



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
July 21, 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

<ul style="list-style-type: none"> ✠ A quorum was present ✠ Review and approval of minutes ✠ Treasurer's report ✠ Annual Meeting update ✠ Wardens' reports 	<ul style="list-style-type: none"> ✠ Rector's report ✠ Reports from Clergy in attendance ✠ Old and new business ✠ Remarks from outgoing class of 2020 Vestry members ✠ 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. Father Matthew led the Vestry in an opening prayer.

Father Ed noted that the parish is doing well. We are learning more about live-streaming, and continue to explore gathering in person. Smythe and Todd have collaborated on the budget. Mission & Outreach work continues, despite the challenges with the coronavirus. At the next meeting, we will welcome four new Vestry members, including a new Senior Warden and Treasurer. There will also be deliberations on the re-opening of All Saints Preschool.

Presentation of Minutes

Tony D’Emidio

The minutes from the June 16, 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 June 16, 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, Todd Miller, Smythe Kannapell

Todd Miller led the Vestry through the finance report. Todd reported that we now have actual numbers for the first half of 2020, and Smythe has made projections for the second half. We see a path to a break-even financial status by the end of the year. The two biggest financial challenges are (1) ensuring that pledges are fulfilled, and (2) resolving operations of All Saints Preschool.

Exclusive of All Saints Preschool, we are now forecasting a cash surplus of \$699, broken down as follows:

- **Sources of cash (revenues):** Forecasting \$2.81M, down slightly from the initial \$2.90M budget, but up from the March forecast of \$2.56M. The PPP loan of \$347k has allowed us to stay afloat, offsetting a decline in anticipated pledges. The initial budget had assumed \$20k in plate giving and \$720k in pledges through the first six months, vs. actual collections of \$7k in plate giving and \$603k in pledges.
- **Uses of cash (expenses):** Forecasting \$2.81M, down slightly from the initial \$2.84M budget, up from the \$2.48M March forecast. Salary and benefits includes the addition of a new Development Director. General Operating Expenses and Building & Grounds estimates have increased since March, due largely to Covid-related expenses (e.g., live-streaming equipment, cleaning supplies, masks, gloves, sanitizer stands).

Given the decline in pledged giving, Todd recommended that we follow up with parishioners who are behind in their pledges, both from a pastoral care standpoint (e.g., are parishioners ok), and from a giving standpoint.

Smythe then gave a brief update on All Saints Preschool. Overall, things are very uncertain. The team is running a variety of models. Currently, there are 52 students enrolled, which is a drop-off from 2019 (~75 students). There are currently 16 teachers on staff. There will be a deficit, and the team will come back to the

Vestry in the next week or two when there is more certain information and a decision to be made. So far, 4 parents have come forward asking for refunds. Lisa Hollingsworth has conducted a survey of parents, many of whom are in favor of an in-person program. The team is trying to balance a number of considerations, including student and teacher safety, service to the community, and finances.

Annual Meeting Update

Lois McDonald

Lois reported there have been two mailings over the past week. One announced the annual meeting (to be held August 16, 2020), along with the seven Vestry candidates. The other included Vestry ballots. The deadline for ballots is August 7. David Reeve (Head Teller) will be coming in to count ballots that week. He is looking into ways to conduct a second round of voting (digitally), if necessary.

Senior Warden's Report

Cary Buckingham

Cary reported that one of her final duties as Senior Warden was to serve on the Vestry Nominating Committee. She is pleased with all seven candidates and believes the parish will be well served. Cary has enjoyed her time serving on the Vestry, and will continue to serve in Mission & Outreach and the Visiting Committee.

Junior Warden's Report

Charles Fiegl

Charles reported that the Building & Grounds Committee met last week. He gave an update on the ASP playground construction, which is still awaiting one permit for the retaining wall. We should be set to move forward with the project next month. There are also a number of health & safety items that the committee will be moving forward with.

Charles also noted that the B&G Committee discussed a stained glass window in St. Joseph's Chapel, which includes a portrayal of George Washington and Robert E. Lee. Father Ed noted that many people have raised this window with him previously, from multiple vantage points (for example, those who find the stained glass offensive, and others who find meaning in it). This is the Rector's decision, and will need to be communicated carefully, from a Kingdom standpoint.

Rector's Report

Rev. Ed Kelaher

Father Ed noted that he has some discretionary money that's been given by parishioners, and asked for anyone to refer ideas of parishioners or families who need help.

Reports from Clergy in Attendance

All

Father Matthew reported that he is getting many blessings from the Daily Moments with God and the Family Worship service. He continues to seek guest authors for the Daily Moments.

Father BJ reported that Blessing Bag ministry numbers have gone down, although there are a few faithful 'regulars' he is getting to know. Outreach to Little Lights, the Rockville Women's Shelter, and Rev. Bisoke (Congo) continues. Morning prayer and Bible study numbers have gone up since going virtual. In the midst of the craziness of this world, there's been a lot of beautiful work done by the people of this parish. BJ also referenced the sad news about Father Ted's passing.

Old Business/New Business

All

Tony reported there are four actions being taken to combat the evil of racism and fulfill All Saints Church's calling as a Kingdom Church. These actions are consistent with the principles agreed by the Vestry in its June meeting.

- 1) Re-start the Family Forum and/or Rector's Fireside Chat, with the explicit purpose of sharing people's stories (e.g., about racism they've experienced) and getting parishioners talking to one another about race and racism. Gary Wieder is taking the lead, with the Family Forum Committee (Rome Hartman, Kevin Wrege, Roberta Martin, Neil Dunlop, Richard Miles, Wendy Lunde, Sarah Boone, etc)
- 2) Develop a curated list of Christ-centered resources for adults and children/youth. Once these are culled, we will post them on our website and distribute them to all existing Bible studies and small groups around the parish. There are three sub-groups who will work on this:
 - a) Resources for adults: Lois, Shireen David, Richard Ranger
 - b) Resources for children: Katie, Father Matthew, Nacole, Julie Wieder
 - c) Communications/dissemination plan: Lois, Teri, John Ballance
- 3) Launch a program targeted at our children and youth. Father Matthew, Katie, and Mark have the lead
- 4) Organize vigils to gather, pray, and witness as a parish, starting with the one hosted on June 26. We don't have a lead on this at the moment.

BJ added that Little Lights has been hosting a Race Literacy 101 course and there are a number of parishioners attending.

Remarks from Outgoing Class of 2020 Vestry Members

Stefan Awad, Cary Buckingham, Thomas Espy, Elizabeth Wrege

Cary expressed her gratitude for her time as a Vestry member, and her full confidence that we as a parish will navigate these difficult times. She is grateful to all the clergy and staff for their service, and is looking forward to seeing what the Vestry does next.

Stefan thanked everyone for the opportunity to serve the parish, and for the opportunity to get to know the church in new and deeper ways. He noted that we have done so many impactful things, including the Kingdom Campaign, the roof, and the Strategic Plan. He's also grateful for working with Smythe over the past year, and seeing how everything was folded into the budget. It is humbling to see the collective wisdom and talents among fellow Vestry members.

Thomas echoed Cary's thanks to the clergy and staff for their dedicated service. He thanked his fellow outgoing Vestry class and has enjoyed getting to know all Vestry members. He too is humbled in the presence of so many people who do so much for this parish. He thanked everyone for their support of the Kingdom Campaign and their patience with him throughout the process.

Elizabeth noted that it's been a privilege to serve with her fellow Vestry members, clergy, and staff. She's been humbled by what we've been able to accomplish. Her faith has been deepened, as she's grateful to everyone for sharing their love of the Lord.

Father Ed thanked each of the outgoing Vestry members for their devoted service.

Adjournment and Prayer

Rev. Ed Kelaher

There being no further business to discuss, Father Ed led the Vestry in a closing prayer. The meeting adjourned at approximately 8:42 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	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	As soon as practicable
7	Document B&G information from Bill Garner	E. Kelaher	1/15/2019	As soon as practicable