



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
February 18, 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>
				✝	Jennifer Sirangelo <i>Parishioner</i>

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

<ul style="list-style-type: none"> ✝ A quorum was present ✝ Review and approval of minutes ✝ Treasurer's report ✝ Special presentation – Planned Giving ✝ Appointment of Vestry Nominating Committee ✝ Church Management Committee Report 	<ul style="list-style-type: none"> ✝ Safety and Security Committee update ✝ Wardens' reports ✝ Rector's report ✝ Reports from Clergy and staff in attendance ✝ Old and new business ✝ Closing prayer and adjournment
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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 7:03 PM, and led the Vestry in an opening prayer.

Presentation of Minutes of December Meeting

Tony D’Emidio

The minutes from the January 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 January 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.

Treasurer’s Report

Stefan Awad, Smythe Kannapell

Smythe Kannapell, Comptroller, led the Vestry through the Treasurer’s report, focused on the 2020 budget.

Smythe noted that the Vestry approved a provisional 2020 budget in December, and directed her to identify additional offsets in the budget to fund a part-time Development Officer, among other priorities.

Smythe presented a thorough, detailed balanced budget that includes:

- **Forecast sources of cash of \$3.46M:** Church gifts (\$2.33M), Preschool (\$581k), Kingdom (\$448k), ancillary (\$100k)
- **Forecast uses of cash of \$3.46M:** Ordinary operating expenses (\$2.39M), Preschool (\$619k), Kingdom (\$448k)

She provided more detail in several areas:

Ordinary church operating expenses of \$2.39M:

- Overhead expenses of \$2,038M: Salary and benefits (\$1.549M), facilities (\$290k), general operating expenses (\$200k)
- Program expenses of \$251k: Safety (\$31k), Gather (\$73k), Grow (\$116k), Go (\$32k)
- Capital expenditures of \$101k (Building & Grounds)

All Saints Preschool

- Sources of cash (tuition, etc.) of \$581k
- Uses of cash of \$619k: Salary/benefits (\$368k), programming (\$91k), playground (\$160k). Stefan noted that the new playground estimate increased from the \$109k presented in the November Vestry meeting, due to several factors (including the installation of new timbers, and a large amount of removal and dredging costs associated with the sandbox). Stefan will be following up with the vendor to further understand the rationale for the increase.
- This would leave an operating gap of \$38k.

- Stefan and Smythe noted that the Preschool bank account currently stands at \$55k, and could cover the \$38k gap, but would leave a very small cushion. They instead proposed asking the Columbarium Fund for up to \$100k (out of a current base of \$365k) to fund the difference. This is entirely consistent with the rules governing the Columbarium Fund. Father Ed and Todd Miller will approach the Columbarium Committee for their blessing.

Kingdom Campaign

- The Kingdom Campaign account currently sits at ~\$1M. The campaign is expecting \$610k in contributions this year. This budget proposes to spend \$448k in 2020, which would leave a net carry-forward of \$1.16M
- Consistent with the Kingdom Campaign’s three priorities, the \$448k in proposed spend consists of:
 - Physical Building of \$123.5k: Signage/communications (\$6k), Building & Grounds (\$117.5k)
 - Kingdom Building of \$288k: Clergy and staff (\$226k), youth building/Christian formation (\$24.5k), Outreach (\$37k)
 - Future Building of \$36.5k for a Development Coordinator

Stefan and Smythe asked for the Vestry’s approval to use Columbarium funds (for up to \$100k), Kingdom Campaign funds to pay for identified initiatives, and approval of the 2020 operating budget.

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

RESOLVED, that the proposed 2020 budget is hereby adopted, and it is further

RESOLVED, that up to \$100,000 of the Columbarium Fund is approved to be used for the ASC Preschool playground, subject to the approval of the Columbarium Committee, and it is further

RESOLVED, that \$448,000 of Kingdom Campaign funds are approved to be used for 2020 budget priorities

After discussion and upon motion duly made and seconded, the members of the Vestry also unanimously reaffirmed the resolution passed in its November 2019 meeting:

RESOLVED, that the Preschool begin the permitting process for a new playground.

Relatedly, the Vestry charged Father Ed, Charles Fiegl, Stefan Awad, and Peter Crisafulli to bring back proposals for the organ construction by the April Vestry meeting. This is one of the final remaining large priorities of the Kingdom Campaign.

Special Presentation – Planned Giving **Todd Miller, Jennifer Sirangelo**

Todd and Jennifer shared a Planned Giving proposal that they developed with Andy Eshelman.

Todd noted there have been at least four prior All Saints efforts at planned giving, none of which were ultimately successful. The team wants to ensure this time is different. They would like to build a long-term program that strengthens the culture of giving, which is also one of the Strategic Plan goals. Jennifer noted that the program probably won’t be as sophisticated as major university programs, but we do want to ‘catch’ whatever opportunities are out there.

The team gathered input from the Episcopal Church Foundation, and put together a three-phased plan:

VESTRY MINUTES FEBRUARY 18, 2020

- 1) **Start up (March-December 2020)**. This would include outlining a simple planned giving program, building trust and transparency with parishioners, creating a recognition program, planning for intentional communications, and creating an annual budget.
- 2) **Launch (January-August 2021)**. This would include hiring staff or contract support, inviting parishioners to participate, executing the communications and stewardship plans, and recognizing founding members.
- 3) **Growth (September 2021 – December 2022)**. This would include providing proactive education and training, expanding to regular proactive communications, and augmenting planned giving staff.

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

RESOLVED, that the All Saints Planned Giving team is charged with continuing on its course and returning with a more fully formed plan, in coordination with Catherine Dunlop and the 'Increase regular giving' Strategic Planning Team

Appointment of Vestry Nominating Committee

Rev. Ed Kelaher

Father Ed noted that today, February 18, is exactly 75 days before the Annual Meeting on May 3. Our bylaws require that a Vestry Nominating Committee be formed.

Outgoing Vestry members Stefan Awad, Cary Buckingham, Thomas Espy, and Elizabeth Wrege, together with Todd Miller and Jennifer Sirangelo, volunteered to serve on the Nominating Committee

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

RESOLVED, that Stefan Awad, Cary Buckingham, Thomas Espy, Todd Miller, Jennifer Sirangelo, and Elizabeth Wrege serve on the Vestry Nominating Committee.

Church Management Committee Update

Tony D'Emidio, Elizabeth Wrege

Elizabeth reported that the Strategic Plan roll-out has gone well. Cary and other Vestry members concurred, saying they continue to receive positive feedback. Elizabeth described the next step will be to put in place a way for the Vestry and staff to oversee progress on the Strategic Plan goals, and provide support and input to the six teams. She and Tony will bring back recommendations for the Vestry's consideration.

Safety and Security Committee Update

Cindy Wade

Cindy Wade reported that the Safety & Security Committee has made a lot of progress with the State of Maryland grant application (rolling deadline through the end of May). Julie Wieder has been assisting with the writing of the grant application, and has done a fabulous job.

Senior Warden's Report

Cary Buckingham

Cary had no business to report.

Junior Warden's Report

Charles Fiegel

The Building & Grounds Committee met last week, and discussed a proposal from Father Matthew to do some work to the Great Hall. The plan will be priced out and brought to the Vestry in March. Will include dry wall over the three remaining cinder block walls, replacing the metal gate, painting the walls, and redoing the floors. This work would be done in August. The goal is to have a high impact, at a relatively low cost.

Rector's Report

Rev. Ed Kelaher

Father Ed noted that there will be a new Senior Warden, for which he has been praying since last Fall.

Father Ed noted that the 60 Minutes crew that simulcast Alex Hartman's funeral in the Great Hall has offered to explore how to make a permanent hook-up between the Nave and the Great Hall.

Reports from Clergy in Attendance

Matthew Kozlowski, BJ Buracker

No reports from clergy in attendance.

Old Business/New Business

All

Elizabeth Wrege, Phoebe Miles, and Cindy Wade commented on the beautiful and powerful funeral for Alex Hartman. Father Ed reported that the Hartmans had asked him to 'blow them away with the Gospel.'

Tony D'Emidio reminded the group that we committed to organizing a Spring volunteer event. This will be a terrific opportunity to bring together multiple teams across the Strategic Plan (most notably, Volunteer involvement and Mission & Outreach).

BJ Buracker noted that Eric Fedowitz organized a successful Men's Ministry clean-up, and showed the family 'God in action.' They were most appreciative.

Julie Dever described an experience at the Grief Share group. A woman showed up in tears and needed a hug. BJ noted it was quite an open and God-sharing grief share.

Thomas Espy noted that he is committed to the endowment, and wants to ensure that commitment endures beyond his Vestry tenure. It's the one aspect of the Kingdom Campaign that we have not been able to realize.

Adjournment and Prayer

Brit Fraser

There being no further business to discuss, BJ Buracker lead the Vestry in a closing prayer. The meeting adjourned at approximately 9:07 PM.

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	March Vestry meeting
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 (May)
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