



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
October 15, 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"/> Strategic plan update <input checked="" type="checkbox"/> Safety and security committee update 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wardens' reports <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

A quorum being present, Father Ed called the meeting to order at approximately 7:06 PM, and led the Vestry in an opening prayer.

Presentation of Minutes of September Meeting

Tony D’Emidio

Vestry Clerk, Tony D’Emidio, reviewed the minutes of the Vestry meeting held on September 14, 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 September 14, 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.

Stefan relayed a purchase request for \$8,690 to buy 12 computers for staff. Most existing computers are 5-7 years old and can only handle Windows 7, which Microsoft no longer supports – making it a security vulnerability. Two computers recently died. The Diocese also wants everyone upgraded to Windows 10. Elizabeth Wrege suggested exploring whether to lease vs. buy. Smythe agreed to look into this with John Balance.

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

RESOLVED: That the Vestry approves up to \$8,690 to fund 12 new computers, and delegates authority to the Treasurer, Senior Warden, and Junior Warden to make the lease vs. buy decision.

Stefan continued with a report on September finances. Expenses were up \$20,000 vs. September 2018, due to higher janitorial fees, Diocese giving, and Children’s ministry. Total income was up \$33,000 vs. September 2018. YTD income is \$1.8M.

The staff have instituted better cash flow management, to pay all bills within 30 days. The parish is no longer carrying any credit card debt or interest expense. Overall cash balance is \$81,000 higher than this time last year.

Cary inquired whether we had paid off the \$56,000 line of credit. Stefan and Smythe reported that we are still paying \$306 per month. The goal is to pay off the line of credit by the end of the year.

Fall festival accounting is not yet closed. Smythe believes we are close to breaking even, before the boutique sale – but we are still expecting a few additional expenses and possibly angel sponsors – and the team has not yet counted cash donations.

Strategic Plan Update

Elizabeth Wrege, Tony D’Emidio

Six strategic planning teams are kicked off and underway, in line with the six priorities identified at the September Vestry retreat. Teams will come back with charters and preliminary budget requests by mid-November, and the Vestry will discuss these at the November meeting.

Safety and Security Committee Update

Elizabeth Wrege, Cindy Wade

Elizabeth provided an e-mail update from Cindy Wade:

The Safety and Security Committee will have their charter ready for Vestry approval next month.

They reviewed the draft Emergency response plan and made edits. Hopefully they will have the plan ready before Christmas.

Rashena has inquired with Smythe and Stefan on the availability to include the ushers in the CPR training that is being scheduled for the teachers already. She has obtained two quotes.

Bill Garner is finalizing the egress maps so they can be posted around the church.

David Reeve is going to ensure all first aid kits are up to date. We will have a request for additional supplies once David completes the inventory of the first aid supplies.

Lastly, in the near future the committee will present a policy recommendation to the Vestry regarding conceal and carry.

Cindy expressed her thanks for the committee members (Ed Hayes, Bill Garner, David Reeve, John Cartland, Gary Wieder, Katie Freer, and Dan Buckingham).

Warden’s Reports

Cary Buckingham and Charles Fiegl

Cary Buckingham, Senior Warden, thanked Tony D’Emidio for leading our Vestry retreat last month. She thanked Elizabeth, Tony, Catherine, and Cindy for their work on the strategic plan.

Charles Fiegl, Junior Warden, reported on the Building & Grounds Committee. The committee has started to think about major 2020 needs for the Kingdom Campaign, including the organ. They are still awaiting a 3rd organ bid, which should be in by the end of the month. It was supposed to come in at the end of last month, but the vendor had an additional meeting with Peter to gather more information. The committee is still targeting organ construction next summer. Thomas asked Charles to confirm with the vendors that they could perform the work along that timeline.

The pre-school playground is not in the budget as a Kingdom Campaign expense. The Preschool director and liaison have asked for an audience at next month’s Vestry meeting.

Rector’s Report

Rev. Ed Kelaher

VESTRY MINUTES OCTOBER 15, 2019

Father Ed thanked Elizabeth Wrege and Cindy Wade for joining last week's staff meeting, and reiterated his invitation for any Vestry member to join any staff meetings (Tuesday mornings at 9:30am).

He is looking forward to welcoming Todd Miller to assist in the office, starting in January.

Mark Gottwald, our new youth minister, returned from his honeymoon today, and expect him to start this week.

Reports from Clergy in Attendance

Brit Frazier, BJ Buracker

Brit Frazier reported that her ordination has been confirmed for Saturday, December 21 at All Saints at 3:00pm. Bishop Budde and Bishop Little will both be present. She invited everyone to attend and also to pray for her. Brit will celebrate the Eucharist the following morning and on Christmas Day. She just returned from an Anglican conference in London, theme of 'Anglican reconciliation.' Met with Archbishop of Canterbury, hopeful about the future of the church.

BJ Buracker reported that the Men's ministry helped at Fall Festival. Bible studies are going well, with close to 15 people attending on Wednesday evenings.

Old Business/New Business

All

Catherine Dunlop gave a stewardship update. The campaign kicked off October 6. Catherine did a testimonial, Tom Billington will do one October 27, and Phoebe Miles will do one November 17. Commitment Sunday is November 24. People will bring their pledges to the altar. Catherine is trying to focus on impact through giving, telling the parish how their gifts are making a difference (telling stories). Letter from Father Ed went in the mail, people will receive them this week. Catherine would like to see \$2M from the pledge campaign.

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	Report on plan to pay off the line of credit	S. Awad	7/16/2019	November Vestry meeting
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	Review implications of indemnification provisions under ASP and Parish bylaws	R. Wilson	3/19/2019	As soon as practicable
5	Provide bids to refurbish organ for consideration and approval by Vestry	C. Fiegl	2/19/2019	August Vestry meeting
6	Document B&G information from Bill Garner	E. Kelaher	1/15/2019	Mid-2019

Adjournment and Prayer

Rev. Ed Kelaher

There being no further business to discuss, Father Ed led the Vestry in a closing prayer. The meeting adjourned at approximately 7:59 PM.