



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
Special Meeting
June 2, 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	✝ All Saints Preschool playground project
✝ Financial update	✝ 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. Mother Brit led the Vestry in an opening prayer.

Father Ed noted this is a special Vestry meeting to discuss several time-sensitive financial matters.

Financial Update

Smythe Kannapell

Smythe noted there have not been many financial changes since the last Vestry meeting. Giving the last two weeks has been at a fairly consistent difference relative to last year (about \$3,000 per week below last year's giving levels). For the month of May, giving has been ~\$28,000 below last year.

Kingdom Campaign giving has been \$134,275 YTD, with \$488,405 remaining to be paid, which is a similar giving pattern to last year. Most Kingdom Campaign contributions are made in December.

All Saints Preschool playground project

Charles Fiegl, Todd Miller

Charles noted that a third bid for the playground site work has been received, which was required by the Vestry's motion last month. The three bids are:

- 1) Playground Specialists (\$37,000)
- 2) Rasevic Tree Specialists (\$49,400)
- 3) Triple J. Construction (\$24,000)

Triple J Construction is the lowest bidder and is familiar with the playground vendor, Playground Specialists, and also speaks highly of the playground equipment it provides.

As Charles noted during the last Vestry meeting, staff were able to reduce costs of the playground equipment by ~\$6,000 after removing graphics and other elements of the playground. Their final proposal is: \$112,257.20 without demo, site work, etc. With demo and site work from the lowest bidder, the total cost would be \$136,257.20, below the \$150,000 amount that the Vestry has previously approved.

As of 5/27/20, the Preschool bank account had \$80,582, including the ~\$40,000 proceeds of the auction, all of which were designated to go to the playground.

Todd noted that the Columbarium Fund can be approved for any purpose that the Vestry, Rector, and Columbarium Committee agree to. This would include the operating budget, which was not the Vestry's understanding at its previous meeting. Also, the Columbarium Fund has \$44,000 in cash, with the remainder invested. Marshfield's policy is to make withdrawals on a pro rata basis; for example, for a \$100,000 withdrawal, \$15,000 would come from cash and \$85,000 from the liquidation of investments. The investment return for this year is -8.69% and for the past 12 months is +2.0%.

Another option would be for the Kingdom Campaign to pay the Investment Fund \$100,000 in cash (from the \$975,000 owed relating to the Colbert bequest). The Vestry by a two-thirds vote at two consecutive regularly

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schedule meetings may choose to use the \$100,000 for a purpose set forth in the enabling resolution of the Endowment and Investment Fund Policies and Guidelines.

A final option would be for the Kingdom Campaign to fund the playground project. Thomas Espy noted that this project would be consistent with the purpose and intent of the Kingdom Campaign, as an investment in the physical infrastructure of the church, and in one of its mission areas.

After discussion and upon motion duly made and seconded, the members of the Vestry, with a 9-1 vote (and 1 abstention):

RESOLVED: That the Building & Grounds Committee proceed with the All Saints Preschool playground construction project, up to \$140,000, with 50% of the funding to come from the ASP account and 50% of the funding to come from the Kingdom Campaign.

Catherine and Elizabeth emphasized the need to work with Teri Ballou on the communications strategy related to the playground project.

Adjournment and Prayer	Rev. BJ Buracker
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There being no further business to discuss, Rev. BJ led the Vestry in a closing prayer. The meeting adjourned at approximately 8:25 PM.

Action Items	All
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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