



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes December 18, 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
✝	Charles 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>	✝	BJ Buracker, <i>Deacon</i>
	Elizabeth Wrege – '20 <i>Assistant Clerk</i>	✝	Jonathan Musser <i>Priest Assistant</i>
		✝	Lisa Hollingsworth <i>Director of All Saints Preschool</i>

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

✝ A quorum was present	✝ Senior Warden's report
✝ Minutes/action items	✝ Junior Warden's report
✝ All Saints Preschool report	✝ Rector's report
✝ Treasurer's report	✝ Priest assistant's report
✝ Annual Giving update	✝ Old and new business
✝ Kingdom Campaign update	✝ Adjournment

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 7:08 pm, and led the Vestry in an opening prayer.

Presentation of the Minutes/Review of Action Items

Vestry

In Rip Wilson's and Elizabeth Wrege's absences, Charles Fiegl volunteered to record the December meeting minutes. Rip Wilson had circulated in advance the draft minutes from the Vestry meeting held on November 13, 2018. After discussion and upon motion duly made by Bill Gray and seconded by Cary Buckingham, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry meeting held on November 13, 2018 were approved, and the Vestry directed that such minutes be placed on file with the Parish records of the other meetings of the Vestry.

Treasury Report

Cary Buckingham

Cary Buckingham then led the Vestry through the Treasurer's report.

As the first item of business, she asked the Vestry to consider a housing resolution for clergy. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church-designated allowance paid to such minister as part of his/her compensation to the extent used by him/her for actual expenses in owning or renting a home; and

RESOLVED, FURTHER: That each of the Clerk and the Assistant Clerk of the Parish is hereby authorized and directed acting individually to execute and deliver such certificates as he/she deems necessary or desirable regarding the housing resolutions for the Parish's ministers of the gospel for the 2019 calendar year and all future years unless otherwise provided by the Vestry.

Cary reported that work is underway to implement the church's purchasing policy. She noted that Smythe Kannapell, the Parish's accountant, is doing an incredible job to close the accounting books for 2018 and develop 2019 budgets. Her work will also include having new statistics and greater detail on, for example, pledges and collections for annual giving and the Kingdom Campaign.

All Saints Preschool Report

Lisa Hollingsworth

Lisa Hollingsworth provided an update on the All Saints Preschool after reviewing the school's commitment to excellence and an overview of a five-year strategic plan. Fr. Ed spoke to Lisa's dedication to All Saints and leadership at the preschool. She is a lifelong member of the church, created the preschool in its current form in 2008, and has served as its director since 2009. The current school year began with 59 children enrolled. By January, enrollment will increase to 77 children. Tuition income is expected to be about \$550,000, which would be an increase from about \$504,000 the previous year.

The 2019 Fall Festival will be October 12 and there are plans to celebrate the 10th birthday of the school. Research and planning is also underway for a new playground installation.

Annual Giving Update

Jonathan Stroebel

Jonathan Stroebel provided an update on the Annual Giving campaign for 2019. Jon reported that pledges for 2019 are 40 percent ahead of 2018 Annual Giving.

Kingdom Campaign Update

Thomas Espy

Thomas Espy, co-chair of the Kingdom Campaign, updated the Vestry on the current status of the campaign. He reported on a \$30,000 gift to replace the front doors and another pledge of \$12,000. The Kingdom Campaign Committee has reviewed a list of Building and Grounds priorities for 2019, as well as other items, initiatives, and personnel for the church (new vestments for the choir, altar hangings, a new development director position, wellness programs for staff, and the church's endowment fund). As Smythe continues work on an end-of-year report and 2019 budget, the Kingdom Campaign will continue work on a prioritization list for capital, ministry, and funding the endowment.

Prior to the meeting, Charles Fiegl requested consideration to spend Kingdom Campaign funds to replace the church air conditioning chiller system. Bill Garner, facilities manager, and the Buildings and Grounds Committee began work on studying and crafting an RFP to install a new air conditioning chiller system in July. The church contracted with Charles Kirk of Ted Ross Consulting, which is a mechanical systems engineering firm, to conduct the necessary studies to develop specifications prior to going out to bid. The Building and Grounds Committee met with Mr. Kirk in August. He produced an air chiller study in September. RFP stipulations for a replacement were finalized by the end of October and bids were collected from three firms (Calvert Controls, CMC Mechanical, and Noyes Air Conditioning), with each asked to provide four options featuring water- or air-cooled systems, through November. After a meeting with Mr. Kirk, follow-up questions, and deliberation, Bill selected Calvert Controls' bid to install a Carrier air cooled chiller. Air cooled systems cost less, consume less utilities (as opposed to the current water-cooled system), and won't require as much maintenance. In order to take advantage of a PEPCO rebate program, the chiller system would need to be installed by March.

After discussion, and upon motion duly made by Jonathan Stroebel and seconded by Stefan Awad, the members of the Vestry unanimously:

RESOLVED: That the Parish is authorized to spend up to \$200,000, in the aggregate, from Kingdom Campaign funds for the Chiller Replacement Project as proposed by Calvert Controls, Inc, of Huntingtown, MD.

Senior Warden's Report

Jonathan Stroebel

Jonathan Stroebel reported that he attended a security meeting in Olney that provided information on securing places of worship. More follow-up on security is planned for 2019.

Junior Warden's Report**Charles Fiegl**

Charles Fiegl reported that additional bids were collected for replacing the front doors. He expected the church to make a selection and execute a contract soon.

Rector's Report**Rev. Ed Kelaher**

Father Ed shared notes of joy and gratitude for Christmas gifts received from the church. Staff greatly appreciated the kindness from our parish family.

Fr. Ed also discussed the need to set 2019 Annual Meeting. After discussion, and upon motion duly made by Charles Fiegl and seconded by Dan Battle, the members of the Vestry unanimously:

RESOLVED: To hold the All Saints parish annual meeting on Sunday, May 5.

Associate Rector's Report**Rev. Nate Lee**

Father Nate reported the new Sunday morning format with education classes and services is working well. In particular, the Family Table Services provide a big boost of new enthusiasm while attendance remains robust for services in the Nave.

Priest Assistant Report**Rev. Jonathan Musser**

Father Jonathan Musser concurred with Fr. Nate's report and commented on the energy and excitement he's witnessed while making connections with parishioners before and after the services.

Old Business / New Business**Rev. Ed Kelaher**

Susan Billington discussed the need to provide more education about the church parking lot and, for Sunday mornings, it should be reserved for disabled and elderly persons. Bill Gray requested that Katie Free be invited to discuss Sunday school programs at a future Vestry meeting.

Action Items**All**

	Action Items	Lead	Date Assigned	Target Due Date
	Carry-over Action Items			
1	Write a job description for a new development person	C. Dunlop, T. Espy	10/16/18	Next Vestry meeting
2	All Vestry members to consider joining Endowment Committee or recommending qualified candidates.	J. Stroebel	10/16/18	Next Vestry meeting
3	Review plans to improve the main playground for Preschool in a more cost-effective manner	S. Billington	10/16/18	January
4	Complete review of "super" committee structure with goal of implementing in early 2019	E. Wrege	10/16/18	January/ February

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	Action Items	Lead	Date Assigned	Target Due Date
	- Frs. Ed and Nate to complete alignment of staff org structure to fit proposed super committee structure by November Vestry meeting			
5	Evaluate whether Smythe might need additional consulting help for one or more months to assist her in getting up to speed	C. Buckingham	9/18/2018	Next Vestry meeting
6	Gary Wieder to contact Bill Gray and other Vestry members to discuss his plans and requirements for a new youth minister	B. Gray	9/18/2018	Next Vestry meeting
7	Outline for new Parish strategic plan	T. Espy	9/18/2018	Next Vestry meeting
8	Provide a draft of the amended bylaws to reflect the new governance structure for consideration by the Vestry and then approval by the Parish at its next annual meeting.	Father Ed Todd Miller	8/18/2018	4/1/2019
9	Kingdom Campaign committee to present spending priorities for 2019 for all three KC missions (building, missions & ministry, and endowment)	T. Espy / C. Dunlop	11/18/18 / 10/16/18	January/ February
10	Prioritized list of B&G projects for 2019 (<i>ties to above</i>)	C. Fiegl	11/18/18	January/ February
11	Follow-up on "Civilian Response to Active Shooter Events (CRASE)" training	C. Wade	11/18/18	Next Vestry Meeting
12	Review 2019 operating plan/budget with Smythe Kannapell	C. Buckingham	11/18/18	January / February

Adjournment and Prayer**Rev. Ed Kelaher**

There being no further business to discuss, the Fr. Jonathan closed the meeting at approximately 9:20 PM.

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