



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
May 19, 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 Manager</i>
				✠	John Ballance <i>IT/AV &amp; Internet Marketing Manager</i>
				✠	Shireen David <i>Director of Mission &amp; Outreach</i>
				✠	Lindsey Adkins <i>Development Director</i>

**EXECUTIVE SUMMARY / ACTIONS AT A GLANCE**

✠ A quorum was present	✠ Rector’s report
✠ Review and approval of minutes	✠ Reports from Clergy in attendance
✠ Treasurer’s report	✠ Parish Administrator’s report
✠ Stewardship Committee 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 7:07 PM. Mother Brit led the Vestry in an opening prayer.

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**Presentation of Minutes**

**Tony D’Emidio**

The minutes from the April 21, 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 April 21, 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**

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

Stefan began with an update on Easter giving. To date, \$47k in gifts have been collected, plus an additional \$15k in a special donation that was released by a donor to be counted towards Easter. This triggered the Easter match of ~\$51k, for a total of ~\$113k. The total exceeds 2019 Easter giving of \$33k.

Overall, pledged giving for the year is \$463k, vs. \$517k in 2019 (down \$53k). Plate and non-pledge giving for the year is \$76k vs \$110k in 2019 (down \$33k). Tuition and summer camp receipts are \$123k vs. \$161k in 2019 (down \$37k). Total income for the year is \$781k vs. \$828k in 2019 (down \$47k).

For the most part, parishioners are keeping up with their pledges – only about 2% of pledges are not keeping up.

The current cash balance is \$154k, which is \$19k more than last year (\$136k), excluding the PPP loan of \$335k, which will last 4 pay periods.

Smythe estimated that once the PPP loan is spent, the average estimated monthly shortfall is ~\$54k. She also noted that All Saints will incur estimated start-up costs of ~\$40k, based on guidelines from the government and the Bishop. This is inclusive of cleaning supplies, masks, and live-streaming technology. Prices are also rising for certain supplies (e.g., toilet paper).

Phoebe raised a motion to give out of the ‘first fruits’ of the large Easter donation, and donate 10% of the funds to the missions of the church. BJ and Shireen described the needs across both local outreach (Little Lights, blessing bags) and our global mission partners, notably Bishop Bisoke in Congo. After discussion and upon motion seconded, the members of the Vestry unanimously:

RESOLVED: That 10% (\$11,200) of the Easter donation be set aside for mission and outreach priorities.

John Ballance presented a proposal to purchase and install electronic and IT equipment to enable All Saints to live-stream worship services as well as broadcast and display worship materials via the service. The total funding required is \$12,348. Some parts will be available immediately, others will be on back order.

Father Matthew noted that many churches currently live-streaming fall into one of two extremes. One extreme (larger churches, such as Washington National Cathedral) had already expended a significant amount of capital prior to the Covid crisis, and could simply 'flip a switch' to move to a full live-stream experience. Other small churches simply use an iPad and Facebook Live. All Saints is in the middle of those two extremes.

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

RESOLVED: That the parish proceed with the \$12,348 purchase and installation of electronic and IT equipment to enable All Saints to live-stream worship services

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**Stewardship Committee Report**

**Catherine Dunlop**

Father Ed introduced Lindsey Adkins, recently hired Development Director. The Vestry welcomed Lindsey and noted that she is the answer to many prayers.

Catherine reported that she is working on follow-up thank-you notes for the Easter match.

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**Senior Warden's Report**

**Cary Buckingham**

Cary expressed her thanks to the clergy for the breadth and depth of offerings during the Covid crisis. She is seeing more people in prayer meetings and Bible studies than before the crisis. She thanked multiple staff members, including Lois for putting together a re-opening plan, Smythe for being a good steward of our financial resources, Todd for his business leadership, and John for his work on live-streaming.

Cary made a motion to put \$1,000 in each of the clergy's discretionary accounts. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: To add \$1,000 to each of the clergy's discretionary accounts, to be responsive to Covid-related needs as they arise.

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**Junior Warden's Report**

**Charles Fiegel**

Charles reported that the B&G Committee met to discuss the playground, organ project, and live streaming.

Charles noted that we are at a point in the year where the Vestry will need to decide whether the church will move forward with the construction of the playground. In February, the Vestry approved a budget using up to \$100,000 from the Columbarium Fund for this project. The preschool fundraising account will also contribute to the project. Charles noted that the Vestry previously voted for the church to obtain the necessary permits, which have been secured.

At the moment, we anticipate the project will cost a total of \$149,257 for the equipment, installation, and site work (demo, removal, excavation, retaining walls, etc). The amount is about \$6,000 lower than the previous quote, as Lisa Hollingsworth and the vendor removed one or two components from the playground. Bill

Garner has also explored other options to do the site work, as he believed it can be done at a lower cost than the vendor's \$37,000 quote. To date, one landscaping company declined to offer a bid for the work while another quoted the church \$49,000.

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

RESOLVED: That the Building & Grounds Committee proceed with the playground construction project, at an estimated cost of \$150,000, contingent on receiving three bids for the site work

The organ project remains on hold. One of the organ vendors expressed concern about whether they would be in business after this crisis.

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**Rector's Report** **Rev. Ed Kelaher**

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Father Ed had nothing of immediate urgency to report.

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**Reports from Clergy in Attendance** **All**

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Father BJ expressed his gratitude for the Vestry's generosity to the Mission and Outreach priorities of the parish.

Mother Brit echoed BJ's gratitude.

Father Matthew reported that he received his diploma for his doctorate degree.

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**Parish Administrator's Report** **Lois McDonald**

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Lois directed the Vestry to several documents from the Bishop on Covid-19 response guidelines and parameters for re-opening. She will be integrating those documents into her plans, and will put them together into a full proposal.

Lois also reported that she has begun to put together an update on the Strategic Plan priorities. She was heartened that Covid-19 has propelled our Strategic Plan forward, not held it back. The three 'core' priorities are all advancing: Our spiritual and Biblical foundation is stronger than ever, Mission & Outreach alive and well and Student ministry is now reaching youth that had been on the fringes (up to four small groups). The three 'foundational' priorities are also progressing. For example, Giving has been challenging but the parish has seen a tremendous outpouring of support through the Easter match, and Lindsey Adkins has been hired as our new Development Director. Digital communications have really accelerated, increasing transparency.

Todd reported that Maryland is a difficult state to host a virtual annual meeting, especially given that our bylaws require that we provide a place for the meeting. Other states (e.g., Virginia) allow for emergency situations, but that is not the law in Maryland.

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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 Kozklowksi**

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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 9:10 PM.

<b>Action Items</b>	<b>All</b>
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Following is the current list of action items.

No.	Action Item	Lead	Date assigned	Target Date
	<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