



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes**  
**March 17, 2020**

**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>Associate Rector</i>
✝	Stefan Awad – '20 <i>Treasurer</i>	✝	Elizabeth Wrege – '20	✝	Rev. Brit Frazier <i>Associate Rector</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>
				✝	Todd Miller <i>Business Manager</i>
				✝	Teri Ballou <i>Communications</i>

**EXECUTIVE SUMMARY / ACTIONS AT A GLANCE**

✝ A quorum was present	✝ Rector's report
✝ Review and approval of minutes	✝ Reports from Clergy and staff in attendance
✝ Treasurer's report	✝ Old and new business
✝ Wardens' reports	✝ Closing prayer and adjournment

**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. Brit Frazier led the Vestry in an opening prayer.

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**Presentation of Minutes of December Meeting**

**Tony D’Emidio**

The minutes from the February 18, 2020 meeting were presented for approval. A draft of the minutes 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 February 18, 2020 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, Smythe Kannappell, Todd Miller**

Stefan Awad, Treasruer, led the Vestry through the Treasurer’s report, focused on the anticipated financial challenges associated with the Covid-19 crisis.

Smythe noted that giving this past Sunday was off almost 50% from an average Sunday. About \$18,600 on average is collected weekly (\$13,350 during the services, and \$5,260 online). This past Sunday, only \$9,010 was collected (\$6,533 online, and \$2,477 by mail).

In addition, Easter will occur during the anticipated 2-month church closure, which typically pulls in \$33-35k.

Total monthly fixed expenses are ~\$196,000. This might fall slightly due to the building being unoccupied (resulting in lower utilities expenditures), but the vast majority will still be spent.

The Vestry discussed a number of potential options to further reduce monthly expenses. Father Ed relayed Bishop Budde’s teleconference in which she communicated her expectations that no church staff will be laid off during this shutdown period. Options could include staff going part-time (e.g., 4 days/wk) or halting all renovations. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED that Lois and Todd will explore ways to reduce Total Quality Janitorial expenses, without adversely impacting the staff.

Todd Miller described 3 sources of potential ‘reserve’ money, depending on the magnitude and duration of the financial impact to the parish: (1) Kingdom Campaign, (2) Colbert bequest (~\$1M, put into Kingdom Campaign), (3) Investment Fund portion of endowment. The parish also still has a line of credit.

Todd and Lois noted that staff will consult with the Vestry before making any further capital expenditures.

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**Senior Warden's Report**

**Cary Buckingham**

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Cary had no business to report.

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**Junior Warden's Report**

**Charles Fiegel**

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Charles had no business to report.

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**Rector's Report**

**Rev. Ed Kelaher**

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Father Ed noted that clergy and staff are maintaining a regular cadence of programming (e.g., prayer groups, Bible studies) and outreach (e.g., calling every parishioner) during this period to maintain connectivity with the parish. The communications team has also been working overdrive to get the word out.

Father Ed also noted that the Annual Meeting likely won't be held May 3. Our by-laws require that Vestry members serve until their replacements are identified. 4 Vestry nominees are confirmed, and we are waiting to hear from another 2-3 candidates.

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**Reports from Clergy in Attendance**

**Rev. Brit Frazier**

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Mother Brit noted that the staff are working on a Live Stream option for worship services, to begin in 2 weeks and continue through Holy Week.

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**Old Business/New Business**

**All**

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No old/new business.

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**Adjournment and Prayer**

**Rev. Matthew Kozkloski**

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There being no further business to discuss, Father Matthew lead the Vestry in a closing prayer. The meeting adjourned at approximately 8:31 PM.

**Action Items**

**All**

Following is the current list of action items.

<b>No.</b>	<b>Action Item</b>	<b>Lead</b>	<b>Date assigned</b>	<b>Target Date</b>
	<b>Carry-over items</b>			
1	Develop plan for a 'Volunteer Day' in the Spring	R. Wilson, J. Dever	12/17/19	TBD (pending Covid-19)
2	Report on plan to pay off the line of credit	S. Awad	7/16/2019	As soon as practicable
3	Communicate to the Parish the status of the Organ Project	C. Wade C. Fiegl S. Awad	6/18/2019	Annual Meeting
4	Search for candidates to serve as Chancellor	T. Espy	5/21/2019	As soon as practicable
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	April Vestry meeting
7	Document B&G information from Bill Garner	E. Kelaher	1/15/2019	As soon as practicable