



3 Chevy Chase Circle  
Chevy Chase, MD 20815

## Vestry Meeting Minutes May 22, 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 Stroebel – '19 <i>Senior Warden</i>	✠	Catherine Dunlop – '21
✠	Charle Feigl – '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
- Installation of incoming Vestry members
- Nomination and election of new Vestry Officers
- Treasurer's report
- Kingdom Campaign update
- Rector's report
- Senior Warden's report
- Old and new business

**DETAILS OF THE MEETING**

---

**1. Prayer for Wisdom, Guidance and Grace** **Rev. Ed Kelaher**

---

The meeting convened at 7:08 pm, and Father Ed+ led the opening prayer.

---

**2. Presentation of the Minutes** **Rev. Ed Kelaher**

---

In the absence of a clerk due to the transition of the Vestry, Father Ed presented the minutes for the April 17, 2018 meeting for approval. Cary Buckingham clarified that the \$547K for generous giving reflected in the Treasurers report should be \$54k. With this change, the minutes were unanimously approved.

---

**3. Welcoming and Oath of New Vestry Members:** **Rev. Ed Kelaher**

---

Father Ed welcomed four new Vestry members: Catherine Dunlop, Charles Fiegl, Cindy Wade and Rip Wilson. The new Vestry members were installed by Cary Buckingham by repeating the Oath of Office from the ASC bylaws. Father Ed provided a brief orientation to the new members, as well as an overview of the Vestry's role and duties in the life of the Parish. Father Ed reminded the group that the Vestry is charged with overseeing the business and affairs of the Parish, including the other ministries and bodies associated with the Parish (e.g., pre-school). As part of the orientation, Father Ed made available to the new members a briefing book for their review.

---

**4. Nomination and Election of 2018-19 Vestry Officers:** **Rev. Ed Kelaher**

---

Per the bylaws, the officers of the new Vestry were duly appointed as follows:

Senior Warden: Jonathan Stroebel was duly nominated for senior warden. Father Ed explained that the senior warden is the lay leader of the Parish and in the absence of the Rector, he is in charge. Discussion ensued if Jonathan would continue as head of the generous giving campaign. No decision was made. It was agreed he needed to find help for this important work. Unanimous approval was received for Jonathan's placement as Senior Warden.

Jr. Warden: Charles Fiegl was duly nominated for Junior Warden. He was unanimously approved.

Assistant Jr. Warden: Paul Bradley was duly nominated for Assistant Junior Warden, a position that can be filled by a non-Vestry member. He was unanimously approved.

Treasurer: Cary Buckingham was duly nominated as Treasurer. She was unanimously approved.

Assistant Treasurer: Stefan Awad and David Stanley were each duly nominated for the position of Assistant Treasurer, a position that can be filled by a non-Vestry member. They were both unanimously approved.

Vestry Clerk: Rip Wilson was duly nominated Vestry Clerk. Rip was unanimously approved.

Assistant Clerk: Elizabeth Wrege was duly nominated to continue her position as Assistant Clerk. She was unanimously approved.

Chancellor: There were no nominations put forth; so as per the bylaws, John Hazard was reelected unanimously for another year.

---

**5. Treasurer's Report****C.Buckingham**

---

- a. In advance of the meeting, Treasurer Cary Buckingham sent the P/L statement for the first four months of 2018, along with the draft 2018/2019 budget, to current and new Vestry members.
- b. Cary requested Vestry members review the draft budget and provide her with comments. Cary agreed to circulate to the new Vestry members a copy of the 2017 budget for comparison purposes.
- c. In reviewing the budget, the following items were discussed in greater detail:
  - **ASC Preschool:** Cary reported on discussions with preschool board chair, Alison Ottenbreit, to review the preschool's budget and the level of discretion to be afforded the preschool board around spending funds received from tuition and other sources to meet the preschool's needs. Father Ed reminded the Vestry that the preschool is run by the Parish and therefore answers to the Vestry, which has the final say on how the preschool's funds are spent. Following discussion, the Vestry agreed that the preschool must have its budget and extraordinary expenses approved by the Vestry, such that tuition and donations to the school should cover its base expenses and any extra income or expenses should be brought to the Vestry's attention for approval before such income is spent or expense is incurred. The Vestry noted that it is important to keep Parish priorities in mind when making these decisions regarding the preschool. Cary is working with Alison to revise the preschool's P/L.
  - **Line of credit:** The Parish expects to draw down on the line of credit in the next few months due to the timing/seasonality of cash flows to cover the following expenses: retreat (\$5K per month), and Dominican Republic mission trip travel expenses. Summer is a very slow period for cash receipts.
  - **Clergy Update:** The Parish has hired two part-time priests who will be working on Sundays (Jonathan Musser and Matthew Koslowski). Per prior authorization by the Vestry, the Parish plans to hire another full-time priest in September 2018. Fathers Ed and Nate are looking to diversify the clergy and are open to hiring a woman if the right candidate is presented. In connection with the hiring of Matthew Koslowski, a clergy housing allowance resolution was discussed. After discussion and upon motion duly made and seconded, the Vestry unanimously approved that Matthew Koslowski's salary be put towards his housing allowance.
  - **Other budget discussions:**
    - Cary will report back about how to exclude unrealized investment gains/losses on the P/L.
    - The Parish has eliminated all debt other than the Culver Street Rectory mortgage (Weider residence) through the Kingdom Campaign. This does not include the existing line of credit.
    - Pledged income is allocated to the annual giving campaign for purposes of calculating the annual monies that the Parish is required to pay to the Diocese.

- Our endowment is comprised of both a permanent and an investment account. Marshfield Associates manages our investments. Todd Miller is the chair of the investment committee.
- The finance committee is responsible for creating the budget with Cary Buckingham and Nancy Harris, the Parish's staff accountant, along with input from other leaders of the Parish. Moreover, the Parish has a new accounting system and is in the process of hiring help for Nancy.

---

**5. Kingdom Campaign Update**

**Thomas Espy**

Thomas Espy, co-chair of the Kingdom Campaign, reported to the Vestry on the progress with the Kingdom Campaign. Tom reported that the first phase of the capital campaign is almost complete, and that the second phase is well underway. He took some time to explain the campaign mechanics for new Vestry members.

Thomas Espy reported the columbarium committee's gift to the Kingdom Campaign has been made after the necessary repairs were made to the columbarium. The Vestry previously approved this gift.

---

**6. Rector's Report**

**Ed Kelaher**

**Clergy deployments and staff transitions:** As discussed earlier, two part-time priests will be joining the staff in the next few months. Father Ed is also working to make sure the right people are in the right jobs throughout the Parish.

**Parish parochial report approval:** Father Ed reviewed the annual Parish Parochial Report for 2017 to be filed with the Diocese of Washington. After discussion and upon motion duly made and seconded, the Vestry unanimously approved the 2017 Parochial Report and authorized the appropriate officers of the Vestry to take any and all actions, and to execute any and all documents as they deem necessary to complete and file the report.

**Other items:** The Parish has not done a formal parish audit in six years and Father Ed encouraged the Vestry to consider doing one.

---

**7. Associate Rector's Report**

**Nate Lee**

Nate Lee had nothing further to report.

---

**8. Senior Warden's Report**

**Richard Miles**

Jonathan Stroebel, whose term as Senior Warden on the Vestry began today, expressed his gratitude for the Vestry's confidence in him.

---

**9. Junior Warden's Report**

**Charles Fiegl**

Charles Fiegl, whose term as Junior Warden on the Vestry began today, expressed his gratitude for the Vestry's confidence in him.

---

**10. Old Business / New Business**

**Rev. Ed Kelaher**

Father Ed asked the Vestry to consider a summer meeting to discuss Kingdom Campaign priorities, as well as improve the management of the Parish (audit, personal, finance, strategic planning, preschool, endowment, annual giving, accounting). Father Ed re-emphasized the need to take control of the management. Ed will work with the Vestry to find potential dates in the upcoming weeks for a possible half-day working session to shape the Vestry's goals for the next year.

The Vestry recognized the significant contributions to the life of the Parish by the outgoing Vestry members of the Class of 2018: Richard Miles, Paul Bradley, Elizabeth Stuckle and Stacey Halota. After discussion and upon motion duly made and seconded, the Vestry unanimously resolved that the Parish will honor each of these former Vestry members with a \$100 gift card towards a night out.

The next Vestry meeting will be Tuesday, June 19, 2018.

---

**14. Adjournment and Prayer**

**Rev. Ed Kelaher**

There being no further business to discuss, Father Ed+ closed the meeting with a prayer at approximately 9:10 PM.