

Meeting Minutes: St. Matthew's Vestry

Date: February 22, 2026 | **Time:** 12:45 PM

Presiding: Fr. Tim Meyers and Sr. Warden Dave Lott

Location: Undercroft (to accommodate Pinewood Derby in Parish Hall)

Attendance

- **Present:** Fr. Tim Meyers, Dave Lott, Kenny Adkins, Kim Beasley, Diane Eberhart, Scott Fisher, Sarah Koriath, Amanda Livermont, Jan Nabors, Carol Podeszwa, Ted Sawyer, Bernie Waller, Mindy Barringer
Guests: Susan Jung, Bruce Bowen, Lindsay Issacs, and Rebecca Bowen
 - **Absent:** Wilhelmina Wilson
-

1. Opening & Service

- **Service Project:** Birthday cards were completed by the group during the luncheon.
- **Opening Prayer:** Offered by Father Tim.
- **Recognition:** Dave expressed gratitude for outgoing members Susan Jung, Bruce Bowen, Lindsay Issacs, and Nancy Griner (absent), as well as outgoing Vestry Secretary Rebecca Bowen for their dedicated service.

2. Vestry Elections

- **2026 Vestry Secretary:** Mindy Barringer was nominated by Dave. Motion to elect by Carol; seconded by Amanda. **Approved.**
- **Junior Warden:** The floor was opened for nominations. Bernie nominated Diane Eberhart. Motion to elect by Ted; seconded by Jan. **Approved.**

3. Vestry Responsibilities & Planning

- **VPOD Procedures:** Dave reviewed the updated Vestry Person of the Day (VPOD) checklist.
 - **Dual Control:** Offerings must always be collected by a team of two for safety and transparency, as per St. Matthew's policy.
 - **Lock-up:** Emphasis on checking the sanctuary exit door (rear parking lot), as well as all doors, lights, water/toilets, and the kitchen (stove/sink).
 - **Note on Safety:** Committees departing at night should leave the building as a group.
 - **Scheduling:** Amanda suggested pairing 8:00 AM and 10:30 AM attendees for VPOD teams.
- **Calendar Management:** Church administrator (Susan Carson) manages the master church calendar. All events must flow through her as the central point of contact to avoid conflicts with outside groups, the liturgical calendar, or the Gwinnett school system calendar. **NOTE OF INTEREST:** An additional cleaning day per week has been added to accommodate increased usage in mid-2025.

4. Vestry Assignments

- Dave circulated sign-up sheets for Ministry Liaisons, VPOD assignments, and contact information.
- **Meeting Reflections:** Members signed up for a specific month to share a 5–10 minute reflection (scripture or faith journey) to help the Vestry get to know one another better. Also requested for each reflection to include sharing a fact that no one knows about themselves.

5. Financial Approvals & Reports

- **Minutes:** December 14, 2025, minutes were approved as amended. (Motion: Amanda; Second: Diane). **Approved.**
- **Treasurer's Report (Dec 2025):** The year ended with a \$27,000 surplus despite unexpected costs. (Motion: Amanda; Second: Diane). **Approved.**
- **Treasurer's Report (Jan 2026):** \$2,500 received from the preschool. Insurance premiums are projected to be ~\$2,000 lower this year. A \$5,700 deficit was noted for the month due to restricted fund usage. (Motion: Kenny; Second: Ted). **Approved.**
- **Finance Recommendations:** Approved moving \$40,000 from cash surplus to the **Buildings & Grounds Restricted Account**. (Motion: Amanda; Second: Bernie). **Approved.**
- **Parochial & Vitality Reports:** Fr. Tim noted an 11% increase in Average Sunday Attendance (175) and a livestream average of 14. Diane suggested amending the "beneficiaries per week" (approx. 150) to include 5 Monday night community dinners at the COOP. (Motion: Ted; Second: Carol). **Approved with possible amendments.**

6. Old Business

- **Capital Works:** Steeple, stained glass, sanctuary electrical, and Parish Hall lighting are **complete**.
- **Preschool Insurance:** Currently under the church policy. Discussion ensued regarding requiring the preschool to carry (and file with church office) their own independent policy. Dave will investigate legal alignment and diocesan standards.

7. New Business

- **Event Planning:** Amanda announced a Zoom meeting for March 12 to discuss streamlined communication and the use of **Realm**.
 - **NOTE:** Jan suggested using text messaging for urgent Vestry updates along with or instead of email.
- **Reimbursements:** Dave reminded the Vestry that all reimbursements must follow the approval process (receive approval from Vestry member, Parish Administrator, Rector, or the Financial Secretary)
- **Repairs:**
 - Sanctuary auxiliary heating repair is complete (\$2,500).
 - The Library AC unit is the oldest in the building and is a pending priority.
- **Organ Project:** Replacement begins **April 6** (Monday after Easter). The piano will be used on April 12. Organ Dedication is set for **Pentecost**/Memorial Day weekend. Music Director (Matthew Edwards) is planning an organ recital in the fall 2026.

- **Vestry Retreat:** February 28, 9:00 AM – 3:00 PM in the Library. John Thompson Quarty will moderate.

8. Adjournment

- **Next Meeting:** March 15, 2026 (3rd Sunday except if there are conflicts, and no meeting in July).
- **Closing:** Prayer concerns and thanksgivings were shared, followed by a closing prayer by Fr. Tim.

End Time: 2:30 PM

Minutes Submitted By: Mindy Barringer, Secretary

TASK LIST

- Dave** Finalize and distribute the Ministry Liaison and VPOD sign-up schedules.
- Dave** Research Preschool insurance requirements: determine if they should carry a separate policy and check diocesan standards.
- Dave** Collect and file a copy of the Preschool's current insurance policy if applicable.
- Dave** Notify treasurer Chuck Marsh of approval granted to transfer \$40,000 from cash surplus to the Buildings & Grounds Restricted account.
- All** Please verify personal email addresses in Realm for communication.
- Amanda** Coordinate the March 12 Zoom meeting for vestry members and liaisons regarding event planning.
- Amanda** Work with the communications committee to pilot increased Realm usage for streamlined church communication.