



3 Chevy Chase Circle  
Chevy Chase, MD 20815

## Vestry Meeting Minutes March 16, 2021

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>
✝	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 – '21	✝	Todd Miller <i>Business Manager</i>	✝	Teri Ballou <i>Communications Manager</i>
✝	Peter Crisafulli				

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**

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A quorum being present, Ft. Ed called the meeting to order at 7:07 PM. Mtr. Brit led the Vestry in an opening prayer.

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### **Presentation of Minutes**

**Eric Fedowitz**

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The minutes from the February 16, 2021 meeting were presented for approval. A draft of the minutes had been circulated in advance of this meeting. After a motion duly made by Charles and seconded by Tony, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on February 16, 2021 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.

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### **Treasurer's Report**

**Tony D'Emidio**

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Tony presented the Treasurers report with a few things to focus on:

#### Actions taken

- Completed 2020 full year accounting
- Welcomed new accountant – LaJeune Small

#### February snapshot

- February revenue was up 11% versus a year ago
- Operating expenses were down 15% versus a year ago
- Month end cash balance was \$204K
- Still awaiting forgiveness of original PPP loan and approval of the new one

#### Looking forward

- Continue to monitor financial picture
- Consider Easter match

Matthew gave an update about the preschool and their summer camp plans. Expectations are that it would make money of around \$7-8K.

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### **Planned Giving Report**

**Lindsey Adkins**

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Catherine explained thoughts about the Easter offering and how 10% would be targeted to the Little Lights program so we can commit to 50 boxes a month rather than 20 per month.

The Vestry discussed approving the 10% targeted spend. After a motion duly made by Catherine and seconded by Cindy, and Tony mentioned that the two efforts might compete with each other, then the members of the Vestry voted unanimously.

Lindsey presented on Planned Giving and how it has been a long time coming, over a year ago. She wanted to review the timeline and a couple other things.

Lindsey presented the Kingdom Circle launch strategy covering:

- Creating a static package of materials
- Announcing the ASC Kingdom Circle timeline
  - Beginning 4/30 and running through 5/21
- Receiving inquiries and responses

The Vestry was appreciative of Lindsey's planning efforts.

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**Ministry Updates**

**Peter Crisafulli**

Peter reviewed his work at the Church.

He brought up the challenges about social distancing and how singing is not aligned with this. Being close by helps the choir hear each other.

He will need to have a budget to support the choir when singing can resume, and that the organ is in need of fine tuning which he does manually, and that BJ attested to! And he noted the two pianos in the Church need tuning as they have not been tuned in a very long time.

The organ renovation was brought up, and Peter noted that he would have to leave out a fair amount of detail. The console has been known to have outlived its life from when it was installed in the early 1980's. Peter has spoken to a firm (Lewis and Hitchcock) for input and knows that electrical components of the organ date back to 1922. One of the worst items is an issue with the wind system being located in a small crypt accessed from outside via a 3-foot window and which would be the main point of entry to necessitate reconstructing this wind system. Patchwork is really not the best course of action. He contacted two other vendors (one in NoVa and one in Pa) as well, one of which provided an extensive report.

This was all back in 2019 or so and then things were starting to coalesce and then Covid hit. Peter wants to see his stewardship of the organ taken for the benefit of All Saints.

Todd offered to help coordinate.

A letter to the congregation, covering the basic bullets of what is needed to be done to the organ was proposed. Phoebe offered to help fine tune the letter.

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**Strategic Priority Report**

**Mtr. Brit**

Mtr. Brit presented on the Biblical foundation of our Church. From the Strategic Plan, she reviewed the five-year goals:

- Increase Biblical engagement
- Increase spiritual formation and development

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- Make All Saints a praying Church
- Grow and demonstrate a united body of Christ
- Become a beacon of light to Washington, DC

### Opportunities:

- Hybrid learning models
- Digital resource management
- Curriculum coherence
- Intergenerational formation

### Challenges:

- Lay leadership post-pandemic
- Budget
- Silo-ing of interest groups

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### Senior Warden's Report

Cindy Wade

Cindy noted two items:

- Good progress with the nominating committee results
- Good progress on supplemental oversight next steps

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### Junior Warden's Report

Charles Fiegl

Charles noted that Bill Gardner has been away and is still collecting bids on the slate shingle catchers. Charles shared new that he and his family is moving to Cambodia this summer. He will need to wind down time soon, in fact in the next couple of weeks.

The annual meeting is June 6, so the Vestry will have to bridge this timespan.

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### Rector's Report

Rev. Ed Kelaher

Ft. Ed shared that first and foremost, he is sad that Mtr. Brit and Charles are leaving. The other is that Jennifer Sirangelo of 4H on Connecticut Avenue is selling the property due to poor business during the pandemic. They have been there since 1951. Also, the columbarium has been selling many units. Separately, funds have been provided that are available for groceries, or whatever is needed if anyone know parishioners in need.

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### Old Business/ New Business

All

Ft. BJ mentioned the prayer ministry and they are having one this weekend to deepen our intimacy of Christ. Another one is the All Saints active ministry where there will be two week cycles of specific needs.

Cindy mentioned that her father Fred is on the way to recovery!

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### Adjournment and Prayer

Phoebe

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There being no further business to discuss, with a motion duly made by Charles and seconded by Phebe, the meeting adjourned at 8:59 PM followed by Ft. Matthew leading the Vestry in a closing prayer.

<b>Action Items</b>	<b>All</b>
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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)
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