



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
November 17, 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"> <input checked="" type="checkbox"/> A quorum was present <input checked="" type="checkbox"/> Review and approval of minutes <input checked="" type="checkbox"/> Treasurer's report <input checked="" type="checkbox"/> Wardens' reports 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rector's report <input checked="" type="checkbox"/> Reports from Clergy in attendance <input checked="" type="checkbox"/> Old and new business <input checked="" type="checkbox"/> 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 7:04 PM. Father Matthew led the Vestry in an opening prayer.

Presentation of Minutes

Eric Fedowitz

The minutes from the October 20, 2020 meeting were presented for approval. A draft of the minutes had been circulated in advance of this meeting. After a motion duly made by Mark and seconded by Lori, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on October 20, 2020 are hereby approved 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

Tony D'Emidio

Tony presented the report shared earlier by email.

The past month has been very busy, and it is a challenging time for the Parish. No decisions are needed today. But an update will be provided on the 2020 picture and where the 2021 pledges are coming in at. We will need to see where things come to and gauge where we think we will land at the end of the year.

Tony presented his report and spoke to it as follows:

- 1) Actions over the last month,
- 2) 2020 YTD financials,
- 3) 2021 pledge status and revenue, and
- 4) Assessing our options.

We have completed reaching out to every family that was behind on pledges, we implemented a zero-based budget for the remainder of 2020, conducted the 2021 stewardship campaign, began organizing the Christmas match, passed a Vestry resolution for up to \$250K, and took stock of where we are.

We ended October where we were last October. YTD revenue to October is still down 20% and YTD expenses to October were down 10%.

In the next reporting, we will split out parish operations from the preschool. This will better disclose operations. This will also help with decisioning for the future. The challenge will be more next year without the PPP loan. No draw was made of the \$250K that was approved at the last Vestry meeting. Smythe was able to move funds around and able to hold things steady.

The PPP loan forgiveness documentation is to be started next week and Smythe does not expect any issues with submitting on time.

DRAFT VESTRY MINUTES NOVEMBER 17, 2020

Moving along to the forward-looking view of the financials. The challenge will be in 2021. All pledge statistics are down. In particular, the amount of pledges is \$618K when last year it was at \$1,111K. The thoughts are that with services not in person, this is making a big difference. One of the main tasks should be to identify who pledged last year, and who has not pledged this year. As of this date, we are showing flat to down, say 25-35% decline in revenue and with no PPP loan, and there are some pretty big losses as potential for next year, assuming expenses remain the same.

None of the aforementioned included large bequeaths or similar.

A preview of the 2021 budget is planned in December which, with forewarning, does not usually start well.

Stewardship/Annual Giving

Catherine Dunlop/ Lindsey Adkins

Lindsey shared that they are working on plans that include a full financial picture to be sent to the Parish in a dedicated e-blast, the launch of the Christmas campaign of giving starting Tuesday, December 1. The drive would avoid tax implications when there are giving dates that are different than the match. Plans include developing a Q1 21' budget.

Major decisions needed in December are to:

- Choose to balance the budget in 2021,
- Choose to run at a deficit, or
- Take actions to reduce the deficit.

Phoebe is working on a prayer walk where we should demonstrate that we are a praying Church. Jennifer and Cathleen came up with the idea of a walk around of the Church seven times praying for the ministries such as the playground and the thrift store. This would tentatively be the Saturday after the first Sunday of Advent, that is, December 5 and BJ would help to come up the prayers. It would be prayers that God would provide for us so we can do the good things God drives us to do.

We need to be a praying Church, not just a Church that prays. That's what has been proposed by BJ's prayer group.

Senior Warden's Report

Cindy Wade

Cindy wanted to go back to the time when Tina Marie was nominated, and one of the questions that came up about background investigations. Vestry members or board members do not require this. Only employees, staff and volunteers that work directly with children do.

The strategic priorities were discussed with Lois and plans are being put in place to keep the Vestry and ministry leads briefed on the strategic priorities. This way they know what is occurring and there is flexibility on being transparent.

For the new Vestry members, there is a good agenda for an off-site. Work is underway to get it on the calendar to go over plans and governance, overview of ministries, and history of the Vestry. Sometime upcoming after Thanksgiving.

The Kingdom relationships that have occurred on Thursday evenings - thoughts are that these ideas are welcome and to keep them coming.

Junior Warden's Report

Charles Fiegl

Charles explained that at the building and grounds committee meeting last week, some budgeting was discussed.

A day or so ago they finished work on the playground and a dedication would be planned in the next couple weeks.

The Men's Ministry has been doing work cleaning up the grounds. There was power washing over the past Saturday by Bill and members of the Men's Ministry and staining of the playground timbers is planned this upcoming weekend.

Cindy raised a question about the organ restoration and Charles mentioned he spoke with Peter about a month ago or so and Peter thinks now is not the time and a revisit in 6 months would most prudent. Father Ed said the best course would be to put a dollar amount out there and do the work for that amount as this has been under consideration for a few years.

The concern is, you might only get one vendor, and others would want to spend multiples higher. Cindy suggested we build out the requirements and discuss in 2021 what would be appropriate scope and budget.

Note that there is a Kingdom campaign fund dedicated to this cause. One donor asked when the organ restoration would start, to which Father Ed responded the expectations are it would be in 2021. Discussion was we should move forward to use the restricted funds for their purpose.

Rector's Report

Rev. Ed Kelaher

Father Ed spoke of the election of new Vestry members, and that the Vestry meeting following the Dioceses meeting should have included identification of the Dioceses delegates for the convention. We need 4 people and 2 alternates. Father Ed will come up with them to share for approval. One full day would be the time commitment.

Reports from Clergy in Attendance

All

Father Matthew – mentioned that he has the blessing to be the liaison to a number of Church groups and he is so grateful, and he noted that Lindsey has done so well and such good. The preschool with the playground and the open house 11/18 and God is blessing the work the whole preschool team is doing.

BJ – shared photos of the playground, spoke of the several committees he works with, he is very grateful of how gifted people are, planning to identify people to pray through every ministry, Shireen and Mark are working on mission and outreach for the holiday season – Thanksgiving and Christmas. A woman who's 8 children were killed and the suffering in the Congo and we all need to keep them in our prayers. Just finished calling all Parishioners 70 years and older to check on them, most really appreciated it. He's also appreciative of all who help with regularly handing out blessing bags to those who come by the Church in need.

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Old Business/New Business

All

No old or new business was brought up.

Adjournment and Prayer

Rev. Brit Frazier

There being no further business to discuss, with a motion duly made by Phoebe and seconded by Catherine, the meeting adjourned at 8:32 PM followed by Father BJ leading the Vestry in a closing prayer.

Action Items

All

Following is the current list of action items.

No.	Action Items	Lead	Date Assigned	Target Date
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)
4	Report on plan to pay off the line of credit	S. Awad	7/16/19	As soon as practicable
5	Communicate to the Parish the status of the Organ Project	C. Wade, C. Fiegl, S. Awad	6/18/19	As soon as practicable
6	Review implications of indemnification provisions under ASP and Parish bylaws	R. Wilson	3/19/19	As soon as practicable
7	Provide bids to refurbish organ for consideration and approval by Vestry	C. Fiegl	2/19/19	As soon as practicable
8	Document B&G information from Bill Garner	E. Kelaher	1/15/19	As soon as practicable