



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes January 15, 2019

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>	✠	BJ Buracker, <i>Deacon</i>
	Elizabeth Wrege – '20 <i>Assistant Clerk</i>	✠	Jonathan Musser <i>Priest Assistant</i>
		✠	Smythe Kannapell <i>Parish Accountant</i>

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

✍ A quorum was present	✍ Senior Warden's report
✍ Minutes/action items	✍ Junior Warden's report
✍ Treasurer's report	✍ Associate Rector's report
✍ Annual Giving update	✍ Priest assistant's report
✍ Kingdom Campaign update	✍ Deacon's report
✍ Rector's report	✍ Old and new business
✍ Report on 2019 Parish retreat	✍ Adjournment

DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Rev. Ed Kelaheer

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

Before beginning the official business of the meeting, Father Ed noted two important events to come in the Parish's life. First, he confirmed that Deacon BJ Buracker is scheduled to be ordained as a priest on Saturday, March 9 at a ceremony here in the Parish.

Second, Father Ed announced that earlier in the day, Father Nate Lee had accepted the open rector's position at All Angels parish in New York City and plans to start there in late April or early May. Father Ed noted that he and Father Nate had been working together on Father's Nate's next career step, and while we are sad to see Father Nate and his family leave the Parish, it is equally joyful and to be celebrated that God has honored them by choosing them to serve Him in a new role. Father Ed related that while many different churches approached Nate with invitations to apply for vacancies these past few years, he routinely passed on their overtures – including All Angels' initially – before finally consenting to submit his name. This time the direction of the Holy Spirit was clear, unmistakable, and sure. Father Nate thanked Father Ed and the Vestry for the Parish's support through his years here, and the members of the Vestry individually thanked Father Nate for his faithful service to the Parish. The appointment will not be announced until All Angels' annual meeting on January 27, so Father Nate asked the Vestry to keep this news in strict confidence until then.

Presentation of the Minutes/Review of Action Items

Rip Wilson

Given that the Clerk and Assistant Clerk did not attend the December Vestry meeting, Charles Fiegl circulated in advance of the meeting a draft of the minutes from the Vestry meeting held on December 18, 2018. Rip Wilson, the Parish Clerk, thanked Charles for his contribution to these minutes and then reviewed these minutes with the Vestry. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry meeting held on December 18, 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. Cary noted that Smythe Kannapell, the Parish accountant, had joined the meeting update the Vestry on the status of 2018 financial reports and 2019 operating budget. Smythe noted that she was near to closing the books for the calendar year 2018 and wanted to review a series of adjustments made at year-end. Smythe handed out to the Vestry a copy of the adjustments and the unaudited financial statements for December 2018. Smythe then reviewed the adjustments and members of the Vestry asked questions about the proposed adjustments. Smythe also noted that the financial statements for 2018 and beyond would be presented in accordance with the new accounting guidance for not-for-profits, about which Smythe provided a high-level description to the Vestry.

Cary then commented that Smythe was also close to finishing the operating budget for 2019 and hoped to have a copy of the budget circulated to the Vestry in advance of the February meeting.

Annual Giving Update

Jonathan Stroebel

Jonathan Stroebel provided an update on the Annual Giving campaign for 2019. Jon reported that pledge levels for 2019 were up substantially because of both higher participation rates and increased year-over-year pledge levels. Jon will work with Smythe to confirm all the pledge numbers in the next month in connection with finalizing the 2019 operating budget.

Kingdom Campaign Update

Thomas Espy

Thomas Espy, co-chair of the Kingdom Campaign (KC), updated the Vestry on the current status of the campaign. He reported that current KC pledges totaled approximately \$5.1 million. He noted that the final fundraising phase of the KC will begin with a mailing on or before Lent, with the goal of collecting all pledges on or about Easter.

Tom then related that the members of the KC committee are working with the Parish staff to reconcile all pledges to confirm funds available to support the three pillars of the KC: Our Building (facilities), Kingdom Building (clergy & ministries) and Future Building (endowment). The members of the KC committee then plan to work with (1) the Building & Grounds committee to review future facilities spending needs and (2) Parish clergy and staff to review ministry requirements, before making an interim report to the Vestry.

Tom reported that the KC committee is also planning a celebratory dinner for the KC in the late spring after the current pledge cycle ends.

Rector's Report

Rev. Ed Kelaher

Father Ed noted that he is evaluating additional resources to support this Vestry's theme of better management. He noted that Smythe could use some help with day-to-day bookkeeping activities so that we can free up of her time to work on systemic improvements to the accounting and financial reporting. He also noted that two parishioners active in Parish life are looking to retire from the legal profession and donate time to the Parish. If this happens, then he will look to use one or both of these two highly-skilled parishioners to work on development activities, improving systems and serve as back-ups, where necessary. For example, he noted that Bill Garner, who oversees the Parish's facilities, has much of the facilities information in his head, so Father Ed is considering ways to document that information in written form.

Father Ed then reminded the Vestry of its obligation to establish a nominating committee to select new Vestry members at the May annual meeting. Per the Parish Bylaws, at least 75 days prior to the annual Parish meeting, the Vestry shall appoint a Committee on Nominations, which shall consist of five Qualified Voters of the Parish, at least two of whom shall be either outgoing members of the Vestry or be members in their final year of service and at least two of whom shall not be Members of the Vestry. A "Qualified Voter" is a person who, at least 30 days before the election, is (1) a member of the Parish and a contributor of record, and (2) is at least 18 years of age. Father Ed then asked the members of the Vestry who are in their final year of their terms to notify him after this meeting (a) whether they wanted to participate on the nominating committee and (b) to propose non-Vestry member candidates to serve on the committee.

Report on 2019 Retreat**Rip Wilson**

Rip Wilson, co-chair of the 2019 Parish retreat with Sharon D'Emidio, reported on the successful retreat held at Sandy Cove Ministries over the previous weekend. Rip noted that building off the success of the prior retreats, approximately 190 persons signed up to attend the retreat, and that participants were treated to an inspiring weekend of faith, fellowship and fun (the retreat's theme). Rip thanked the Vestry for their participation and support in making the 2019 retreat a success.

Senior Warden's Report**Jonathan Stroebe**

Jon Stroebe reported that he had nothing additional to discuss at this time.

Junior Warden's Report**Charles Fiegl**

Charles Fiegl reported on the activities of the Buildings & Grounds (B&G) committee, particularly around the proposed expenditures for 2019. In advance of the meeting, Charles circulated to the Vestry a spreadsheet from the B&G committee outlining the facilities projects completed in 2018 and the proposed 2019 capital expenditures broken out by operating and KC budgets. Tom Espy requested that to assist the KC committee in its planning efforts, the B&G committee consider developing a five-year plan for facilities improvements in an easily consumable format.

Charles then reviewed the status of additional bids for the organ work and the Vestry asked questions regarding the same. Finally, Charles noted that the Maryland Department of the Environment (MDE) had inspected an abandoned diesel fuel tank on Parish property and determined via sampling that oil from the tank was mixing with nearby groundwater. The MDE has told the Parish that we must either seal up the tank or remove it. Charles noted that Bill Garner will get bids to remove the tank.

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

Father Nate had nothing further to report at this time.

Priest Assistant Report**Rev. Jonathan Musser**

Father Jonathan Musser had nothing further to report at this time.

Deacon Report**B.J. Buracker**

Deacon BJ Buracker had nothing further to report at this time.

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

Father Ed reminded the Vestry that per Lois McDonald's recent email, the date for the annual Parish meeting needs to be moved from May 5 to May 19 in order to permit the Parish Vergers to be present to supervise the

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

RESOLVED: That the annual Parish meeting shall be held on Sunday, May 19, 2019 and per the Parish Bylaws, the date of the meeting shall be announced to the Parish no later than 90 days prior to the meeting (*i.e.*, by no later than Monday, February 17, 2019).

The Vestry then discussed the need for a leader and strategy to better engage teenagers and young adults. Catherine Dunlop expressed her desire for the Vestry and Parish staff to brainstorm how best to get teenagers involved. Father Jonathan Musser commented on ways to serve young adults by building off the Alpha course. Father Ed related to the Vestry how he engaged these two groups in his prior parishes and elected to take on this charge and report back to the Vestry.

The Vestry then discussed the mission and outreach ministries headed by Shireen David and how to build on her work. Father Ed noted that her 2-year grant expires in August 2019.

Action Items				All
No.	Action Item	Lead	Date assigned	Target Date
	New items			
1	Announce to Parish of 2019 Annual Parish Meeting date (<i>by no later than February 18, 2019</i>)	Father Ed	1/15/2019	2/18/2019
2	Establish Committee on Nominations for 2019 Annual Parish Meeting (<i>by no later than March 5, 2019</i>)	Father Ed	1/15/2019	3/5/2019
3	Mailing of written notice of the place, day and hour of 2019 Annual Parish Meeting, and the purposes for which the meeting is called (<i>by no later than April 19, 2019</i>)	Father Ed	1/15/2019	4/19/2019
4	Report on final Annual Giving pledges for 2019	J. Stroebel	1/15/2019	Next Vestry meeting
5	Document B&G information from Bill Garner	Father Ed	1/15/2019	Mid-2019
6	Develop/implement plan to improve teenager and young adult programs and engagement	Father Ed	1/15/2019	Next Vestry meeting
	Carry-over items			
7	Provide a draft of the amended bylaws 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
8	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
9	Begin process for updating Parish strategic plan	T. Espy	9/18/2018	Next Vestry meeting
10	Write a job description for a new development person	C. Dunlop, T. Espy	10/16/2018	Next Vestry meeting
11	Review plans to improve the main playground for Preschool in a more cost-effective manner	S. Billington	10/16/2018	Next Vestry meeting
12	Complete review of "super" committee structure with goal of implementing in early 2019	E. Wrege, C. Wade	10/16/2018	February
13	Review the 2019 operating plan/budget with Smythe Kannapell	C. Buckingham	11/13/2018	February
14	KC executive committee present spending priorities for 2019 for all 3 KC missions (building, missions & ministry, and endowment)	T. Espy	11/13/2018	Next Vestry meeting
15	Finalize prioritized list of B&G projects for 2019 and review 5-year B&G plan to share with KC committee	C. Fiegl	11/13/2018	Next Vestry meeting
16	Follow-up on "Civilian Response to Active Shooter Events (CRASE)" training	C. Wade	11/13/2018	Next Vestry meeting

Adjournment and Prayer

Rev. Nate Lee

There being no further business to discuss, Father Nate led the Vestry in a closing prayer. Tom Espy followed this with another prayer blessing Father Nate's calling to be the new rector of All Angels parish. The meeting adjourned at approximately 9:15 PM.

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