



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
Coronavirus Financial Impact
March 24, 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>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>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 Manager</i> |

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

| | |
|------------------------|----------------------------------|
| ✝ A quorum was present | ✝ Old and new business |
| ✝ Financial report | ✝ 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 7:07 PM. Ed led the Vestry in an opening prayer.

Cary Buckingham and Father Ed noted this is a special meeting to discuss the financial impact of the coronavirus.

Financial Report

Rip Wilson, Todd Miller, Smythe Kannapell

Rip opened the report. He noted that total giving over the past two weeks has been close to average in total, but varied widely by week. Smythe provided the detailed report:

- Week ending 3/15: Total giving of \$9,009 (\$9,601 below average)
- Week ending 3/22: Total giving of \$27,990 (\$9,360 above average)

Smythe noted there is no way to tell whether the bump last week was one-time or recurring. We also believe some checks are in the mail. Won't be able to know for sure until next week's numbers come through.

Smythe presented an updated proposed 2020 budget that reflects:

- Downward giving projection of 12%
- Reduce overhead expenses slightly (3%) to reflect reduced HR staffing levels and Diocesan pledge (reduced 12% to mirror giving reduction)
- Reduce program spending by 5% to reflect lower expenses associated with in-person gatherings (e.g., food on Sundays, floral arrangements, speaker stipends)
- Reduce B&G expenses by 89%, to the bare minimum

Todd raised three items where Vestry guidance is needed:

- 1) Total Quality Janitorial service. After further investigation, Total Quality cannot use the staff in other parts of their operation. Considering furloughing them for the month of April. Monthly bill of \$11,000.
- 2) Nursery workers. Will they continue be paid, even though they aren't working?
- 3) Security worker. Will he continue to be paid?

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

RESOLVED, to continue paying the Total Quality, nursery, and security workers for the next week.

Todd then previewed some difficult issues the Vestry may face over the longer term, for example:

- Do we cut hours for staff, even though they are working as hard as ever, under difficult circumstances?
- Line of credit being renewed and could borrow additional funds
- Kingdom Campaign –
- Investment Fund
- Endowment

Old Business/New Business

All

Father BJ noted that Elizabeth Stuckle (visiting ministry) has been checking in with older parishioners (>65) multiple times per week. Many of them are getting help from family members or neighbors.

He also noted that the blessing bag ministry is continuing. Many of the people who come in for help are noting that their usual routines (soup kitchens, YMCAs, etc) have been disrupted due to the coronavirus, and have nowhere else to turn.

Mother Brit noted that there will be a meeting at the church tomorrow to see if it's possible to either do a live stream of Sunday's service, or record the service in advance for parishioners to view.

Teri noted that parishioners seem actively engaged with the content that's being sent out (e.g., 300+ views of Sunday messages, Peter's music video).

Father Matthew described touching base with a parishioner who hadn't been to All Saints in a while, and she intends to send a gift.

Adjournment and Prayer

Rev. Brit Frazier

There being no further business to discuss, Rev. Brit led the Vestry in a closing prayer. The meeting adjourned at approximately 8:35 PM.

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Action Items

All

Following is the current list of action items.

| No. | Action Item | Lead | Date assigned | Target Date |
|-----|---|--------------------------------|---------------|---------------------------|
| | Carry-over items | | | |
| 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 |