



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
December 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>
✝	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>
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 7:06 PM. Ft BJ led the Vestry in an opening prayer.

Presentation of Minutes

Eric Fedowitz

The minutes from the November 17, 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 Cindy and seconded by Phoebe, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on November 17, 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 across the Finance and Stewardship committees.

Topics:

1. Actions taken over last month,
2. 2020 YTD financials,
3. 2020 Diocesan pledge,
4. Housing allowance,
5. 2021 pledge status, and
6. Executive session.

1 - Over last month – shared with parish the financial status to be more transparent and launched parish match, which is at \$16K to date, the PPP bank we use, United Bank, is processing first in/first out, we are close to the next wave, they need to give us access to the loan forgiveness portal, time to respond is 10 months from end of borrowing period (which was Apr 2019 -> Sep 2020) and we would begin to pay interest in Jun/Jul 2021. We have not drawn any of the Kingdom funds approved for use.

2 - YTD financials – revenue is down 40% for Nov year over year, expenses are down 2%; YTD is down 21% on revenue and down 9% on expenses - YTD including PPP net is -\$197K. If matching comes through, we could be close to break even.

3 - Diocesan pledge – we have held off on completing our 2020 pledge, we had pledges \$116K, we have paid \$22K, still responsible for \$94K. Decision needed on how much we want to pay – options are A) no more, B) 70% or C) all, then when A) all in Dec, B) 50/50 in Dec/Q1, or C) defer all to Q1.

Phoebe proposed B and B, seconded by Lori – Phoebe modified 2nd B would be split between Dec and Jan in any sequence and amount which was seconded by Lori. No further discussion. Unanimous vote.

VESTRY MINUTES DECEMBER 15, 2020

4 - Housing allowance – overview provided, carry forward of allowance with no changes. Documents reviewed were for Mtr Brit, Ft Matthew, Ft BJ, and Gary. Eric proposed the motion, and Cindy seconded. No discussion. Unanimous vote.

5 - 2021 pledge status – number of pledges are up, average amount is down to about \$1,700, total is down about \$220K. Count-wise: 64 same, 63 increased, 20 decreased (average 57%.) and 8 are new. Three scenarios presented: Best case flat, middle case down 15% worst case down 30%. Q1 outlook Best -\$230, middle -\$288K, worst -\$346K

6 - In the separate Executive Session, post the larger meeting, the following was decided upon:

Pass of a motion for a Q1 budget with -\$287K net. Motion by Eric, which was seconded by Ft Ed. No discussion. Votes were 2 no, 9 yes – with the motion carrying.

Election of 2021 Delegates to the Diocesan Convention

Ft Ed

Ft Ed explained the convention would be online and recommended using who we used last year – Kathleen Dillon, Peter Hanke, Charles Jeffress, Patty Kelaher, alternates - Stuart McFarland and Richard Holland.

Charles made a motion, which was seconded by Cindy. No discussion. Unanimous vote.

Annual Columbarium Report

Ft Ed

This is just a report the vestry needs to received Tom Parker and David Stanley, and Tommy Barnes and the report is on the vestry website. The vestry noted that this information is received.

Senior Warden's Report

Cindy Wade

Cindy gave a strategic priorities report on achievement of activities, Lois has a calendar mapped out in support of this, the clergy met to discuss The Kingdom relationship, Gary mentioned someone would love to do some work with the Church. Safety and security update was also provided, work is proceeding with Lois on reopening the emergency response plan.

Junior Warden's Report

Charles Fiegl

Charles explained that Buildings and Grounds committee met last week to discuss priorities for 2021 and they are planning not to spend on anything other than emergencies. Followed up with Peter on the organ, and he responded to Charles. Nothing to report on the response as there were technical issues in the email system used.

Bill Gardner sent an email about new members - four new individuals and Charles looked at the bylaws to confirm who officiates new members – it was determined that the rector is who nominates. Ft Ed asked to nominate, Eric Fedowitz, Kingsley McAdam, Phil Fought, and Steve Schulz. Phil would operate with Bill as a co-members.

Cindy made a motion, that was seconded by Lori. No discussion. Unanimous vote.

Rector’s Report

Rev. Ed Kelaher

Ft Ed’s explained that his report was weaved in among the previous discussion and he had nothing further to add.

Reports from Clergy in Attendance

All

Mtr Brit is planning for Christmas. Working to put together a very nice Christmas including a pageant, plus Christmas day services, she is hoping many people can join online or in person. There is a banner out front. The email for registration went out today and all is progressing so well.

Ft Matthew said Sunday school attendance and the youth group is doing very well with attendance online with a loyal following. Four baptisms have been performed during Covid with all the needed safety protocols.

Ft BJ – Phoebe and the day of prayer had a lot of sign-ups, like the 2-hour vigils, people were really encouraged by what has been accomplished during Covid. 30 point setia’s were provided to be delivered to parishioners, Ft BJ thoroughly enjoyed doing this.

Lois/Todd or Teri asked for any updates – Lois provided that the online staff retreat on work life balance per Lois that was a treat and very enjoyable.

Old Business/New Business

All

Lori brought up for consideration that a fundraiser with flamingoes that would be put in people’s front lawn would be fun, and to get them removed there would be a donation. It would generate buzz and people would be so interested. A fun silly thing to do she exclaimed.

Adjournment and Prayer

Phoebe

Phoebe received delegation from Ft Ed to conclude meeting after the Executive Session. The Executive Session concluded at 9:02 PM with Phoebe providing a 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