



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
September 14, 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>2nd 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	✝	Brit Frazier <i>Deacon</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	✝	Lois McDonald <i>Parish Administrator</i>

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A quorum was present <input checked="" type="checkbox"/> Review and approval of minutes <input checked="" type="checkbox"/> Treasurer's report <input checked="" type="checkbox"/> Wardens' reports 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rector's report <input checked="" type="checkbox"/> Reports from Clergy in attendance <input checked="" type="checkbox"/> Old and new business <input checked="" type="checkbox"/> Executive session <input checked="" type="checkbox"/> Closing and adjournment
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DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Rev. Ed Kelaher

Following the Vestry's half-day retreat, and a quorum being present, Cary called the meeting to order at approximately 2:12 PM. Father Ed led the Vestry in an opening prayer.

Presentation of Minutes of August Meeting

Tony D'Emidio

Vestry Clerk, Tony D'Emidio, reviewed the minutes of the Vestry meeting held on August 20, 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 August 20, 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.

Treasurer's Report

Stefan Awad

Stefan Awad, Treasurer, led the Vestry through the Treasurer's report. The Finance Committee met this past week and had a productive meeting. They will meet again in October.

Smythe gave an update on the plans for this year's Giving Campaign. Catherine's vision is to try to get more online givers, so it becomes an automatic process. She is looking to hold Kickoff Sunday in 2-3 weeks, with Pledge/Commitment Sunday on All Saints Sunday (November 3). The team is considering inviting people to offer their pledge at the altar.

Warden's Reports

Cary Buckingham and Charles Fiegl

Cary Buckingham, Senior Warden, began her report by thanking Ed and the entire clergy for their leadership. She noted that a parishioner recently returned to All Saints and commented on the remarkable, uniformly excellent preaching. Cary thanked the Vestry for giving up their Saturdays for the Vestry retreat.

Charles Fiegl, Junior Warden, noted that he had followed up with the Vestry, providing the previously requested list of projects from the most recent Building & Grounds Committee. They have made progress on each project. On the organ project, Peter is meeting with the third vendor in the next 1-2 weeks. Once that bid has been submitted, the B&G Committee can evaluate the three proposals and select a vendor. Work on the West Wall is mostly done, reframing of the stained glass windows has taken place. There are two additional projects the B&G Committee feels passionately about moving forward this year. First, cleaning out the grease traps in the kitchen, which haven't been cleaned in ~10 years (~\$5,000). Second, renovating the Oliver Street foyer to work out a better flow. This project would benefit the preschool Monday-Friday and the Sunday school on Sunday.

Phoebe asked that the Building & Grounds Committee coordinate with the Communications team to give an update on the Kingdom Campaign priorities, what projects have been funded, and project status.

Rector's Reports

Father Ed Kelaher

Father Ed thanked the Vestry again for their commitment in attending the Vestry retreat earlier in the day. He described the parish being at a moment of unique opportunity, blessed with many resources to enable us to further fulfill God's mission for the church.

He noted that the clergy have agreed to divide up their duties, looking ahead to January 2020: Matthew (Gather), Brit (Grow), BJ (Go). Lois distributed a chart showing the proposed management structure.

Father Ed also reiterated his invitation for any Vestry member to join the Tuesday morning staff meetings.

Reports from Clergy in Attendance

Brit Frazier

No additional reports from clergy in attendance.

Old Business/New Business

All

Father Ed reported that the Thrift Shop integration is going well. Lois, Smythe, and Ed visited with the Women of All Saints leadership, who have agreed to allow Smythe to oversee the Thrift Shop finances, inclusive of donations to charities.

Elizabeth offered to invite the WAS into the strategic planning process to see how they might help fulfill the vision on Mission & Outreach.

Rip reported on the Audit Committee, and the possibility of doing an internal audit in 2020. The current plan is to conduct an external audit the following year (2021).

Cindy reported on the Safety & Security Committee. They are still working through their committee charter. Started framework/scope around an emergency management plan for the church. Need to have discussions with the B&G Committee and the Vestry about the committee structure. Will be seeking input in the coming 1-2 months.

Executive Session

Cary Buckingham

Cary dismissed the non-Vestry members, and the Vestry went into an Executive Session.

Action Items

All

Following is the current list of action items.

No.	Action Item	Lead	Date assigned	Target Date
	New items			
	Carry-over items			
1	Circulate full list of B&G projects under consideration	C. Fiegl	8/20/2019	Complete
2	Report on plan to pay off the credit card and line of credit	S. Awad	7/16/2019	July/August
3	Communicate to the Parish the status of the Organ Project	C. Wade C. Fiegl S. Awad	6/18/2019	September

VESTRY MINUTES SEPTEMBER 14, 2019

No.	Action Item	Lead	Date assigned	Target Date
4	Search for candidates to serve as Chancellor	T. Espy E. Neufville	5/21/2019	August Vestry meeting
5	Update on the integration of the Thrift Shop within the Parish	E Kelaher	4/23/2019	Complete
6	Review implications of indemnification provisions under ASP and Parish bylaws	R. Wilson	3/19/2019	As soon as practicable
7	Provide bids to refurbish organ for consideration and approval by Vestry	C. Fiegl	2/19/2019	August Vestry meeting
8	Document B&G information from Bill Garner	E. Kelaher	1/15/2019	Mid-2019

Adjournment and Prayer

Cary Buckingham

There being no further business to discuss, Cary led the Vestry in a closing prayer. The meeting adjourned at approximately 3:10 PM.