



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
September 15, 2020**

ATTENDANCE					
✚	Cindy Wade – '21 <i>Senior Warden</i>	✚	Eric Fedowitz – '23 <i>Clerk</i>	✚	Rev. Ed Kelaher <i>Rector</i>
✚	Charles Fiegl – '21 <i>Junior Warden</i>	✚	Lori Shore – '23 <i>Assistant Clerk</i>	✚	Rev. BJ Buracker <i>Associate Rector</i>
	Catherine Dunlop – '21 <i>Assistant Junior Warden</i>		Edward Neufville III – '22 <i>Chancellor</i>	✚	Rev. Matthew Kozlowski <i>Associate Rector</i>
✚	Julie Goodall Dever – '22 <i>2<sup>nd</sup> Assistant Junior Warden</i>	✚	Phoebe Miles – '22	✚	Rev. Brit Frazier <i>Associate Rector</i>
✚	Tony D'Emidio – '22 <i>Treasurer</i>	✚	Cynthia Bryant – '23		Lois McDonald <i>Parish Administrator</i>
✚	Rip Wilson – '21 <i>Assistant Treasurer</i>	✚	Chris Robinson – '23	✚	Smythe Kannapell <i>Comptroller</i>
			Todd Miller <i>Business Manager</i>	✚	Teri Ballou <i>Communications Manager</i>
A CROSS indicates that the individual was present, while an empty box indicates absence.					

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A quorum was present</li> <li><input checked="" type="checkbox"/> Review and approval of minutes</li> <li><input checked="" type="checkbox"/> Treasurer's report</li> <li><input checked="" type="checkbox"/> Wardens' reports</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Rector's report</li> <li><input checked="" type="checkbox"/> Reports from Clergy in attendance</li> <li><input checked="" type="checkbox"/> Old and new business</li> <li><input checked="" type="checkbox"/> Closing prayer and adjournment</li> </ul>

**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 7:01 PM. Mother Brit led the Vestry in an opening prayer.

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**Presentation of Minutes**

**Eric Fedowitz**

The minutes from the August 18, 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 August 18, 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**

**Tony D'Emidio**

Tony planned presentation on the subjects of the treasury, goals, plus observations, and next steps. Matthew shared a deck aiming to 1) minimize the impact of COVID on parish finances and 2) to support Smythe, Todd and Lois further strengthening financial operations.

Expense side review was presented of approval limits, managing budgets and financial planning agility. All of which are a goal of Tony's over the next period.

Reporting out on where we are – revenue/expenses and net shared for August and year to date. August was not such a good period, but monthly is not usually a good way to look at this, year to date is better. Revenue was down 58% and expenses were down 39%, recent months are deteriorating even including PPP loan. A couple months in row at \$30-40K loss/month. Month to Month, summer are the worst months. This year was worse than normal. As long as we stay closed, the gap is growing, year to date revenue is down 33% and expenses are down 13%. The current trajectory would lead to full year loss of \$660K, excluding the \$336K PPP loan. Expenses are down due to staff being very diligent.

Revenue side review was presented: last year to August was \$2.2M compared to this year to August of \$1.5M. Big kingdom gifts usually are toward the end of the year, thus why it's down so far, and pledged giving is down too, with non-pledge being up a little. Out of 206 pledgers, 47 have fulfilled, 55 are current, 43 are 1-2 months behind, and 60 are more than 2 months behind. Typically, 18% of pledgers pay off at the end of the year.

Expense side review was presented: last year to August was \$2.25M compared to this year to August of \$1.96M, only salary was up since we have 1.5 more priests on staff and a couple others. August is down from \$400K last year to 300K this year.

Tony recommended the following actions - reach out to the 61 who are more than 2 months behind, Tony has a script to use, would be wise to ask parishioners to organize a Christmas matching gift, institute a zero based budget for the remainder of 2020, consider other means of closing the projected deficit. With better forecast

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on what % of pledgers can be brought current, could Lindsey take the lead? But this might be more than we want to push. Father Ed suggested we get the names and see who might know these people. We need to be sure we use a script so we can be sensitive to the potential scenario. We need to strike the right balance in the request.

Tony to work with Todd and Smythe to start reaching out to the 61. No need to vote on this.

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**Senior Warden’s Report** **Cindy Wade**

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Cindy attended the staff meeting a couple weeks ago. The work is a lot to get the Church reopened. We will eventually be losing two Vestry members, want to have a soft roll off, want to allow this and not have them vote, but select someone. How is best – Executive Committee to meet and discuss 9/16 and report back to the Vestry. Asked Catherine who could serve as stewardship chair. The Executive Committee are the elected officers.

Julie asked what is required of her for an official resignation, after identifying who can take her place, then we’ll ask Julie to mentor and then resign. She will wait to hear back.

What is the impetus to reopen, MoCo status is lagging behind the state, a dry run would be good, up for discussion across Church leadership. No date decided yet.

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**Junior Warden’s Report** **Charles Fiegl**

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Charles gave a building and grounds update – previously the plan included excavating the playground to get more of a footprint, MoCo wanted all sorts of extra like to post a bond, extra engineering report for the excavation. Planning now not excavate, but relax timbers and remove some of the steps to get more space for the new apparatus, so the expensive excavation and retaining wall costs will not need to be incurred. The expense cap was \$150K and they should be well under. Details will be provided.

Was to be 50/50 between Kingdom and preschool. Questions was asked if this split should be revisited? Will be discussed offline and reported back. If more is to come from Kingdom, then it would need to come back to Vestry for approval.

Other items – building a music desk in naïve to store live streaming – \$200-300, one of the air handlers for the naïve has a faulty smoke alarm which will need to be replaced – \$1500 piece of equipment.

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

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Other than what Father Ed previous reported, he mentioned that Gary Weider will start a better way to be a Kingdom of god, this will be on Thursday evenings. Staff is larger, and we need to be proper stewards of the Church’s funds. The matching gift will be an item to drive.

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

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Father BJ – Visiting ministry team led by Elizabeth Stuckle, she is doing better and is home, she is organizing a next meeting. Men’s Ministry project for Lawrence Hawkins, Eric is leading project for Father BJ. Global Missions, Rev. Bisoke is in the Congo and they moved into his village, but escalation is quite possible, food

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shortages, and prayers are needed. On the local side - Little Lights and Share Boxes are helping a lot of people of need.

Mother Brit – Past couple months, everything is launching via zoom, people are excited that things are being offered, like small type communities, communicating with 40 parishioners a week, people popping into online classes from other Churches, and people on vacation. A lot of working with David Reeve on reopening plan, talking with other Churches on what is the best way to get more people into the Church, even at different times of the week, things could be very difference with timing.

Father Matthew – This past Sunday was the official launch of Sunday School and Youth Group, both were jamb packed with youth on zoom. Father Matthew is spending a lot of time on Rhelm which is the new system for Church management. The database is getting really cleaned up with regard to the membership and details.

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**Old Business/New Business** **All**

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No old or new business brought up.

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**Adjournment and Prayer** **Rev. Brit Frazier**

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There being no further business to discuss, Father Matthew led the Vestry in a closing prayer. The meeting adjourned at approximately 8:24 PM.

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**Action Items** **All**

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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	Confirm All Saints Preschool liaison	T. D’Emidio	8/18/20	September Vestry meeting
2	Discuss Vestry oversight of the Strategic Plan	P. Miles, C. Wade, T. D’Emidio, E. Fedowitz	8/18/20	September Vestry meeting
3	Develop plan for a ‘Volunteer Day’ in the Spring	R. Wilson, J. Dever	12/17/19	TBD (pending Covid-19)
4	Report on plan to pay off the line of credit	S. Awad	7/16/2019	As soon as practicable
5	Communicate to the Parish the status of the Organ Project	C. Wade C. Fiegl S. Awad	6/18/2019	As soon as practicable
6	Review implications of indemnification provisions under ASP and Parish bylaws	R. Wilson	3/19/2019	As soon as practicable
7	Provide bids to refurbish organ for consideration and approval by Vestry	C. Fiegl	2/19/2019	As soon as practicable
8	Document B&G information from Bill Garner	E. Kelaher	1/15/2019	As soon as practicable