



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes June 19, 2018

ATTENDANCE

A **CROSS** means that the individual was present. An empty box indicates absence.

✝	Rev. Ed Kelaher	✝	Dan Batlle – '19
	Rev. Nate Lee	✝	Susan Billington – '19
✝	Jonathan Stroebe – '19 <i>Senior Warden</i>	✝	Catherine Dunlop – '21
✝	Charle Fiegl – '21 <i>Junior Warden</i>	✝	Thomas Espy – '20
	Cary Buckingham – '20 <i>Treasurer</i>	✝	Bill Gray – '19
✝	Stefan Awad – '20 <i>Assistant Treasurer</i>	✝	Cindy Wade – '21
✝	Rip Wilson – '21 <i>Clerk</i>		
✝	Elizabeth Wrege – '20 <i>Assistant Clerk</i>		

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

- ✎ A quorum was present
- ✎ Minutes/action items
- ✎ Treasurer's report
- ✎ Kingdom Campaign update
- ✎ All Saints Preschool update and budget approval
- ✎ Nomination and election of 2019 Convention delegates - deferred
- ✎ Rector's report
- ✎ Senior Warden's report
- ✎ Junior Warden's report
- ✎ Old and new business

DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Rev. Ed Kelaher

A quorum being present, Father Ed+ called the meeting to order at approximately 7:05 pm, and led the Vestry in an opening prayer.

Presentation of the Minutes

Rip Wilson

Vestry Clerk Rip Wilson circulated a draft of the minutes from the May 22, 2018 Vestry meeting in advance of the meeting. Rip reviewed these minutes with the Vestry members. Following discussion, upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry held on May 22, 2018 are approved, with such changes and modifications, if any, as were discussed at this meeting, and the Vestry directed that such minutes be placed on file with the records of the other meetings of the Vestry.

Treasury Report

Stefan Awad

First, Father Ed updated the Vestry on the status of hiring of a new staff accountant, who will take on the day-to-day accounting duties and free Nancy Harris to have more time to work on budgeting, financial reporting and investment tasks. Father Ed hopes to have the new accountant on board by late July/early August.

Assistant Treasurer Stefan Awad then led the Vestry through a review of the financial statements. In advance of the meeting, Stefan circulated the P/L statement, including the capital campaign data, for the first five months of 2018. At the meeting, Stefan distributed a P/L statement for the same period, excluding the capital campaign data, for comparison purposes.

The Vestry asked questions and discussed both year-to-date expenses and the expenses incurred during the month of May. Based on those discussions, Stefan will work with Nancy Harris to clarify some of the disclosures.

The Vestry also discussed the desire to have a better understanding of the new accounting system and chart of accounts, as well as ways to generate more informative summary financial reports for the Vestry. Cindy Wade and Rip Wilson will work with Treasurer Cary Buckingham and Assistant Treasurer Stefan Awad to explore these matters and will report back to the Vestry.

Kingdom Campaign Update

Catherine Dunlop

Catherine Dunlop, Director of the Kingdom Campaign, updated the Vestry on the campaign. Prior to the meeting, Catherine circulated to the Vestry members materials summarizing the status of the campaign through May 2018 and proposed plans through 2022 for funding the campaign's three goals of Kingdom Building (expanding clergy staff and enhancing the Parish's ministries), Our Building (upgrading existing buildings and grounds) and Future Building (increasing financial stability by expanding the Parish's endowment). She also distributed a printed copy of those materials to the Vestry members at the meeting.

Catherine reviewed the materials and responded to Vestry questions about the status of pledges and other funding sources, and proposed use of funds, particularly through during 2018. To date, the Kingdom Campaign has raised approximately \$4.8 million.

All Saints Preschool Update

Susan Billington

Susan Billington, the Vestry liaison to the All Saints Preschool, or ASP, led the discussion regarding the ASP's current activities. In advance of the meeting, Susan circulated to the Vestry a draft budget for the school year July 2018 through June 2019. Susan also invited Allison Ottenbreit, chair of the ASP board, to participate in this portion of the meeting.

Approval of ASP 2018-19 Budget: Allison reviewed the 2018/19 budget with the Vestry. The discussion centered principally around enrollment and ways to increase enrollment (*e.g.*, improve the "look and feel" of the facilities, maintain high quality teachers, advertising) and how ASP compares to the local competition and what ASP needs to do to remain competitive. Current enrollment for the 2018/19 school year is at 54 students, but ASP has historically received applications during the summer months to add 6 – 8 new one-year old students, so Allison expects to have approximately 60+ students enrolled by the time school starts in September. ASP has the capacity to enroll up to 91 students. The Vestry asked Allison further questions around the need to retain high quality teachers and the proposed capital improvement projects (*e.g.*, improving bathrooms, refurbishing the playground).

After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: that the 2018/19 budget for the All Saints Preschool as presented to the Vestry at this meeting is approved.

Allison thanked the Vestry, and then asked if it would be possible to improve the transparency of the financial reporting for ASP through the Parish's accounting system. As discussed above as part of the Treasurer's report, the designated Vestry members will include this request in their review of the new accounting system and improvement of financial reports.

Appointment of ASP Board Members: Susan then asked the Board to consider two parishioners, Kingsley McAdam and Allie Cronin, for appointment to the ASP board, as a majority of ASP board members must be parishioners per ASP's bylaws. Susan distributed and reviewed biographies for Kingsley and Allie, each of whom have children at ASP. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously;

RESOLVED: That both Kingsley McAdam and Allie Cronin, who are parishioners of All Saints Church, are appointed as members of the All Saints Preschool board.

Other ASP Business: Susan then introduced the topic of allocating surplus ASP cash towards a strategic reserve fund for the school. She circulated to the Vestry a proposal drafted by ASP Treasurer Blaire Massa on how such a reserve fund might work. Allison responded to questions from the Vestry about the reserve fund and indicated that ASP expects to contribute through this reserve fund and its own fundraising efforts towards some of the larger ASP improvement projects discussed at this meeting (*e.g.*, refurbishing of playground). The Vestry then discussed a proposal to refurbish the playground to make it an attractive, up-to-date and safe space for young children. After discussion, the Vestry determined that these topics would require more information and further deliberation at future Vestry meetings.

Allison then left the meeting.

Nomination and Election of Convention Delegates for 2019**Ed Kelaheer**

Father Ed introduced the topic regarding nomination and election of delegates for the 2019 convention. He briefly spoke of past conventions and the Parish's goals for these conventions. Given the time constraints, Father Ed asked to table this item until the next Vestry meeting.

Rector's Report**Ed Kelaheer**

Clergy deployments and staff transitions: Two part-time priests will be joining the staff shortly.

Father Ed is in the process of interviewing candidates for a full-time clergy member slated to start in September 2018. The finance committee has been charged with making a salary recommendation for this position, which must comply with a pay scale established by the Diocese of Washington. With this information in hand, Father Ed will then work to complete this hire.

As discussed above, Father Ed is in the final stages of interviewing candidates for the new staff accountant position.

Mission for this Vestry: Father Ed then suggested that the theme for this year's Vestry could be management. In advance of the meeting, he circulated a high-level summary of the rector's suggested initiatives and goals around the theme of management entitled "A Recent History of Progress of the All Saints Church Vestry and What is Needed Next." Father Ed reviewed the recent accomplishments of prior vestries and suggested the need to build on their successes by sharpening management systems and processes across all areas within the Parish. That said, Father Ed reiterated that the mission statement is the Vestry's decision and the Vestry's decision alone. He suggested that the Vestry convene a half-day retreat to discern, through discussion and prayer, the mission for this upcoming year.

Senior Warden's Report**Jonathan Stroebel**

Following up on Father Ed's suggestion regarding a half-day retreat, Jonathan Stroebel offered that he will work to set up a date in late July or early August to have such a meeting. After discussion, the Vestry members decided that a weekend day would work better for most members. Jonathan will provide information as soon as he can secure a local venue and date.

Junior Warden's Report**Charles Fiegl**

Charles Fiegl then provided an update on recent work with the Building & Grounds, or B&G, committee. There are a number of ongoing projects that were previously approved by the Vestry in March 2018, such as repairing and pointing the wall at the back of the nave in the next week or so.

Future B&G Projects: Prior to the meeting, Charles met with the B&G committee. He summarized his notes from that meeting in an email previously sent to the Vestry. Charles explained to the Vestry that B&G committee would like to begin work on additional projects using Kingdom Campaign funds. The Vestry discussed how best to prioritize these projects before providing approval. Following discussion, the Vestry requested that Charles confer with the B&G committee to prioritize the additional projects and associated costs. The Vestry also requested a simpler report from the B&G committee regarding the various projects under consideration. While the current report is comprehensive and detailed, the Vestry would like a higher-level summary for decision-making purposes.

Immediate Project: Charles then noted that there is an immediate issue regarding water damage following the heavy rains over the past month. He reported that there is water damage in the basement between classroom 4 and the Kids' Church that will require repairs and installation of a sump pump. Bill Garner has secured one bid for approximately \$10,500, and is seeking additional bids. Rather than wait until the next Vestry meeting, Charles requested that the Vestry approve these repairs. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the Junior Warden and the members of the B&G committee are authorized and directed to spend up to \$11,025 (*i.e.*, \$10,500, plus 5%) to repair such water damage and to take any and all actions, and to execute any and all documents, agreements, certificates and instruments, as they deem necessary or desirable to carry out the purpose and intent of, and to consummate, such repairs.

Old Business / New Business

Rev. Ed Kelaher

The date for the next Vestry meeting was not fixed since there may be a half-day retreat meeting near the end of July. Timing for the next meeting will depend on that date of the proposed retreat.

Adjournment and Prayer

Rev. Ed Kelaher

There being no further business to discuss, Father Ed+ closed the meeting with a prayer at approximately 9:05 PM.

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