

Vestry Meeting March 7th, 2026

Vestry held abbreviated meeting during Vestry Retreat at approx. 9:00am

Minutes prepared by Charlie Merwin

Attendees: Rev. Peter Vanderveen, Rev. Jo Ann Jones, Rev. Jeremy O'Neill, Hope Knight, Eric Rabe, Joshua Castaño, Tiffany O'Neill, Danielle Trucksess, Rita Davis, Scott Carter, Jessie Caverly Rae, Jim Jordan, David Woods, Charlie Merwin

Absent: Daniel Wesley, Cheryl Masterman

Opening Prayer: Rev. Jo Ann Jones

Approval of Consent Agenda and January Minutes: Moved to accept unanimously

Administrative Reports

Rector's Report given by Peter Vanderveen

- Purpose of Rector's Report – Peter said this is an appropriate time during each meeting for Vestry members to bring questions to the Rector. The Report is not meant to be a briefing, but open communication between Rector and Vestry.
- Parochial Report
 - Annual report sent by parish to NYC
 - Contains financial information, attendance, parish activities details, schedule of standard services, etc...
 - COTR staff preparing report; will review for accuracy to make sure information reflects parish correctly
 - Report may be filed late this year – not a risk or concern

Rector's Warden's Business (report waived)

- Charlie distributed calendar of 2026 Vestry meetings including monthly assignments for Minutes and Parish Announcements.
- Described purpose of monthly Parish Announcements: self-introduction by member, explain motivation for serving, call for others to consider serving, highlight some recent Vestry business. Assignee coordinates with celebrant to get on agenda for announcements at end of 8am and 9:30am services.

Parish Administrator's Report given by Joshua Castaño

- Explained basics of annual budget process for new Vestry members.
- Explained basic structure of monthly itemized reports
 - Income Statement = Operating Revenue – Operating Expenses
 - Balance Sheet = Value of All Assets – Value of All Debts
- Explained basic structure of Endowment split between Church Foundation and Vanguard.
- Reviewed current Income Statement and Balance Sheet

Accounting Warden's Report (abbreviated) given by Eric Rabe – Eric actioned three items on recommendation of Finance Committee:

- **MOTION** made and seconded to transfer 2025 budget surplus and interest of \$43,608.95 from COTR cash account to unrestricted Endowment at Vanguard. Vestry voted to **APPROVE** the motion unanimously
- **MOTION** made and seconded to establish policy that, when a surplus occurs at the end of any budget year, such surplus will be transferred to the unrestricted Endowment not later than 60 days are the end of that budget year. Vestry voted to **APPROVE** the motion unanimously
- Item for future consideration:
 - Possible future action – “Vestry confirms that the Fall 2023 transfer of \$15,000 from the Lighting Fund to pay down the Parish House construction loan was an appropriate use of the Fund and that no repayment to the Lighting Fund is required.”
 - Rector will discuss this with the Lighting Fund donor to see if there is any comment prior to Vestry taking action.

Old Business

Parish Work Subcommittees Update

Vanderveen

- Four committees formed last year after 2025 Vestry Retreat to address special topics within parish:
 - Volunteers – emphasis on new realities of how people volunteer versus traditional volunteer demands and opportunities

- Redeemer as an Anchor Institution – intentional efforts to serve the broader community
- Community Connections – challenges posed by a Non-Profit like COTR deciding to distribute funds to other Non-Profits
- Diocesan Relations – focus on challenges to meet diocesan requests for funding
- Peter wants to schedule these meetings for the entire year. The goal is for each sub-committee to meet 6 times per year. Peter will schedule these.
- New members are encouraged to say what sub-committee they want to join. They will be assigned with any preferences considered.

175th Anniversary Planning

Vanderveen

- Focus on events in November.
- Will utilize ongoing/established events including Garden Party and Christmas Village Dinner.
- Peter will invite selected parishioners to share ideas and form a committee.
- Plan to invite Elizabeth McLean to be Honorary Chair.

Organ Project

Vanderveen

- New organ in COTR basement and off-site storage locations.
- Parish officially notified of purchase at Annual Meeting – Peter reports generally supportive response.
- Will be a multi-year effort led by Organ Committee to plan and execute installation.
- Current organ continues to deteriorate – was operating at 2/3 capacity during one recent service.

Closing Prayer: Rev. Jeremy O’Neill

Meeting adjourned: 10:00am

	<u>Vestry Mtg</u>	<u>Minutes</u>	<u>Service Message</u>
March	18-Mar	John Black	NA
April	22-Apr	Tiffany O'Neil	NA
May	20-May	Jim Jordan	Charlie Merwin
June	8-Jun	Danielle Trucksess	Hope Knight
July	NA	NA	Jim Jordan
August	NA	NA	Win Shafer
September	21-Sep	Joe Spadaro	Daniel Wesley
October	21-Oct	David Woods	John Black
November	18-Nov	Cheryl Masterman	Joe Spadaro
December	12-Dec	Hope Knight	Danielle Trucksess
January	20-Jan	Lisa Raymond	Cheryl Masterman

Those assigned for Minutes should find a replacement if needed.

Please send draft of minutes to Charlie Merwin within 3 days of meeting