



Sharing Christ's Love

3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes November 13, 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>	✠	Jonathan Musser <i>Priest Assistant</i>
		✠	Peter Crisafulli <i>Director of Music</i>

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

<ul style="list-style-type: none"> ✠ A quorum was present ✠ Minutes/action items ✠ Minister of Music report ✠ Treasurer's report ✠ Report on security & safety ✠ Election of convention delegates ✠ Annual Giving update ✠ Kingdom Campaign update 	<ul style="list-style-type: none"> ✠ Senior Warden's report ✠ Junior Warden's report ✠ Rector's report ✠ Priest assistant's report ✠ Deacon's report ✠ Old and new business ✠ Executive session ✠ Adjournment
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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.

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 October 16, 2018. He first acknowledged Elizabeth Wrege's contribution to these minutes since he was absent during the last Vestry meeting 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 October 16, 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.

Minister of Music Report

Peter Crisafulli

Peter Crisafulli, the Parish's Minister of Music, was invited to attend the meeting to review his request to repair and upgrade the organ systems. Peter provided the Vestry with a history of the organ and its improvements, many of which were done decades ago. Peter also shared with the Vestry an annotated summary of a bid (dated March 30, 2018) to repair the organ from Lewis & Hitchcock, which built the original organ for the Parish in 1922. Lewis & Hitchcock identified the three most pressing items as follows: (1) the console and the electrical control system (\$133k), (2) the winding system (\$9.1k) and (3) certain tonal work (\$23.0k).

The Vestry asked questions of Peter regarding the project. After discussion, the Vestry requested that he obtain one or more additional bids. The Vestry then recognized Peter's 30 years of service to the Parish and the passion and power of his music ministry. Peter then left the meeting.

The Vestry then discussed the applicability of Kingdom Campaign, or KC, funds to cover some or all of this project. The Vestry is supportive of this project, but requested that this project be considered along with the other projects to be supported by the KC. Members of the Vestry noted that several parishioners may be willing to support this project with significant additional gifts.

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 the housing resolutions for the clergy and staff. 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, including, without limitation, Nate Lee, B.J. Buracker, Gary Wieder, Matthew Kozlowski and Jonathan Musser, for the 2019 calendar year and all future years unless otherwise provided by the Vestry.

Cary then reviewed action items from the October Vestry meeting. She noted that Smythe Kannapell, the Parish's accountant, is making good process in improving internal controls and processes. Smythe recently circulated a draft policy for review to improve the payables process and is nearing completion of a first draft of the 2019 budget and her reconciliation of all unpaid items. Smythe is also simplifying the balance sheet and plans to have it match the records in PowerChurch, the Parish's donation tracking software. Cary noted that the Parish did not draw down the \$12k under the line of credit to pay down the Parish's credit card balance as authorized at the last Vestry meeting, because this \$12k was not sufficient to pay down the entire outstanding balance under the credit card. That said, the plan now is to aggressively pay down the credit card from the expected increase in operating funds from end-of-year donations, thereby limiting the draw down under the line of credit.

Cary then led a discussion of the October financial report prepared by Smythe and emailed to the Vestry in advance of the meeting. Cary then requested, and the Vestry agreed, that Smythe should join either the January or February Vestry meeting to review the 2019 operating plan/budget.

As the next item of business, Cary asked whether the Vestry would consider authorizing Christmas bonuses for the clergy and staff. The Vestry elected to defer that discussion until the end of the meeting when it could meet in executive session without clergy and staff present.

The Vestry then continued the discussion from the October meeting regarding the process for approving and authorizing spending of KC funds. The Vestry inquired about the status of prioritizing KC funds and reiterated its request that the KC executive committee present spending priorities to Vestry at its December meeting. Catherine Dunlop reported that she met with Andy Eshelman and Smythe earlier in the day to work on the prioritization of KC funds. Per Catherine, Smythe hopes to have a 2019 budget for the KC and 2018 year-end reconciliation by December. Charles Fiegl reported that the Building & Grounds, or B&G, committee has a draft list of prioritized projects for 2019 and should be able to share this list at the December Vestry meeting. The Vestry requested that all three elements of the KC be included in the funding prioritization list (*i.e.*, building, mission & ministry and endowment).

Report regarding Security and Safety**Cindy Wade**

In response to recent security concerns nationwide at houses of worship, Cindy Wade had researched some training programs that would prepare the Parish in the event of an active shooter on the premises. Cindy circulated to the Vestry information regarding a Montgomery County, MD course designed to combat active shooter(s) in public places, schools, churches, etc. The course is called "The Civilian Response to Active Shooter Events" (CRASE). Cindy reviewed CRASE and responded to questions from the Vestry. In the end, the Vestry agreed with Cindy's recommendation that the Parish work with the Montgomery County Police Department to host a CRASE training course at the church, as it would be extremely beneficial for the ASC Vestry, staff, ASC Preschool and others serving in leadership positions at the Parish. She also suggested that the Parish partner with the other churches in the area to help our brethren and possibly to defray any costs for the training. The Vestry wholeheartedly agreed with this recommendation. Cindy agreed to package an email for either Father Ed and/or Lois McDonald, Parish administrator, to share with the Parish's neighboring churches, as well as reach out to Montgomery County to investigate possible dates for this training.

Election of Convention Delegates**Ed Kelaher**

Father Ed then updated the Vestry on his selection of parishioners for the 2019 diocesan convention. Father Ed noted that Jon Stroebel, Susan Billington, Charles Jeffress and Kathleen Dillon had agreed to serve as the Parish's delegates, with Rich Holland and Patty Kelaher serving as alternate delegates. After discussion, and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That Jonathan Stroebel, Susan Billington, Charles Jeffress and Kathleen Dillon are hereby appointed as the Parish delegates, and Richard Holland and Patty Kelaher are appointed as alternate delegates, to the 2019 Diocesan Convention for the Episcopal Diocese of Washington.

Annual Giving Update**Jonathan Stroebel**

Jonathan Stroebel provided an update on the Annual Giving campaign for 2019. Jon reported that we hope to raise more than \$1.6 million as we have in the past, and that pledges currently total ~\$400k, which is ahead of last year's campaign at this point in time. Also, Catherine Dunlop reported that the Parish had received 72% of the 2018 pledges as of October 2018, so the Parish will need to send a reminder to pledgors to fulfill their 2018 pledges before year end. Cary Buckingham reported that Nancy Harris use to send out these notices, so Cary will follow up with Smythe on this front.

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. He reported that \$89k in pledges had been received in the past two weeks and in addition, a family of a deceased parishioner had decided to contribute the funds to replace the front doors to the church in her honor. The current estimate to replace the front doors is ~\$30k.

Senior Warden's Report**Jonathan Stroebel**

Jon Stroebel reported that he had joined Susan Billington for the last All Saints Preschool board meeting, which was the first meeting after Alison Ottenbreit's resignation as chair. He noted that the meeting went well, the ASP board is actively engaged in the school and the school expects to have 74 students in the January 2019 session.

Junior Warden's Report**Charles Fiegl**

Charles Fiegl reported on the activities of the Buildings & Grounds committee. He noted that the replacement of the front doors of the church will be a 2019 project and the B&G committee aims to keep the expense at or below \$30k. With respect to the pending replacement of the HVAC system, the B&G committee has requested RFPs from three manufacturers. Charles reported that he is working with Bill Garner, the Parish facilities manager, to develop a prioritized list of B&G projects for 2019, which Charles hopes to share with the Vestry at the December meeting.

Charles then discussed the renovations in the Great Hall associated with implementing the Family Table Service in early December. Prior to the meeting, Charles sent an email to the Vestry outlining the request for new audiovisual systems, additional chairs, etc. The Vestry discussed this request in the context of the mission

and ministry component of the KC campaign and the prioritization of use of KC funds (as discussed above). After discussion, and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the Parish is authorized to spend up to \$25,000, in the aggregate, from Kingdom Campaign funds to purchase materials and services to enable the Family Table Service in the Great Hall as outlined to the Vestry at this meeting.

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

Father Ed noted that he is pleased with the current clergy staff supporting the Parish; however, the Vestry should expect that one or more of the Parish's younger clergy members could move on to opportunities elsewhere as part of their normal career advancement. Father Ed then reported that All Saints University courses are a success and he's very pleased with interest in these programs. Finally, Father Ed reminded the Vestry that he continues to attempt to take better care of his health. Consequently, he is trying to take a day off each week, and as previously reported to the Vestry, he intends to take time off during the summer of 2019.

Priest Assistant Report**Rev. Jonathan Musser**

Father Jonathan Musser, who also works at the Virginia Theological Seminary, expressed his gratitude to the Vestry for this opportunity to serve the Parish. He noted that the Parish has a good reputation at the seminary as a formation church.

Deacon Report**B.J. Buracker**

BJ Buracker updated the Vestry on his activities regarding greeter/welcoming and visitation ministries. He also reported that he is looking to revitalize the Parish's prayer ministry with the help of several parishioners, and following that, BJ would like to refresh the men's ministry.

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

Rip Wilson, as co-chair of the 2019 Retreat committee with Sharon D'Emidio, updated the Vestry on the status of the retreat – almost 140 persons had registered, with the goal of achieving 180 or more participants.

Prayer**BJ Buracker**

There being no further business to discuss, BJ led the Vestry with a prayer. The clergy and staff then left the meeting.

Executive Session**Jon Stroebel**

The Vestry then met in executive session to discuss consider authorizing Christmas bonuses for the clergy and staff. After discussion, and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That in recognition of the many accomplishments of the Parish's dedicated clergy and staff during 2018, the Vestry hereby authorizes the Parish to provide Christmas bonuses to the clergy and staff in amounts substantially in line with the Christmas bonuses awarded in 2017 (determined on a per-person basis, recognizing that the current Parish clergy and staff headcount is likely different from 2017); and

RESOLVED, FURTHER: That the Parish's Treasurer is hereby authorized and directed to take any and all actions, and to execute and deliver any and all documents, as she deems necessary or desirable to carry out the purpose and intent of, and to consummate, the transaction contemplated by the foregoing resolution.

Action Items	All
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	Action Items	Lead	Date Assigned	Target Due Date
	New			
1	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	December
2	Prioritized list of B&G projects for 2019 (<i>ties to above</i>)	C. Fiegl	11/18/18	December
3	Follow-up on "Civilian Response to Active Shooter Events (CRASE)" training	C. Wade	11/18/18	Next Vestry Meeting
4	Review 2019 operating plan/budget with Smythe Kannapell	C. Buckingham	11/18/18	January / February
	Carry-over Action Items			
6	Write a job description for a new development person	C. Dunlop, T. Espy	10/16/18	Next Vestry meeting
7	All Vestry members to consider joining Endowment Committee or recommending qualified candidates.	J. Stroebel	10/16/18	Next Vestry meeting
8	Review plans to improve the main playground for Preschool in a more cost-effective manner	S. Billington	10/16/18	January
9	Complete review of "super" committee structure with goal of implementing in early 2019 - Frs. Ed and Nate to complete alignment of staff org structure to fit proposed super committee structure by November Vestry meeting	E. Wrege	10/16/18	By end of 2018
10	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
11	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
12	Outline for new Parish strategic plan	T. Espy	9/18/2018	Next Vestry meeting
13	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

Adjournment and Prayer	Rev. Ed Kelaher
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There being no further business to discuss, the Senior Warden closed the meeting at approximately 9:40 PM.

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