



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
January 19, 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>
✠	Tina Zemba-Marie	✠	John Stroebel		

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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**Prayer for Wisdom, Guidance and Grace**

**Rev. Ed Kelaher**

A quorum being present, Ft. Ed called the meeting to order at 7:10 PM. Ft. BJ led the Vestry in an opening prayer.

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**Presentation of Minutes**

**Eric Fedowitz**

The minutes from the December 15, 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 Lori and seconded by Mark, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on December 15, 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.

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**Treasurer's Report**

**Tony D'Emidio**

Tony gave thanks for all those that have helped with this year's financial reporting.

No decisions to make this evening, only an update on 4 topics:

1. Actions taken over the last month
2. Preliminary 2020 full year financials
3. Annual giving campaign update and 2021 revenue outlook
4. Endowment fund report

1 – Actions to note:

- We had a very successful Christmas match program this past year.
- The documentation was submitted for the 2020 PPP loan forgiveness.
- Analyzation for eligibility for new round of PPP funding is underway.
- We have paid 70% of the 2020 pledge to the Diocese.
- A review of the Endowment committee end of year report will be presented momentarily.
- To date, we have not drawn any of the \$250K in Kingdom campaign funds which was previously approved.
- And to top off positive news, we ended the year with a cash balance of \$239K.

2 – We have not seen a December with revenue up 49% over the previous year, and we had expenses down 16%, so this is positive also on the financial front. This gives us a close-to-breakeven full year for 2020 with the PPP loan, or a negative \$7K. Excluding it we had a negative \$343K. Looking at the net from Parish operations we had a negative \$376K and with the Preschool a positive \$33K for 2020.

3 – For the 2021 pledging campaign, we have 192 pledges for \$1.05M, compared to 206 pledges for ~\$1.3M from last year. The implications for 2021 revenue are that overall pledges are lagging, and the mix of giving may be shifting from pledged to non-pledged.

## VESTRY MINUTES JANUARY 19, 2021

Tony recommends sticking to 3 scenarios for budget forecasting – best case flat, middle case 15% decline, and a worst case 30% decline. For the 3-month net forecasting we have negative \$230K, negative \$288K, and negative \$346K, respectively.

Smythe noted that we would qualify for the new PPP round based on the new standards.

Rip noted that the \$250K Kingdom Campaign access approval should be reviewed for reauthorization as it expired at the end of December. Eric noted that no action was taken to approve this re-authorization.

4 – John Stroebel presented on the Endowment fund through the 2020 calendar year-end. John reviewed the funds and their purpose managed by Marshfield Associates:

- Perpetual Memorial Fund with a current market value \$2.5M
- Columbarium Fund with a current market value \$355K
- Church Investment Fund with a current market value \$587K

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### **Preschool Liaison Report**

**Tina Zemba-Marie**

Tina attended to provide an update on the Preschool operations. She shared that in her early days in her role with the preschool she had children that attend the preschool. Tina presented that enrollment was up to 54 as of January 11. Separation activities are keeping kids apart and teachers are doing their best to be sure the kids keep washing their hands and wearing masks as much as possible. The afternoon enrollment is limited to the Dragonflies. Lastly, she shared that if we can keep promoting the school it would be great.

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### **Annual Meeting Date**

**Lois McDonald**

Lois shared that the Vestry needs to set a date for the next annual meeting. Normally it is in May, and since we need to give 90 days notice to the parish, and as this is February, she would recommend June. Ft. Ed mentioned that he would rather split the time between the two senior wardens. Sunday June 6<sup>th</sup> suggested. After a motion duly made by Eric and seconded by Tony, the members of the Vestry voted unanimously.

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### **Senior Warden's Report**

**Cindy Wade**

Cindy noted that we are having a good meeting and wanted to be sure we can continue to grow our Kingdom Campaign in with association with Little Lights.

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### **Junior Warden's Report**

**Charles Fiegl**

Charles reported on the building and grounds activities and that they are holding the line on expenses, except the parking lot sewer inspection required by the county. He also noted that Bill is very communicative with Charles.

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### **Rector's Report**

**Rev. Ed Kelaher**

Ft. Ed had no formal report. Lois and Phil are doing a lot and he is trying to manage the Church as if it was a flat line book. Trying to be as good of a steward as possible. Moral is up and down but no big issues.

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

Ft. BJ gave an update on mission and outreach and noted that Shireen is doing an extraordinary job. A number of activities over Thanksgiving and Christmas are so numerous that Eric could not keep up typing them here! He was so grateful and expressed how lovely it was to see the recipients in action. Ft. BJ wants to get there to be prayers for every single ministry of the church, this is one of his big initiatives.

Mtr. Brit - Holy Week and Lent is in full swing with preparations. She is wishful that we can do something in person and is working with the technology team to help with Sunday live streaming. She is preparing for the Bishop's visit with planning underway. Mtr. Brit is working to help with a replacement for her after she leaves.

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

Eric brought up the Action Items list below and gained consensus on ones that are complete as noted below and in strikethrough font.

- #4 - No plan to pay off the balance of credit line, Smythe will confirm.
- #5 - Communication on Organ completed.
- #8 - B&G completed.

**Adjournment and Prayer** **Phoebe**

There being no further business to discuss, with a motion duly made by Tony and seconded by Cindy, the meeting adjourned at 8:40 PM followed by Mtr. Brit 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	<del>Report on plan to pay off the line of credit</del>	<del>T. D'Emidio</del>	<del>7/16/19</del>	<del>As soon as practicable</del>
5	<del>Communicate to the Parish the status of the Organ Project</del>	<del>C. Wade, C. Fiegl, S. Awad</del>	<del>6/18/19</del>	<del>As soon as practicable</del>
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	<del>Document B&amp;G information from Bill Garner</del>	<del>E. Kelaher</del>	<del>1/15/19</del>	<del>As soon as practicable</del>