



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
December 17, 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	✝	Lois McDonald <i>Parish Administrator</i>
✝	Tony D'Emidio – '22 <i>Clerk</i>		Edward Neufville III – '22	✝	Smythe Kannapell <i>Comptroller</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"/> 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 and staff in attendance <input checked="" type="checkbox"/> Old and new business <input checked="" type="checkbox"/> Executive session <input checked="" type="checkbox"/> Closing prayer and adjournment
---	---

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. Matthew Kozlowski led the Vestry in an opening prayer.

Father Ed welcomed Mark Pape, former Senior Warden, as a guest. Mark thanked the Vestry for their service and presented them each with a gift.

Presentation of Minutes of November Meeting

Tony D’Emidio

Vestry Clerk, Tony D’Emidio, reviewed the minutes of the Vestry meeting held on November 19, 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 November 19, 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, Smythe Kannapell

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

He shared a few highlights from the November financials. Revenues are up \$27k, and expenses are down nearly \$70k due to not needing to pay down payables. The cash balance is now \$791k.

Stefan presented requests for housing allowances for BJ Buracker and Matthew Kozlowski. He reminded the Vestry of this arrangement, whereby BJ and Matthew would be able to designate a portion of their compensation as tax-deductible housing allowances. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED, that \$5,000 of the annual compensation paid to William Buracker for calendar year 2020 is hereby designated to be a housing allowance pursuant to Section 107 of the Internal Revenue Code, and it is further

RESOLVED, that the designation of \$5,000 as a housing allowance shall apply to calendar year 2020 and all future years unless otherwise provided by the vestry.

RESOLVED, that \$60,000 of the annual compensation paid to Matthew W. Kozlowski for calendar year 2020 is hereby designated to be a housing allowance pursuant to Section 107 of the Internal Revenue Code, and it is further

RESOLVED, that the designation of \$60,000 as a housing allowance shall apply to calendar year 2020 and all future years unless otherwise provided by the vestry.

Smythe then presented the proposed 2020 budget. In preparing the budget, Smythe met with every department and group individually to understand their 2020 needs. She developed multiple iterations to arrive at the proposed budget, which includes \$2.36M of fixed costs, \$425,000 of program asks, \$128,000 to fund Strategic Planning initiatives, and a \$119,000 deficit. She laid out several potential options to close the deficit, notably \$102,000 in program/operating cuts, and \$19,500 in Strategic Plan cuts. She asked for the Vestry's input, noting that the Finance Committee has not yet had an opportunity to review the budget.

Catherine Dunlop noted that total pledges of \$1.1M to date have been received.

Smythe laid out three options for the Vestry: Either approve a provisional full-year budget with the \$119,000 deficit, or approve a provisional full-year balanced budget (inclusive of the proposed cuts), or approve a provisional Q1 balanced budget.

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

RESOLVED, that the proposed provisional balanced 2020 budget is hereby adopted, with the direction to the staff and Finance Committee to identify additional offsets in order to fund a part-time Development Officer, as well as potential additional Strategic Plan investments.

Management Committee Report

Tony D'Emidio, Elizabeth Wrege

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 finalized their charters, which contain their 5-year goals, key metrics, and preliminary programs/initiatives. The teams also submitted their 2020 budget requests to Smythe, which have been incorporated into the budgeting process (described above).

The new Strategic Plan will be launched on January 12, with a special forum during the 9:00am adult education hour. Additional sessions will be held on January 19, January 26, and February 2 to provide further details on the six priorities (two priorities will be covered each Sunday).

Safety and Security Committee Update

Cindy Wade

Cindy Wade reported that the Safety and Security Committee did not meet this month. They are working on the grant application from the State of Maryland (protecting against hate crimes). The committee is soliciting bids for the specific security recommendations, including a Nest security system and DVR security camera. If All Saints wins the grant, the committee will work with Clear Connection to install. This will be reflected in the 2020 budget, but will only be funded if All Saints wins the grant.

Warden's Reports

Cary Buckingham and Charles Fiegl

Cary Buckingham, Senior Warden, reported on the Prayer Vigil held Dec 7-8. Over 50 people participated. The Prayer Ministry is preparing to do this on a regular basis.

Cary proposed buying both Brit and BJ ordination gifts. Father Ed noted that a powerful gift would be either a communion kit or a stole. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

VESTRY MINUTES DECEMBER 17, 2019

RESOLVED, that Father Ed is authorized to purchase ordination gifts for Brit and BJ.

Charles Fiegl, Junior Warden, reported on the Building & Grounds Committee. He acknowledged the hard work that Bill Garner has put into the budget process. Bill scrutinized the various projects and recognized when they might take place over the course of the year.

Cary suggested that in lieu of the church paying for more cosmetic changes, that we host a 'volunteer day' in the Spring to fix up the church. Rip Wilson and Julie Dever, who lead the 'Volunteer Involvement' Strategic Planning team, agreed to lead the planning for this.

Rector's Report

Rev. Ed Kelaher

Father Ed reported that Bishop Little will be coming to town for Brit's ordination on December 21. He will meet with staff, with Brit alone, and then have dinner with the staff and clergy. The ordination will be held at 3pm, followed by a reception. Brit will preach and celebrate communion on Sunday, December 22. Bishop Budde will be joining the ordination as well.

Finally, Father Ed noted that some Vestry members only have 4 meetings left before the end of their terms.

Reports from Clergy and Staff in Attendance

Matthew Kozlowski, Lois McDonald

Matthew reported that he will be hosting a 7-week parenting course on 'Non-Anxious Parenting in Anxious Times,' beginning in January.

Lois reported that staff are busy as usual this time of year. This is the first year that things seem under control. She thanked the Vestry for their role in finding additional staff to help make the workload manageable. She is looking forward to Brit's ordination this weekend.

Old Business/New Business

All

No old or new business was raised.

Action Items

All

Following is the current list of action items.

No.	Action Item	Lead	Date assigned	Target Date
	New items			
1	Develop plan for a 'Volunteer Day' in the Spring	R. Wilson, J. Dever	12/17/19	March Vestry meeting
	Carry-over items			
2	Report on plan to pay off the line of credit	S. Awad	7/16/2019	November Vestry meeting
3	Communicate to the Parish the status of the Organ Project	C. Wade C. Fiegl S. Awad	6/18/2019	September

VESTRY MINUTES DECEMBER 17, 2019

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

Executive Session**Cary Buckingham**

The Vestry then went into executive session.

Prayer and Adjournment**All**

There being no further business to discuss, Julie Dever led the Vestry in a closing prayer. The meeting adjourned at approximately 9:04 PM.