which also account for other operational costs. The budget aims to keep the account balance at \$12,000. Diane W moved and Ken seconded a motion to approve the budget. Motion carried.
3. 2025 Payout to the Church - Peter shared that there have been four payouts in the history of the foundation, starting in 2021, and that the YTD return on investment this year is 13%. He reviewed the percentage payouts from prior years and the rationale behind the foundation's recommendation of a 4% payout this year. The funds would be transferred to St. Peter's in early 2026. The estimated payout amount is \$57,404; however, this may change depending on the year-end balance. Ken moved and Laura Lee seconded a motion to approve a 4% payout from the foundation to the church. Motion carried.

Peter informed the vestry that Julie Bennett has been selected by the foundation to fill the vacant vice chair position. He requested the vestry's approval for this appointment. Tracy moved and Jim seconded a motion to approve Julie Bennett as the vice chair of St. Peter's Episcopal Church Foundation. Motion carried.

Finally, Peter reported that they are seeking three new trustees to join the foundation for the upcoming term, starting December 1, 2025. He also indicated they are actively looking for an individual to take on treasurer responsibilities, as Ken McDaniel plans to transition from that role in 2026.

Treasurer/Finance Report: Connie prepared and submitted seven financial statements, along with an analysis document, in advance of the meeting. For the quarter ending in September, our year-to-date expenses have surpassed our revenues. Based upon input from our accountant, she proposed keeping the retained earnings (Unrestricted Net Assets #2999) in this account instead of transferring them to Thackara, as previously discussed. If our revenues exceed expenses by year-end, we can transfer the funds to Thackara; otherwise, we can use them to cover costs. This transfer will be an annual process based on our year-end financial results.

We continue to see savings in expenses due to staff vacancies; however, our insurance and utility costs have exceeded the budget. A new copier agreement has had a positive impact on administrative costs, although we anticipate an increase in December due to seasonal demand. Some reflected savings are merely a result of timing and not actual savings.

Other recent expenses include those related to farewell activities, which were partly covered by donations, and \$3,000 for the rector search. Prior-approved expenses from the Cemetery Fund and Schuyler Account for the Roy Taylor Memorial Wall granite slab and the handrail from the office to the youth center, respectively, have been paid. A generous \$15,750 donation to Creation Care, matched by St. Peter's, is now in that restricted account, and additional donors have contributed for the 2026 Hope House/IDN.

An in-depth discussion was held regarding our outreach spending for 2025. We have so far committed to Barnabas and Hope House/IDN, with a discussion on support for Hunger Fight

scheduled for the next couple of months. Historically, we have supported Kairos Prison Ministry with a donation of \$2,000, and this amount has been requested again this year. Rob moved and Beth seconded a motion to support Kairos Prison Ministry in the amount of \$2,000 with funds from the Grants/Outreach Restricted account (#8830). Motion carried.

It was decided that a committee will be formed to explore additional community financial support from our Grants/Outreach Restricted account for 2025. Connie will prepare a report on our outreach funding sources and distributions to guide the committee, which will present its recommendations at the next vestry meeting. We will also discuss the outreach strategy at the upcoming budget workshop.

Interim Rector Report: A detailed written report was distributed prior to the meeting. Fr. Doug highlighted that he is pleased with the work that Mth. Rachel is doing on behalf of the church. In terms of stewardship, we have received 65 pledges totaling \$372,257.92. Fr. Doug is encouraged by the creative contributions of our church members, as demonstrated by Trey Warren's work with the Committee on Fun and Chad Wykle's efforts for the upcoming veterans' event. He also shared insights about dynamic transformation from the Rt. Rev. Mary Gray-Reeves, a conflict management consultant for the Diocese of Florida, who presented at the convention.

Upcoming Vestry Selection: A discussion was held regarding what to do with the vestry if we do not call a new priest by our annual meeting in February. Fr. Doug informed that the national church and diocesan canons establish the vestry rotation for the church, and the bishop must approve any decision to freeze the vestry. Fr. Doug's recommendation is to continue to freeze the wardens but hold other vestry selection as usual, and he will not submit a request to freeze our vestry to the diocesan standing committee, the ecclesiastical authority in the absence of a Diocesan Bishop. A vestry member expressed concern about the loss of institutional knowledge that would be helpful to a new rector. Fr. Doug encouraged us to trust God to lead us. Others noted that the new priest will likely conduct listening sessions and consult with previous leaders at their discretion.

Ken outlined the process for forming a nominating committee, which will include a former senior warden, a former junior warden, and three at-large members recommended by the parish in response to an email solicitation by Fr. Doug. The committee will be established by the end of December.

"Belonging Beyond Differences" Program Update: Ken provided a *Belonging Beyond Differences Series Description and Positioning Draft* document in advance of the meeting for review. This document outlines proposed language for various communication modalities for the program, focusing on welcoming our new rector rather than our season of transition. Emily Swanson, president of Holy Cow! Consulting will be assisting Susan Czolgosz with the program due to Susan's inability to travel here in January for health reasons. Emily will be here on the first Sunday with Susan on Zoom; then Susan will continue virtually with us for the rest of the program. There is a meeting on 11/12/25 to finalize the details. Program communications to the parish will begin in mid-November.

ACTION

None Noted

INFORMATION

Liaison Reports: A written report from our Parish Life liaison was distributed and reviewed prior to the meeting. An opportunity for questions and discussion was offered with none held.

Junior Warden Report: A detailed written report, along with three in-depth analyses of our FPU Solar and HVAC usage and costs, was distributed and reviewed prior to the meeting. After one year of solar service, Jim's data shows significant savings from the solar panel installation, with a potential payback period of under 10 years. He will continue to analyze this data.

Senior Warden Report: Ken reported on the following:

1. Campus Safety – Ken and Fr. Doug are forming a security committee to address campus safety. Fr. Doug, through his common military background, connected with a Marine parishioner with security experience who walked the campus and made recommendations, and who will do a more in-depth assessment and present his recommendations to the team. They also watched a webinar sponsored by the Episcopal Parish Network that addresses safety issues related explicitly to church campuses. The information learned through the webinar will be helpful to the new committee.
2. Breakfast teams – As a follow-up to a question raised during the September Coffee with the Vestry, Ken confirmed that, while the Breakfast Team ministry began as a men's ministry, women are welcome to form their own teams if they wish.

Key Upcoming Dates:

- i. Vestry Budget Workshop – November 8th @ 9:00 am in Room 201
- ii. November Vestry Meeting – November 17th @ 5:30 pm in Room 201

Ken moved and Diane L seconded a motion to adjourn the meeting. Motion carried.

The meeting adjourned at 7:11 pm.

Respectfully Submitted,

Annette Bell, Clerk of the Vestry