



3 Chevy Chase Circle  
Chevy Chase, MD 20815

## Vestry Meeting Minutes October 20, 2020

ATTENDANCE					
✝	Cindy Wade – '21 <i>Senior Warden</i>	✝	Eric Fedowitz – '23 <i>Clerk</i>	✝	Rev. Ed Kelaheer <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>
✝	Tony D'Emidio – '22 <i>Treasurer</i>	✝	Phoebe Miles – '22	✝	Rev. Brit Frazier <i>Associate Rector</i>
✝	Rip Wilson – '21 <i>Assistant Treasurer</i>	✝	Cynthia Bryant – '23	✝	Lois McDonald <i>Parish Administrator</i>
✝	Lindsey Adkins	✝	Chris Robinson – '23	✝	Smythe Kannapell <i>Comptroller</i>
✝	Mark Pelesh – '23	✝	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>✎ A quorum was present</li> <li>✎ Review and approval of minutes</li> <li>✎ Treasurer's report</li> <li>✎ Wardens' reports</li> </ul>	<ul style="list-style-type: none"> <li>✎ Rector's report</li> <li>✎ Reports from Clergy in attendance</li> <li>✎ Old and new business</li> <li>✎ Closing prayer and adjournment</li> </ul>

## **DETAILS OF THE MEETING**

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<b>Prayer for Wisdom, Guidance and Grace</b>
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**Rev. Ed Kelaher**

A quorum being present, Father Ed called the meeting to order at 7:03 PM. Mother Brit led the Vestry in an opening prayer.

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<b>Welcoming and Oath of New Vestry Member</b>
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**Eric Fedowitz**

Eric administered the oath to Mark Pelesh and the Vestry welcomed Mark.

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<b>Presentation of Minutes</b>
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**Eric Fedowitz**

The minutes from the September 15, 2020 meeting were presented for approval. A draft of the minutes had been circulated in advance of this meeting. Three edits were shared, made and a revised draft was sent out during the meeting. After discussion and upon a motion duly made by Phoebe and seconded by Lori, the members of the Vestry voted unanimously, with abstention by Mark:

RESOLVED: That the minutes of the Vestry meeting held on September 15, 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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<b>Treasurer's Report</b>
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**Tony D'Emidio**

Tony presented the report shared earlier by email.

Four items were reviewed of importance to the Vestry:

1. Year to Date financials,
2. Budget outlook for the remainder of the year,
3. Finance committee recommendations, and
4. Addressing near term cash funding needs.

Revenue and expenses last month included the Kingdom Campaign and this month they do not, so the month to month comparison may not be direct.

September was quite a good bounce back with revenue down 9%, expenses down 24% and Year to Date down 19% and 11%, respectively.

The forecast thru the end of year are estimated at three levels: best, middle and worst. The 3-month forecast shows breakeven/- \$104K/- \$179K [excluding the Kingdom Campaign] and full year 2020 net including the PPP at - \$74K/- \$178K/- \$254K.

Smythe plans to fill out forms for PPP forgiveness to file with the Feds well before the due date in Dec, she's targeting to complete in November.

## DRAFT VESTRY MINUTES OCTOBER 20, 2020

Scenarios use models Smythe has access to from best practices, and historical averages we have seen on the revenue and expense sides. Mission and outreach is still moderate based on commitments made for people in need, usually it is at \$70K, now down to ~\$40K. Numbers are based on figures they can quantify, not nebulous numbers, that should be used in a forecast.

Finance committee recommendations:

1. Be more transparent with parish and staff about current financial situation
2. Continue outreach
3. Consider Christmas match
4. Take stock of all assets available to cover the deficit
5. Frame any major decision for the Vestry in Nov/Dec

Running a \$40K/\$60K/\$70K deficit a month depending on the month.

Lori made a motion for a prayer and gave one.

Motion to the Vestry to authorize, from the Kingdom Campaign, up to \$100K for the executive committee to determine best use for financial needs of the church – if necessary. Tony proposed, Rip seconded. The motion was modified to up to \$250K to endure until the end of the year. Re-proposed by Tony and seconded by Rip. Vote was unanimous.

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### Stewardship/Annual Giving

Catherine Dunlop/ Lindsey Adkins

Stewardship annual giving presented by Catherine where she explained they would look to send out pledge statements so people see what they have committed. Also, the goal is to explain what the Church is facing hoping to get parishioners to true up by the end of the year.

Catherine wanted to get the stewardship sub-committee up and running and be formalized. Fr. Ed said they have all the authorization to do this and the help they need. This so it's more than ad hoc, but formal.

Lindsey expressed the importance of calling the parishioners and how it's so important to speak to them. Expectations will be tempered from the 206 pledges last year.

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### How to Inspire the Parish

Phoebe Miles

The goal is to join the fundraising committee, and to help explain the needs to represent hope for the future to encourage giving. There are questions about what the plans are for re-opening. Mother Brit offered to explain:

Mother Brit explained that we are following Diocese, MoCo, the CDC and DC. A lot has been touch and go. Working with David Reeve, all the dozens of moving parts for Fed, State and Diocese. Things came together a few weeks ago including how it would work. A series of pilot programs. Sign up for 20 families, pilots on weekends by registration. Good experiences so far. Basically, the service runs like clockwork. Things that are arising are > human nature, ushers need to get parishioners in in an orderly fashion, getting them out is more challenging. Next plans are for the Feast weekend, open to all for registration for Saturday 10/31 and Sunday 11/1. 100 - 110 in the space is the cap. We are looking at much lower since 12-15 staffers. Probably 40-45 parishioners. Two cycles of communication to come out.

## DRAFT VESTRY MINUTES OCTOBER 20, 2020

Phoebe noted that what if there was an uptick with coronavirus – Mother Brit responded that we are paying attention to David Reeves contacts and the Diocese.

Lois has been tracking what is in our decision domain. We have to follow MoCo and Diocese, and we need to submit our plans to the Diocese.

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### Senior Warden's Report

Cindy Wade

Cindy appreciates the update on reopening. The strategic priorities will be discussed by the Executive Committee very soon. How this will be executed she could share. There were just 30 enrolled students at the pre-school, and now the count is above 40.

Soon she wants to have the Vestry meeting agenda structured so we can allow time for clergy and staff to have more time to bring up items.

Catherine has agreed to finish out her term and the Vestry will not need to replace her. We are grateful for her continued service.

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### Junior Warden's Report

Charles Fiegl

Charles explained that at the building and grounds committee meeting last week, some budgeting discussed, and there are two main projects > the need to replace a smoke detector in a large air duct (\$1800) and the other is to run a test on the sprinkler system by the end of the year (a few hundred \$.) These are a couple items that are in need of doing and need to be prioritized.

Other items are \$30K of regular annual repairs to keep water from getting into the pre-school area, but the committee is cognizant of the budget. Bill identified a couple of other projects, but Charles thinks these could be held off until 2022.

Tony mentioned the organ needs to be scoped out cost-wise. Charles spoke with Peter and before the pandemic, 3 bids were received and thru this the scope increased. Two vendors backed out, and the third recommended other improvements. The organ is a complex instrument that needs a reorienting of the pipes. Costs run ~\$500K. Peter realized now is not the time and all should be held off until we get past the pandemic to then have a discussion about what is possible.

The playground – permits are all pulled, ground-breaking started this past week. Target to complete is early November.

There is a Kingdom donation targeted to the organ. This is off limits for budget deficit use. We would have to speak with the donor if interested. There was no discussion about moving in this direction.

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### Rector's Report

Rev. Ed Kelaher

Father Ed mentioned has spoken throughout the meeting and has nothing further.

## DRAFT VESTRY MINUTES OCTOBER 20, 2020

### Reports from Clergy in Attendance

All

Father Matthew asked people to come to worship this weekend.

Mother Brit again mentioned the 10/31 and 11/1 services and she is looking forward to them. She recommended people sit in front and remind people to kneel so people in back can see and know timing.

### Old Business/New Business

All

No old or new business brought up.

Although it was mentioned that Father BJ is faithfully representing us at the Diocese tonight.

### Adjournment and Prayer

Rev. Brit Frazier

There being no further business to discuss, Father Matthew led the Vestry in a closing prayer. The meeting adjourned at 8:54 PM.

### Action Items

All

Following is the current list of action items.

No.	Action Item	Lead	Date assigned	Target Date
	<b>Carry-over items</b>			
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