



Sharing Christ's Love

3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
October 16, 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>	✝	BJ Buracker, <i>deacon</i>
✝	Elizabeth Wrege – '20 <i>Assistant Clerk</i>		

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

- ✝ A quorum was present
- ✝ Minutes/action items
- ✝ Treasurer's Report
- ✝ Annual Giving update
- ✝ Kingdom Campaign update
- ✝ Committee structure update
- ✝ Preschool report
- ✝ Senior Warden's report
- ✝ Junior Warden's report
- ✝ Rector's report
- ✝ Associate Rector's report
- ✝ Deacon'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.

Father Ed announced the joyous news of Thomas Henry Eshelman's birth. He asked for prayers as he is in the hospital for elevated bilirubin count. He is expected to make a full recovery.

Presentation of the Minutes/Review of Action Items

Elizabeth Wrege

Vestry Clerk Rip Wilson circulated in advance of the meeting a draft of the minutes from the Vestry meeting held on September 18, 2018. Assistant Vestry Clerk Elizabeth Wrege reviewed these minutes with the Vestry members. Upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry meetings held on September 18, 2018 were approved, 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

Stefan Awad presented Parish accountant Smythe Kannapell's list of key action items for the short term which includes among other things: improving the payable process to include more controls and organization so we can better track expenses, reviewing all unpaid items, developing a draft 2019 budget to be presented to the Vestry, simplifying the chart of accounts and creating a proper balance sheet. Stefan also showed examples of how Smythe in the coming months is working to improve the format of our financial reporting. Any comments should be given to Cary, Stefan or Smythe. Stefan and Father Ed expressed continuing confidence in Smythe's efforts.

Stefan requested drawing \$12k from our line of credit to pay off an outstanding balance on the Parish credit cards, which charge 14% interest. Stefan and Father Ed assured us there will be a different system moving forward to better manage and approve our credit card purchases. Upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the Parish is authorized to draw down \$12,000, in the aggregate, under its existing line of credit to pay off the Parish's current credit card balance; and

RESOLVED, FURTHER: That the appropriate staff of the Parish, each acting singly, are hereby authorized and directed 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, any and all of the transactions contemplated by the foregoing resolution.

Thomas Espy reported for the Kingdom Campaign that a request had been made to use (1) \$7,738.20 of Kingdom Campaign funds to purchase new vestments for the choir, lay eucharistic ministers and acolytes, and (2) \$2,000 to fund a larger partnership with Little Lights, an organization for homeless families with a specific

focus on children to include the tie-in with Angel Tree (Christmas), launch of an arts program (January), tutoring (spring) and possibly a local weeklong mission trip.

A discussion about the approval process for these kinds of expenses ensued. To date, it was agreed that the Vestry does not have enough transparency of the Kingdom Campaign budget and upcoming expenses in the short and long-term. The need was expressed to have the Kingdom Campaign executive committee present spending priorities to Vestry and have a better process for approving campaign expenditures.

Thomas encouraged us to approve this expense now regardless of the process as the \$10k would go a long way to improve visibility for the campaign, especially as early focus groups expressed interest in spending Kingdom Campaign funds on ministry and mission. What's more, the vestments haven't been replaced in at least ten years and would be a positive and encouraging message to those who work so hard on making our service as good as it is. Upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: The Vestry hereby authorizes the use of funds from the Kingdom Campaign to (1) replace choir, lay eucharistic ministers and acolytes vestments in the amount of \$7,738.20 and (2) expand our mission and outreach with donation to Little Lights in the amount of \$2,000; and

RESOLVED, FURTHER: The Vestry hereby requests that the Kingdom Campaign committee provide a list of new spending priorities for the next twelve months, and any further expenditures of Kingdom Campaign funds be postponed until such time as the Vestry has reviewed and approved such new spending priorities, with the exception of emergencies as determined and approved by the Vestry in its reasonable discretion.

Annual Giving Update

Jonathan Stroebel

Jonathan Stroebel provided an update on the kick-off of the Generous Giving Campaign. A letter from Father Ed was mailed several weeks ago. Richard Miles and Jonathan Stroebel have given testimonies at the last two Sunday services. Phyllis Ince was recommended as the last speaker. Another letter will be mailed from Jonathan on behalf of the Vestry in the next several weeks that is customized into three groups: 1) those who have given at the same amount from the previous year, 2) those who have increased their giving and 3) those who have never given. It is noted that Commitment Sunday is November 11th and pledges should be received by that date. Following Commitment Sunday, phone calls will begin to those who have not yet pledged. We hope to raise more than \$1.6 million as we have in the past.

Kingdom Campaign Update

Tom Espy and Catherine Dunlop

Thomas Espy, co-chair of the Kingdom Campaign, updated the Vestry on the current status of the campaign. The total amount raised remains at \$5 million. The Kingdom Campaign will be in a quiet period through December so as not to distract from the Annual Giving efforts. A Kingdom Campaign newsletter will be mailed in November highlighting the campaign's progress and contributions to the Parish. A solicitation letter for the victory phase will go out in January. The Kingdom Campaign committee is considering a final celebration/victory party on one of the last three Sundays in March.

Discussion ensued about the need for a full-time staff development/operations person to carry on the ongoing cultivation and retention of the Kingdom Campaign donors, as well as to support the annual campaign and, soon, planned giving. Thomas and Catherine Dunlop suggested this position would soon pay for itself and is required to cultivate donors in all parts of the giving process. Catherine reiterated the need for a donor management software package to track and manage pledges and to facilitate better communication 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.

Catherine and Thomas offered to write a job description for a development officer position to show to the Vestry at the November meeting.

Vestry Retreat Committee Structure

Elizabeth Wrege/Cindy Wade

Elizabeth Wrege led the discussion following from August's half-day retreat regarding the "super" committee structure aimed at improving the management and transparency of the Parish's business matters. Elizabeth updated the group that Frs Ed and Nate, Cindy, Lois and she had met to examine the super-committee structure against the current staff structure, and they found inconsistencies between the two. Lois, Father Nate and Father Ed will be regrouping to examine how to better align the staff structure to better reflect the super committee so to maximize committee support of staff and minimize inefficiencies. Suggestions for super-committee chairs were discussed. Elizabeth said she was hopeful that the committee structure could be in place by the first part of 2019.

Preschool Report

Susan Billington

Susan Billington answered questions about Alison Ottenbreit's recent resignation as preschool board chair. For the remainder of the year, school executive director Lisa Hollingsworth will run the school board meetings without a chair and with extra support from Susan, John and Fr. Ed. Susan discussed alternate formats for the school board including a parent advisory committee or the like. She also recommended that Lisa Hollingsworth attends at least two vestry meetings a year. Fr. Ed reported that the morale of the school has never been higher and enrollment has continued to increase.

Susan presented a proposal for a 3% tuition increase starting in the 2019/20 school year. Upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: Preschool tuition will be increased by 3% beginning in the 2019/2020 school year.

Lastly, Susan reported that research has been conducted on how to improve the main playground in a more cost-effective manner than the \$150-200k level that was originally presented. More will be reported in the coming months.

Senior Warden's Report

Jonathan Stroebel

Jonathan Stroebel asked for three to four candidate recommendations the endowment committee. Jonathan has agreed to serve. Thomas Espy also volunteered.

Junior Warden's Report

Charles Fiegl

Charles Fiegl reported on the activities of the Buildings & Grounds committee. The committee has spent \$280k so far this year, mostly on the church but also the rectories. At the last building and grounds meeting, he included members of the Kingdom Campaign to discuss 2019 priorities which include a new HVAC system

DRAFT VESTRY MINUTES 16 Oct 2018

(by March 31) and new organ (summer) totaling \$375k, in the aggregate. There are other smaller projects on the list, including replacing the front doors, that could total an additional \$300k.

Rector's Report

Rev. Ed Kelaher

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 to the 2019 annual conference, and he will inform the Vestry of the names of the delegates once the parishioners have accepted the nomination.

Associate Rector's Report

Rev. Nate Lee

Father Nate reported about the new worship schedule and how well it has gone across the board, including a 30% increase in attendance at all adult education from the old format, as well as higher attendance for the children's Sunday School. Morale on the choir and greeters, etc. has also improved greatly.

Deacon Report

B.J. Buracker

BJ reported he is working on further developing the greeter / welcoming ministry to ensure everyone's first experience at ASC is positive. The Men's ministry Steak Out will be moved to February, and there is a discussion of a men's retreat. The prayer ministry is constantly working to educate our community about prayer to fulfill our mission to be a praying church. Father Nate reported joyfully that BJ's ordination will be March 9th here at All Saints.

Old Business / New Business

Rev. Ed Kelaher

There was no other old or new business to discuss.

Action Items

All

	Action Items	Lead	Date Assigned	Target Due Date
	New			
1	Catherine Dunlop and Thomas Espy will write a job description for a new development person	C. Dunlop, Thomas Espy	10/16/18	Next Vestry Meeting
2	Kingdom Campaign Committee to present budget and spending priorities for next 12 months to the Vestry for review.	C. Dunlop, T. Espy	10/16/18	December
3	All Vestry members to consider joining Endowment Committee or recommending qualified candidates.	Jonathan Stroebel	10/16/18	Next Vestry Meeting
4	Review plans to improve the main playground for Preschool in a more cost-effective manner	Susan Billington	10/16/18	January
5	Complete review of "super" committee structure with goal of implementing in early 2019 <ul style="list-style-type: none">Frs. Ed and Nate to complete alignment of staff org structure to fit proposed super committee structure by November Vestry meeting	Elizabeth Wrege	10/16/18	By end of 2018
	Carry-over Action Items			
5	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

DRAFT VESTRY MINUTES 16 Oct 2018

	Action Items	Lead	Date Assigned	Target Due Date
6	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
7	Outline for new Parish strategic plan	Tom 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	Select parishioners to represent the Parish at the 2019 convention	Father Ed	8/18/2018	Next Vestry meeting

Adjournment and Prayer

Rev. Ed Kelaher

There being no further business to discuss, Father Ed+ closed the meeting with a prayer at approximately 9:15 PM.

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