



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes November 19, 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	✝	Lisa Hollingsworth, Susan Awad <i>All Saints Preschool</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"/> Preschool operations/vision presentation <input checked="" type="checkbox"/> Management Committee report <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"/> Closing and adjournment <input checked="" type="checkbox"/> Executive session
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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. BJ Buracker led the Vestry in an opening prayer.

Father Ed welcomed several guests, including Susan Awad, Preschool Liaison, Lisa Hollingsworth, Preschool Director, and Smythe Kannapell, Comptroller.

Presentation of Minutes of October Meeting

Tony D’Emidio

Vestry Clerk, Tony D’Emidio, reviewed the minutes of the Vestry meeting held on October 15, 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 October 15, 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.

Expenses in October were \$43,000 higher than October 2018 due to staff raises, Diocese giving, utilities, insurance, and slight increases in janitorial fees. Total income was \$6,500 higher than October 2018, mainly due to increases in preschool attendance. Cash balances are \$73,000 higher than at this same time in 2018.

Stefan, Rip, and Smythe will be looking into options to pay down the line of credit, which stands at \$56,000.

As approved at the last Vestry meeting, staff purchased several computers (of the 12 that were approved).

The Finance Committee also met and reviewed some draft internal controls prepared by Smythe.

Catherine Dunlop, Annual Giving Chair, reported that there have been \$466,000 in pledges to date (94 people). The average is \$4,965, a slight increase from last year.

Preschool Operations and Vision

Susan Awad, Lisa Hollingsworth

Lisa Hollingsworth and Susan Awad presented a vision for a new All Saints Preschool playground. The current structure is deteriorating, outliving its warranty and becoming a safety issue (e.g., rusty metal), which is their #1 priority. The playground is also starting to put ASP at a competitive disadvantage.

Lisa reported that she and the team have gathered 3 different proposals for a new playground structure. They are hoping to install the last 2 weeks of August, which are the only two weeks in the year when is no school or camps. They have not yet started the permitting process.

The 3 proposals include:

- Early Spaces, LLC. The most aesthetically pleasing, although requires extensive maintenance. Also the most expensive option (\$160-240k)
- Sparks @ Play: Lasts 30-35 years. Noah's Ark theme. Fewer gross motor play options. \$180k
- Playground Specialists: Same company that designed and installed the "tot lot." Noah's Ark theme, should last 30-35 years (has warrantee). Offers the most gross motor play options. Also the most affordable option (\$109k)

Lisa reported a strong preference for the third option (Playground Specialists).

The sand area will stay as-is for now (potential Phase 2, depending on available budget).

The Preschool's 10-year anniversary auction is coming up, and will be a big push for fundraising to help offset the playground cost. Last year's auction raised \$25-26k in net proceeds.

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

RESOLVED: That the Preschool begin the permitting process for a new playground.

Management Committee Report

Tony D'Emidio, Smythe Kannapell

Tony provided an update on the Strategic Plan. Each of the six strategic planning teams (for the six priorities identified at the September Vestry retreat) have developed charters that contain their 5-year goals, key metrics, and preliminary programs/initiatives. The teams have also developed preliminary budget requests, which will be incorporated into the budgeting process.

The tentative plan is to launch the new Strategic Plan in early 2020. Deacon Brit noted that January 12 would be the ideal timing, given the anticipated schedule for the education hour. The Vestry agreed to that launch date.

Smythe gave an update on the budgeting process. A lot of programmatic asks are dovetailing with the strategic plan. Smythe sat down with every employee asking for their requests, and has compiled a preliminary budget. She met with department leads and discussed the line items, ministries, and projects. There are very few discretionary dollars to spend, so she is looking to prioritize requests (due back to Smythe by Dec 1). She hopes to submit the budget for approval at December's Vestry meeting.

Safety and Security Committee Update

Elizabeth Wrege, Cindy Wade

Cindy Wade reported that the Safety and Security Committee has made a lot of progress on the charter, which should be ready for Vestry review next month.

The committee has also made a lot of progress on the emergency response plan, now ~90% done. The plan addresses emergency procedures (including fire, shelter in place, armed intruder, first aid). The next step is getting input from staff and local fire/police.

The committee will be applying for a grant from the State of Maryland (protecting against hate crimes). Grants can be as large as \$200k, although the State recommended All Saints apply for \$75-100k. There were several specific security recommendations, including Nest security system, DVR security camera. If All Saints wins

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the grant, we would work with Clear Connection to install. This will be in the 2020 budget, but if we don't win the grant, will need to figure out whether to prioritize.

Cindy reported that Rashena is also putting together a request for CPR training. Lastly, in the near future, the committee will present a recommendation on where this committee should report.

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, had nothing to report.

Charles Fiegl, Junior Warden, reported on the Building & Grounds Committee. The committee met on November 12 and prioritized a list of 7 projects totaling \$32,200 to be approved by the end of 2019, including:

- Steel downspout outlets to street
- Air handler engineering study
- Replace emergency windows in preschool
- Emergency egress ladders
- Replace shingles on rectory (insured)
- Oliver Street Rectory exterior work (eaves fascia, soffits, etc)
- Culver Street Rectory exterior work (outside wood refinish /painting)

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

RESOLVED: That the Building & Grounds Committee proceed with replacing the preschool emergency windows and emergency ladders, as well as the rectory shingles (deductible), with the remainder of the projects contingent on funding availability as agreed between Bill Garner and Smythe.

The committee has started to review three organ bids. They will discuss with Peter Crisafulli and several parishioners this week, and develop a recommendation for the Vestry.

Rector's Report

Rev. Ed Kelaher

Father Ed reported on the blessings of help he is getting with the new additions of BJ (Go), Brit (Grow), Matthew (Gather), Lois, and others. He is feeling called to something different in his role – likely more of an emphasis on ministry, outreach, and reconciliation. He will continue to update the Vestry.

Reports from Clergy in Attendance

BJ Buracker, Brit Frazier, Matthew Kozlowski

BJ Buracker updated the Vestry on pastoral care. There's been a generous donation for poinsettias to deliver to shut-ins for the Christmas holiday. The Visiting Ministry will deliver them. The team has also been working with Kathleen Dillon and the Prayer Ministry; they had a great event this past Saturday to train the prayer team (~15 people) so there's a rotation at communion. Will be hosting a 24-hour prayer vigil December 7-8.

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Matthew Kozlowski reported on plans for Christmas and Christmas Eve. There will be four services on Christmas Eve (three in the Nave, one in the Great Hall) and one service on Christmas Day.

Brit Frazier reported that she is taking a look at the Advent and Lent liturgies – putting together training for LEMs, LEVs, and acolytes. Will be adding a dimension on the sacramental substance and what it means. Working with Peter on new music opportunities.

Brit met with the Family Forum and Adult Formation planning groups on their upcoming curriculum for the Spring, Summer, and Fall – will be a really robust ‘menu’ of offerings. She has also booked dates for a trip to the Holy Land (Feb 25, 2021) and will send a ‘save the date’ at Easter. Bishop Little is excited to join the trip. Brit is hoping for ~25-30 people. She also reminded the Vestry that her ordination will be held on Saturday, December 21 at All Saints at 3:00pm.

Old Business/New Business

All

Elizabeth updated the Vestry that the Vestry liaisons for Gather, Grow, and Go were no longer needed given the alignment of clergy against those areas.

Thomas provided an update on the chancellor search. One candidate did not agree to serve. Father Ed offered to help with the search.

Thomas announced a search for a new Endowment Committee member. Father Ed provided several ideas. The committee would be happy to update the Vestry on its work.

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, Brit Frazier led the Vestry in a closing prayer. The meeting adjourned at approximately 9:07 PM.