



*Sharing Christ's Love*

3 Chevy Chase Circle  
Chevy Chase, MD 20815

## Vestry Meeting Minutes September 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 Stroebel – '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>	✝	Rev. BJ Buracker, Deacon
✝	Elizabeth Wrege – '20 <i>Assistant Clerk</i>		

### EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

- ✝ A quorum was present
- ✝ Minutes/action items
- ✝ Welcome of Smythe Kannapell, new Parish Accountant, and BJ Buracker, new Deacon
- ✝ Treasurer's Report
- ✝ Annual Giving update
- ✝ Kingdom Campaign update
- ✝ Discussion and follow-up on Vestry half-day retreat
- ✝ Senior Warden's report
- ✝ Junior Warden's report
- ✝ Rector's report
- ✝ Associate Rector's report
- ✝ Old and new business

## DETAILS OF THE MEETING

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**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.

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**Presentation of the Minutes/Review of Action Items**

**Rip Wilson**

Vestry Clerk Rip Wilson circulated in advance of the meeting a draft of the minutes from the Vestry meeting held on July 17, 2018 and the half-day Vestry retreat held on August 18, 2018. Rip reviewed these minutes with the Vestry members, including the action items resulting from the half-day Vestry retreat. The Vestry discussed the action items, and any items not completed or amended were added to the action items at the end of these minutes. Following discussion, upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry meetings held on July 17, 2018 and August 18, 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.

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**Welcome to Parish**

**Rev. Ed Kelaher**

Father Ed had invited both Smythe Kannappell, the new Parish accountant, and BJ Buracker, the Parish's new deacon to join the meeting, and introduced them to the Vestry. The Vestry warmly welcomed both to the All Saints community.

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**Treasury Report**

**Cary Buckingham**

First, Cary reiterated that the Parish was fortunate to have Smythe join as the new Parish accountant. Cary then reviewed the current status of the transition from Nancy Harris to Smythe and noted that the transition had not be as smooth as anticipated primarily because of Nancy's lack of availability during normal business hours. Smythe then reported on some of the challenges she was presently facing in learning the Parish's systems and accounts but assured the Vestry that given time, she would be able to reconcile the books and records before the end of 2018. Smythe disseminated preliminary financial statements as of August 2018 for the Vestry to review. The Vestry then asked questions of Smythe to better ascertain her plans for controlling the Parish's finances. The Vestry recommended that if Smythe deemed necessary, the Parish provide consulting services for a month or more in order to accelerate Smythe getting up to speed regarding all the Parish's finances and to assist as necessary with updating the Parish's financial policies and procedures.

Cary then recognized Dan Dever, who had been invited to attend this session of the meeting to discuss the need for a more fulsome budgeting process going forward. Dan provided his thoughts about the budgeting process and his recommendations for improving it going forward. The Vestry then asked Dan questions about his historical experience regarding past budgeting processes and his recommendations. The Vestry acknowledged Dan's contributions and that he, along other members of the finance committee, should assist Smythe with the budgeting process for 2019.

Dan and Smythe then left the meeting.

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**Annual Giving Update****Jonathan Stroebel**

Jonathan Stroebel provided an update on the kick-off of the Generous Giving Campaign. Jon agreed to lead this effort again and reviewed his plans to initiate the kick-off of this campaign over the next few weeks. The Vestry discussed strategies for increasing participation, as well as giving totals, taking into consideration that the parishioners had been very generous over the past year through the Kingdom Campaign. Still, the goal is to increase annual giving by 10 – 15% for the next year and wrap up pledging by December. Following discussion, the Vestry thanked Jon for his continued efforts to lead this important campaign.

The Vestry then discussed the possibility of renaming the Generous Giving campaign to the Annual Giving to avoid potential confusion with the Kingdom Campaign. Tom Espy, co-chair of the Kingdom Campaign, noted that some parishioners were confusing the Generous Giving with Kingdom Campaign because of its name – they did not readily understand that Generous Giving was the annual tithing campaign. After discussion, the Vestry agreed that the annual campaign should be renamed as the “Annual Giving” campaign going forward.

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**Kingdom Campaign Update****Tom Espy and Catherine Dunlop**

Tom Espy, co-chair of the Kingdom Campaign, updated the Vestry on the current status of the campaign. The Kingdom Campaign will be relatively low key over the next several months so as not to distract from the Annual Giving efforts. Catherine Dunlop, Director of the Kingdom Campaign, noted that pledges totaling \$60,000 had been received over the past two months.

Catherine then discussed with the Vestry the need for a donor management software package to track and manage pledges, as well as to better communicate with donors. The current Access database has limited capabilities. Catherine suggested that a cloud-based software system, which would cost approximately \$2,400 annually, may be a good, relatively inexpensive solution. She noted that she has experience with a similar system at the non-profit organization where she works.

Tom and Catherine then discussed plans for communications with parishioners later this fall about the Kingdom Campaign and its projected use of the donated funds. A newsletter is currently planned to be shared with the Parish in the October/November timeframe.

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**Review of Half-day Vestry Retreat****Elizabeth Wrege/Cindy Wade**

Elizabeth Wrege and Cindy Wade led the discussion originating from August’s half-day retreat regarding the “super” committee structure aimed to improve the management and transparency of the Parish’s business matters. Elizabeth and Cindy Wade circulated materials to the Vestry in advance of the meeting regarding the proposed “super” committee structure – see Exhibits A and B to these minutes. As part of the discussion, the Vestry reviewed who might be the appropriate chairs, members and staff liaisons for the various committees.

The Vestry recommended that Elizabeth and Cindy revised the proposed committee structure based on comments arising from discussions during the meeting and present the revised information at the next Vestry meeting. The Vestry then discussed next steps following acceptance of the revised structure, such as (1) identifying committee members, (2) drafting charters for each super committee, and (3) identifying goals and objectives for each committee.

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**Senior Warden's Report****Jonathan Stroebel**

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Jonathan Stroebel waived any further reports given topics discussed earlier during the meeting.

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**Junior Warden's Report****Charles Fiegl**

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Charles Fiegl led a reported on the activities of the Buildings & Grounds committee. He circulated a memo at the meeting regarding the projects and needs to maintain the Parish's facilities. He identified that the Parish would likely have to replace its existing HVAC chiller soon with two new, more efficient chillers – one for the church and one for the Parish building. The current chiller is too large and inefficient, hence the desire to have two smaller replacement chillers. Charles noted that the current estimated costs for the new chillers is approximately \$200,000; however, this should be the last large capital expenditure for 2018. The Buildings & Grounds committee is meeting in early October to review the capital needs for 2019.

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

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Father Ed reported that the new Sunday service schedule is booming. During the discussion of the new schedule, members of the Vestry asked questions about how the new schedule was impacting the Sunday school, particularly the options for middle-school students. Father Ed reported that Gary Wieder, the family pastor, is seeking a full-time youth minister to take the place of Jonathan Rosnick to work with teenage parishioners. After discussion, Father Ed said that he would have Gary update Bill Gray, as the Vestry's representative, on his plans for the new youth minister and youth ministry generally.

As a follow-up to prior Vestry meetings, Father Ed noted that he still needs to request parishioners to serve as the Parish's delegates, and he will inform the Vestry of the names of the delegates once the parishioners have accepted the nomination.

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

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Father Nate welcomed BJ Buracker and noted that BJ would be a great asset to the ministry at the Parish. BJ again reiterated his pleasure at being a full-time member of the Parish ministry.

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

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Tom Espy suggested that the Vestry consider updating the strategic plan for the Parish, particularly with need to be good stewards of the funds raised from the Kingdom Campaign. Tom offered to lead this effort on behalf to the Vestry and develop a skeleton plan this fall. Father Ed reviewed prior strategic planning efforts and made suggestions regarding parishioners who might be good resources to assist with this endeavor. After discussion, the Vestry accepted Tom's proposal to lead this effort.

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**Action Items****All**

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	<b>New Action Items</b>	<b>Lead</b>	<b>Date Assigned</b>	<b>Target Due Date</b>
1.	Follow up with Nancy Harris to assist Smythe in her transition, particularly in accessing records and improving exchange of information	Jon Stroebel	9/18/2018	ASAP
2.	Evaluate whether Smythe might need additional consulting help for one or more months to assist her in getting up to speed	Cary Buckingham	9/18/2018	Next Vestry meeting
3.	Rebrand "Generous Giving" campaign to "Annual Giving"	Jon Stroebel	9/18/2018	ASAP
5.	Gary Wieder to contact Bill Gray and other Vestry members to discuss his plans and requirements for a new youth minister	Bill Gray	9/18/2018	Next Vestry meeting

	<b>New Action Items</b>	<b>Lead</b>	<b>Date Assigned</b>	<b>Target Due Date</b>
4.	Revise Vestry's plan for updated "super" committee structure for the Parish based on the Vestry's comments After this, next steps would include: (1) identifying committee members; (2) drafting charters for each super committee; and (3) identifying goals and objectives for each committee	Elizabeth Wrege Cindy Wade	9/18/2018	Next Vestry meeting
6.	Outline for new Parish strategic plan	Tom Espy	9/18/2018	Next Vestry meeting
	<b>Carry-over Action Items</b>			
7.	Parish staff to review the current list of over 100 ministries supported by the Parish and evaluate whether there was a way to consolidate them into a fewer number of larger, more impactful ministries.	Father Nate	8/18/2018	Next Vestry meeting
8.	Provide the Vestry an organizational chart for the Parish staff. [Post-meeting note: Lois McDonald provided org chart on 10/3/2018]	Father Ed	8/18/2018	Next Vestry meeting
9.	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
10.	Vestry to work with Father Ed to better understand the informal advisory boards used by Father Ed and how these informal advisers may impact the current's Vestry "Management" mission.	Father Ed	8/18/2018	Next Vestry meeting
11.	Provide the Vestry with a summary of the current Parish membership information and any polls of parishioners regarding professional and other skills to assist the Vestry in considering potential nominees for the new super committees.	Father Ed	8/18/2018	Next Vestry meeting
12.	Select parishioners to represent the Parish at the 2019 convention	Father Ed	8/18/2018	Next Vestry meeting

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**Adjournment and Prayer**
**Rev. Ed Kelaher**

There being no further business to discuss, Father Ed+ closed the meeting with a prayer at approximately 9:35 PM.

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## Exhibit A Draft "Super" Committee Structure

<b>All Saints Church Committee Structure</b> as of August 2018	Chair	Vestry Representative	Staff Liaison	Description
<i>Considerations:</i>				
<i>"Super" committees (except executive) are chaired by a non-vestry member*</i>				
<i>Committees' charters align with long range vision of ASC</i>				
<i>Each super committee chair is liaison to a ASC staff position</i>				
<i>Each vestry member is assigned to at least one committee</i>				
<i>Each committee will regularly report to their "super" committee</i>				
<i>Each "super" committee will regularly report to the vestry</i>				
<b>Vestry</b>	Rector	Vestry	N/A	Adopt an annual Parish budget, conduct business affairs of the Parish, manage the property of the Parish, take actions deemed necessary or desirable in the interest of the
<b>EXECUTIVE COMMITTEE</b>				
Chairs of each "super" committee reporting to the rector	Jonathan Stroebel*	Jonathan Stroebel	Lois/Board Liaison	Description
<b>ADVISORY BOARD</b>				
Former vestry /alumni and those of importance to the rector	TBD	Jonathan Stroebel	NA	Description
<b>ADMINISTRATION/GOVERNANCE</b>				
Nominating/Succession Planning Committee/Volunteer Devo.	TBD	Jonathan Stroebel	Lois Macdonald	Description
Strategic/Long-Range Planning Committee				
Personnel/Human Resources Committee				Provide accurate information, advice, and requested administration of HR related operations including, policy, staffing, HR actions.
Communications / Public Relations				Policy formulator, campaign/image/media developer, developer of internal and external consistency standards, and monitor and administer all image and media activity.
<b>FINANCIAL MANAGEMENT</b>				
Finance and Accounting Committee (budget)	TBD	Cary Buckingham	Smythe	Description
Audit Committee				Accumulator, monitor, and administrator of essential fiscal information regarding the historical and ongoing operations and planning
Insurance Committee				
Endowment Committee				
Stewardship Committee			part time staff tbd	Establish, implement, and report on bible-based giving and fundraising programs.
Generous Giving				
Kingdom Campaign				
Planned Giving				
Other				
<b>BUILDING AND GROUNDS</b>				
Facilities Committee	TBD	Bill Garner	Charles Feigl	Description
Columbarium Committee				Policy-formulator, assessment administrator, developer of maintenance and physical improvement calendars, evaluator of costs and cost alternatives and developer of acquisition strategies for all facilities and grounds matters.
<b>Security and Safety Committee</b>				
<b>Rectorial Committee</b>				
<b>MISSION AND MINISTRY</b>				
Ministry and Mission Coordination Committee	TBD	Asst. Rector	TBD	Description
All Saints Preschool				Development and delivery of programs and ministries and coordinate communication, resource needs and activities among them.
School Board				Set policy, oversee the management, subject to the Vestry, of the Preschool
School Finance Committee				
School Operations Committee				
School Festival Committee				
School Gala Committee				
Parent Teacher Organization				
Governance Committee				
Worship				
Music				
Lay Eucharistic Ministers				
Mission				
Thrift Shop				
Retreat Committee				
Christian Education				
Mothers Bible Study				
Mens Bible Study				
Youth Ministry				
Children's Ministry				
Family Forum				
Rectors Forum				
Outreach				

**Exhibit B**  
**Draft Committee Structure**



### Committee Vestry and Staff Representation

Name of Committee	Vestry Representative	Staff Person Assigned
Executive Committee	Jon Stroebel	Lois McDonald
Administration/Governance	Elizabeth Wrege	Lois McDonald/Liz McReady(Communications)/Teri Ballou
Financial Management	Rip Wilson/Stefan Awad/Cary Buckingham	Smythe Kannapell/Teri Ballou
Building and Grounds	Charles Fiegl	Bill Garner
Mission and Ministry	Susan Billington	Nate Lee/Lisa Hollingsworth (Preschool)/Peter Crisafulli (Music)/ David Reeve (Worship)/Shireen David (Mission)/ Gary Wieder (Family Ministry)/ Katie Freer (Children's Ministry)

## Committee Chairs

Name of Committee	Chair	Name of Committee	Chair
Executive Committee	Stuart McFarland	Flower Guild	Jane Sayer
Personnel/HR Committee	?	Thrift Shop	Sally Griffin
Communications/Public Relations Committee	Elizabeth Stuckle	Retreat Committee	David Ottenbreit
Finance Committee	Stuart McFarland	Women of All Saints	Abbie Smith
Audit Committee	Dan Dever	Pastoral Care	Elizabeth Stuckle
Insurance Committee	Lou Kelaher		
Endowment Committee	Todd Miller		
Generous Giving	Jon Stroebel		
Kingdom Campaign	Eshelms/Espys		
Planned Giving	Jennifer Sirangelo		
Columbarium Committee	Tom Parker		
All Saints Preschool	Allison Ottenbreit		
Decorations Committee	Pam Green		
Altar Guild	Catherine Eshelman		