



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
July 16, 2019**

**ATTENDANCE**

A **CROSS** means that the individual was present. An empty box indicates absence.

✝	Cary Buckingham – '20 <i>Senior Warden</i>		Cindy Wade – '21 <i>Assistant Clerk</i>	✝	Rev. Ed Kelaher <i>Rector</i>
✝	Charles Fiegl – '21 <i>Junior Warden</i>		Catherine Dunlop – '21 <i>2<sup>nd</sup> Assistant Clerk</i>		Rev. BJ Buracker <i>Associate Rector</i>
✝	Julie Goodall Dever – '22 <i>Assistant Junior Warden</i>	✝	Thomas Espy – '20		Rev. Matthew Kozlowski <i>Priest Associate</i>
✝	Stefan Awad – '20 <i>Treasurer</i>		Elizabeth Wrege – '20	✝	Lois McDonald <i>Parish Administrator</i>
✝	Rip Wilson – '21 <i>Assistant Treasurer</i>	✝	Phoebe Miles – '22		Smythe Kannapell <i>Comptroller</i>
✝	Tony D'Emidio – '22 <i>Clerk</i>	✝	Edward Neufville III – '22		John Balance <i>IT/AV &amp; Marketing Manager</i>

**EXECUTIVE SUMMARY / ACTIONS AT A GLANCE**

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A quorum was present</li> <li><input checked="" type="checkbox"/> Review and approval of minutes</li> <li><input checked="" type="checkbox"/> Treasurer's report</li> <li><input checked="" type="checkbox"/> Ratification of Finance Committee charter and members</li> <li><input checked="" type="checkbox"/> Church Management Committee report</li> <li><input checked="" type="checkbox"/> Chancellor nomination update</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Youth Minister hiring update</li> <li><input checked="" type="checkbox"/> Wardens' reports</li> <li><input checked="" type="checkbox"/> Rector's report</li> <li><input checked="" type="checkbox"/> Reports of Clergy in attendance</li> <li><input checked="" type="checkbox"/> Parish Administrator's report</li> <li><input checked="" type="checkbox"/> Old and new business</li> <li><input checked="" type="checkbox"/> Closing and adjournment</li> </ul>
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**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.

Father Ed gave a quick update on staff comings and goings. Brit Frazier, our new Deacon, is preparing to come on board August 1. Matthew Kozlowski will become full-time starting in January. Todd Miller will begin volunteering as business manager in January to assist Father Ed and Lois.

Father Ed also noted that recent heavy rainfall resulted in flooding of the Thrift Shop and Preschool. A new sump pump with additional power is being installed.

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**Presentation of Minutes of June Meeting**

**Tony D’Emidio**

Vestry Clerk, Tony D’Emidio, reviewed the minutes of the Vestry meeting held on June 18, 2019, a draft of which had been circulated in advance of this meeting. 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 June 18, 2019 are hereby approved, with such changes and modifications as were discussed at this meeting, and the Vestry directed that such minutes be placed on file with the Parish records of the other meetings of the Vestry.

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**Treasurer’s Report**

**Stefan Awad**

Stefan Awad, Treasurer, led the Vestry through the Treasurer’s report.

As the first item of business, Stefan presented a snapshot of the church finances developed by Smythe Kannapell. He reiterated that the church is in a healthy financial state. Nothing of concern to report.

Vacation Bible School was a huge hit, with 134 children in attendance. VBS generated \$13,451 in income, covering ~\$7,000 of expenses. In previous years, VBS had struggled to cover its expenses. Stefan attributed the improvement to better planned expenditures, and less waste in terms of materials. Advance registration also allowed Katie Freer to plan creatively within the boundaries of the budget.

Overall, expenses were 20% lower in June 2019 than June 2018, again due to better budgeting/planned expenditures. Expenses through the first two quarters YTD are also 12% lower than 2018. Lois attributed some of the improvement to the inventorying initiative – to improve ordering and a sense for what we already have on hand (to avoid over-ordering).

Tony D’Emidio asked for context on YTD expenses, specifically given we are already at \$1.39M, which on a run-rate basis would lead to ~\$2.8M of expenses, how does that compare to projected revenue/income (which was not in the financial snapshot)? Stefan agreed to follow up with Smythe and update the Vestry.

Cary Buckingham asked about paying off the \$56,293 line of credit. Stefan answered that we pay a very low interest rate, and that the plan is clear it in August once we are past the uncertainties of summer pledging. Cary noted that we don't have to wait until we have the whole amount to pay it off.

Cary also asked about the \$41,962 in credit card debt. Stefan agreed to look into this to ensure that we aren't incurring credit card interest payments.

Finally, Stefan noted that four parishioners have called to reduce their annual giving contributions, due to changes in the tax law and limits on the amount of charitable donations that can be deducted. Smythe is going to take these into account as she monitors our financial accounts.

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**Ratification of Finance Committee Charter and Members**

**Rip Wilson**

Rip Wilson, Assistant Treasurer, led a discussion around the Finance Committee. As part of the new management structure approved by the Vestry and at the annual meeting, committees can be formed as needed, with members appointed by Father Ed and approved by the Vestry. Every committee must develop its own charter. The Finance Committee is the first such committee to develop a charter, and submitted six members for consideration: Stefan Awad, Jim Carlsen, Dan Dever, Stuart McFarland, Mike Petrucelli, and Rip Wilson.

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

RESOLVED: That the Finance Committee members are hereby approved unanimously.

RESOLVED: That the Finance Committee charter is hereby approved unanimously.

Rip noted that per the bylaws, the Finance Committee chairperson will be selected at the first meeting.

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**Church Management Committee Report**

**Tony D'Emidio**

Tony D'Emidio provided a brief update on the strategic planning effort, which is being led by Elizabeth Wrege, Catherine Dunlop, Cindy Wade, Dan Dever, Stuart McFarland, Liz McReady, and Tony. Tony noted that the group has met several times, developed a draft mission statement, and identified 60 staff and parishioners to be interviewed. The team will also conduct 3 'focus group' sessions of parishioners in the August/September timeframe. Father Ed will be sending a note to the parish, informing them of the effort.

Father Ed noted that he is finishing his 8<sup>th</sup> year, and will not be here in 7 years – he is approaching mandatory retirement during his 72<sup>nd</sup> year (he must retire before his 72<sup>nd</sup> birthday, in August 2026). He inquired whether the strategy will address a succession plan. Tony agreed to bring this back to the group.

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**Chancellor Nomination Update**

**Thomas Espy**

Thomas reported that he has several candidates in mind and will meet with Father Ed to discuss. They will report back in August.

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**Youth Minister Hiring Update**

**Rev. Ed Kelaher**

Father Ed updated the Vestry that a young couple (Mark Gottwald, Megan Rainor) have been offered the youth ministry position. The husband would be full-time, and the wife would be part-time. Another lay couple have also volunteered to help with the youth ministry next year. Ed thinks this could be ‘game-changing’ for our youth. In the meeting, Father Ed communicated that the youth ministers have accepted the offer (by text)!

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**Warden’s Reports**

**Cary Buckingham and Charles Fiegl**

Cary Buckingham, Senior Warden, reported that she and Rip were going to go to a Stewardship of Assets, Business Methods workshop last week, which was cancelled. It’s been rescheduled, and she will extend the invitation.

Charles Fiegl, Junior Warden, updated the Vestry on the flooding situation that Father Ed described earlier in the meeting. The church is going to invest in large sump pumps to increase the water flow out of the building. Bill Garner is contacting two vendors for that work.

Charles also reported that the temperature in the Nave has been high, which is very concerning. One parishioner had to be removed due to the heat, and another fainted. The B&G Committee is working with an HVAC contractor to resolve the situation. Charles asked whether the clergy would consider making changes to the service, in light of the situation. Cary and Father Ed proposed keeping the air conditioning on over the weekend, rather than turning it off Friday evening and on Sunday morning. Stefan suggested adding a water cooler and/or bottles for parishioners.

Charles also spoke with Peter Crisafulli about the organ project. We have one bid already, and are expecting a second bid by the end of July. Perhaps a third bid in August. Peter would like to have Father Ed, Charles, Stefan, and Cindy to help review the bids.

Finally, Charles noted that several truckloads of cement will be brought in soon to fill an old oil storage tank.

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**Rector’s Report**

**Rev. Ed Kelaher**

Father Ed provided an update on the Thrift Shop. There will be a meeting this Thursday to get more volunteers. If they don’t get enough volunteers, Father Ed will suggest that the Thrift Shop be put under the Mission leader of the church, perhaps staffed by Central Union Mission or others. A lunch program could potentially be distributed from there. Women have run the Thrift Shop since 1954, so we will wait to hear from them first.

Due to the Vestry offsite (Saturday, September 14), the Vestry has agreed to skip the usually scheduled Tuesday evening September meeting. Father Ed will not be present at the August 20 meeting, but the Vestry agreed to meet. Rip requested that Smythe be present for the beginning of the meeting. Then the Vestry will conduct an abridged meeting, focused on preparing for the offsite.

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**Reports from Clergy in Attendance**

No additional clergy in attendance.

**Parish Administrator’s Report**

**Lois McDonald**

Lois noted that we will be switching databases, to Realm. The Diocese is encouraging the transition. The company (ACS) has been in business since 1978, is a very strong server-based system, and growing as a cloud system.

The new system is slick and user-friendly, an integrated system, and can also be used by the congregation. It includes giving (PowerChurch will be uploaded into it), as well as check-in (for Children’s Ministry and the nursery), and wedding/funeral planning. The system also works for paid events, and can incorporate prayer ministry. A nice feature is Pathways – for example, if there are certain steps we want a Newcomer to take (e.g., meet with BJ, follow-up from Katie, brunch with the Rector, etc), those can be ‘programmed’ into the system. Wedding/funeral planning.

The General Ledger will not be part of the system transition, and will stay on QuickBooks for now.

Staff are doing the data transfer July 28, and a trainer is coming August 9. Lois will be responsible for maintaining it.

**Old Business/New Business**

**All**

Alex Large has been given a position at a new church in Katy, Texas.

**Action Items**

**All**

Following is the current list of action items.

No.	Action Item	Lead	Date assigned	Target Date
	<b>New items</b>			
1	Report on plan to pay off the credit card and line of credit	S. Awad	7/16/2019	July/August
	<b>Carry-over items</b>			
2	Communicate to the Parish the status of the Organ Project	C. Wade C. Fiegl S. Awad	6/18/2019	September
3	Search for candidates to serve as Chancellor	T. Espy	5/21/2019	August Vestry meeting
4	Update on the integration of the Thrift Shop within the Parish	E Kelaher	4/23/2019	August Vestry meeting
5	Update on hiring of youth minister(s)	E. Kelaher	4/23/2019	Completed
6	Document B&G information from Bill Garner	E. Kelaher	1/15/2019	Mid-2019
7	Provide bids to refurbish organ for consideration and approval by Vestry	S. Awad, C. Wade	2/19/2019	August Vestry meeting
8	Review implications of indemnification provisions under ASP and Parish bylaws	R. Wilson	3/19/2019	As soon as practicable

There being no further business to discuss, Father Ed lead the Vestry in a closing prayer. The meeting adjourned at approximately 8:35 PM.