Meeting Minutes: St. Matthew's Vestry
Sept 13, 2026 | Location: Library

Present: Fr. Tim, Kenny Adkins, Mindy Barringer, Kim Beasley, Diane Eberhart, Sarah Koriath, Amanda Livermont, Dave Lott, Jan Nabors, Carol Podeszwa, Ted Sawyer, Bernie Waller, Wilhelmina Wilson
Absent: Scott Fisher

Start Time: Noon

Service

Birthday Cards completed by the group

Lunch

Provided by Jan

Opening Prayer

Fr. Tim opened meeting with prayer at 1:15 PM

Reflection

Provided by Kenny

Approvals and Reports

Motion: Approval of construction bid with Builders America to replace the deck and stairway off the rear of the Parish Hall at a cost not to exceed $16,000 with funding from the B&G Restricted Funds account

Discussion: Dave provided an update. We have signed the contract. Permitting for the project will take about 2 weeks. Once the permits are in place, the work will take another two weeks. We hope to have the project completed by the end of October.
Outcome: Approved unanimously at a Zoom meeting held on September 1, 2026

Motion: Approve August 16, 2026 Vestry meeting minutes

Moved by: Ted
Seconded by: Carol
Outcome: Approved unanimously

Motion: Approve September 1, 2026 Zoom Vestry meeting minutes

Discussion: Bernie appreciated having the Zoom meeting instead of voting via email.
Moved by: Diane
Seconded by: Wilhelmina
Outcome: Approved unanimously

Motion: Approve August 2026 Treasurer/Financial Report

Discussion: Bernie provided a brief update that the church is doing ok financially. Chuck had a meeting with Wells Fargo, who recommended we move money from our Operating (checking) account to our savings account, primarily to protect us from exposure/risk to fraud. Thus, Chuck moved $30k from our operating account to savings, and he will continue to monitor the accounts.
Moved by: Dave
Seconded by: Kenny
Outcome: Approved unanimously

Motion: Review and Acceptance 0f 2025 Agreed Upon Procedures Report from independent account CoSurge and Treasurer's Response to report's exceptions

Discussion: Dave provided explanation that this was not an audit, but more of an audit of the procedures.
Moved by: Amanda
Seconded by: Diane
Outcome: Approved unanimously

Motion: Review and Approval authorizing Treasurer Chuck Marsh to establish a business credit card account with Charity Charge for issuance of credit cards to the Rector, Treasurer and Youth Minister for authorized purchases

Discussion: Dave reported that Wells Fargo has changed their process whereby the issuance of a credit card now requires a personal guarantee. Further, any time there is a change in cardholder, a new agreement would need to be made. Chuck researched Charity Charge, and has requested authorization for rector, treasurer, and youth minister. Once approved, Chuck will move forward with having the cards issued.
Moved by: Carol
Seconded by: Kim
Outcome: Approved unanimously

Old Business

2027 Ministry/Committee Budget Worksheets – Dave

Discussion: Dave approached committees which are self-funded (Brotherhood, ECW, DOK, and KCP) and all these committees decided to continue to be self-funding. **ACTION: Vestry** please get budget worksheets to Dave by end of the month. The vestry liaison can and should communicate with the chair to help develop the budget. Chuck can provide any details regarding budget for each committee. When vestry members receive the monthly financial reports, they should communicate with chair if they note any issues, and work together. Vestry members should also share their ministry budget info with the vestry (include as part of vestry report).

Facility Rental Agreement revision discussion/update – Dave

Discussion: Kim, Amanda, and Dave have met several times. Beth Fisher also provided feedback based on her experience with contract writing. Please let Dave know of any questions/comments as soon as possible. Dave will work on all the comments and bring revised agreements back to the Vestry at the October meeting.

Pumpkin Patch Update - Dave

Sign-Up Genius Link!

Pumpkin Patch Info page (in progress)

Discussion:

- We are scheduled to receive a semi-truckload (half load) of pumpkins on October 6.
- Youth will help prepare for this delivery with setup on October 4th.
- Dave will get wheat straw bales to use for street display (in lieu of a banner). The pumpkins will be displayed on wooden pallets on the front lawn area.
- Staffing is most critical aspect. This is a major undertaking and will require extensive volunteer participation and coordination. So far, we have five ministries who have signed up for staffing: Building and Grounds (Oct 6), Fellowship (Oct 25), Outreach (Oct 18), ECW (Oct 16 and19), and Preschool (Oct 26-27).
- 2 adults are required for every shift -- for money control as well as Safeguarding God's Children policy.
- Vestry should work with their liaison area to say that all ministries should sign up for at least 2 days if possible, depending on the size of the group. This would mean that the ministry would be responsible for all staffing for that day.
    - Volunteers do not need to be part of the ministry that is responsible for coverage.
- An appeal will be made this week to the entire parish to sign up.
- Tuesday Oct 6 4:00 will require MANY volunteers to unload and display the pumpkins.
- Pricing will be based upon circumference.
- We are not responsible for anything except for the pumpkins that we sell.
- Payment – Will use Square via MiFi. Beth is working on a process list.
- It would be good to have a specific task list for volunteers, so that they know what the expectations are.
- Mindy will work on the website information page this week to include all details and serve as a hub for all new information and community advertising.

Rector Updates – Fr. Tim

- Diocesan Council delegates for November 6-7 will be Chris Rouse, Karen Whitehead, Eric Stokely, and Debbie Lott. Chris is returning after participating last year to help show the other three the ropes.
- Welcome to Seminarian Garner Elliott, who will join the vestry at next month's meeting on October 18. September 27 will be her first official Sunday. She will have monthly supervision sessions with Fr. Tim, to talk about her goals, and what she is learning.
- The vestry should begin considering vestry candidates for next year. Reminder that requirements are that candidates are at least 16 years old, confirmed, and a pledging member for 2026. Rolling off this year are Amanda, Dave, Jan, and Wilhelmina.
- On November 22 we will have one service at 10:00, and we will be celebrating Warren Drury's and Paula Pownell's marriage with a special liturgy during the service and followed with a combination Thanksgiving luncheon and marriage reception.

New Business

Actions requested by ministry committees

- Kim – Fellowship is requesting that anyone who can stay for cleanup after the September 20th celebration please do! The Fellowship Committee will be missing some key members on this day.
- Warren Drury is requesting to bring champagne on November 22nd, for the marriage reception. **ACTION: Kim** will let Warren know to follow the current alcohol policy, and no vestry approval is needed. Dave suggests that champagne only be served during the toast. Also, according to the policy, other non-alcoholic options need to be offered.

Request by the Brotherhood to place a memorial plaque honoring Phil Morgan on the outside shelter for his numerous contributions to St. Matthew's – Dave

Moved by: Amanda
Seconded by: Jan
Outcome: Approved unanimously

Other New Business

Expense Reimbursement Procedures document: Dave relayed that ministry heads should approve the purchase, or the ministry treasurer, followed by approval by vestry liaison. **ACTION: Dave** will make edits to the document, and then vestry liaisons can share with ministry heads. Sarah suggested that we maintain and distribute one form with one side being the expense form itself, and the other side containing a statement/policy about approval process.

VPOD Process/duties: Bernie suggested that we consider VPOD process for next year to not have both lunch provisions duty and VPOD duties on the same day. Members favored the change and Dave will send out a revised schedule for the remainder of the year.

Next Meeting

Next Meeting: October 18, 2026
October VPODs: Amanda and Bernie
October Meeting Lunch: Kenny and Ted
October Vestry Corner: Ted (due to Susan October 20)
October Reflection: Carol

Prayer Concerns and Thanksgivings

Closing Prayer

Father Tim

Adjournment

Meeting adjourned at 2:50 PM

Submitted by Mindy Barringer, Vestry Secretary, September 15, 2026