



3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
February 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>
✝	Shireen David	✝	Andrew Lazo	✝	John Ballance

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"> ✝ A quorum was present ✝ Review and approval of minutes ✝ Treasurer's report ✝ Wardens' reports 	<ul style="list-style-type: none"> ✝ Rector's report ✝ Reports from Clergy in attendance ✝ Old and new business ✝ Closing prayer and adjournment

DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace

Rev. Ed Kelaher

A quorum being present, Ft. Ed called the meeting to order at 7:09 PM. Ft. Ed led the Vestry in an opening prayer.

Presentation of Minutes

Eric Fedowitz

The minutes from the January 19, 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 Cindy and seconded by Tony, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on January 19, 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.

Treasurer's Report

Tony D'Emidio

Cindy and Tony huddled and found we are in a space of a little breathing room. Tony then presented the following

Actions taken over the moth:

- Submitted new PPP loan application
- Nearly completed 2020 full year accounting

Jan 2021 snapshot:

- Revenue down 26% compared to January 2020 – close to worst-case scenario
- Operational expenses down slightly
- Month end cash balance \$258K
- Still waiting for forgiveness of first PPP loan

Looking forward:

- Continue to monitor financial picture
- May need to pass another Vestry resolution for re-authorizing use of up to \$250K in Kingdom Campaign
- Considering an Easter match

Website Development Report

John Ballance & Teri Ballou

John and Teri presented on “Why rebuild the Website?”

Briefly the communications team is recommending this. Why this should be considered:

- Long Term Investment to convey the Strategic Plan
- How parishioners find information

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Reasons why are Platform security, Users making content updates & Content moving to an active modern user-friendly site.

Last built in 2015 for \$22,200 by a graphic design firm, rather than a web developer firm, and since we have had no action plan or professional guidance.

Security issues: outdated WordPress theme and software plugins, unable to apply updates. This introduces risk that must be addressed. Attacked 3 years ago and recently 3 weeks ago. Crashes occur periodically. Fixes have been implemented, but this is not enough.

Major edits are time consuming, design issues are that we have too many pages, slow to render, cannot use on mobile devices.

Fix recommended would rebuild from ground up, minimize plugins, apply security best practices.

Proposals sought and came up with three.

- Cherix \$2,100 > foreign based, not mush support
- CWD \$11,750 > balance of pros/cons
- Peak Performance Digital \$12,970 – recommended > thorough, John doesn't like the other two

The 2015 fee was branding and website development. So there was branding then that is not needed now.

We can limp along John explained, and we have a good firewall in place. Lori brought up security, Mark asked about hacks, Cynthia commented on security and access alternatives.

Teri focused on the inability to do software updates. The last one a couple weeks ago crashed the site. It was thought that the site may not be able to come back up.

Phoebe proposed funding come out of Kingdom Campaign, Catherine agreed. Question raised how long it would take to roll out – 2 to 3-month endeavor. Cindy asked what is requested of the Vestry. Todd agreed Kingdom would be appropriate use.

Rip recommended up to \$15K to come out of Kingdom Campaign, seconded by Eric. Ft Ed suggested Lori and Eric be involved as they have both been involved in website development. Any discussion – none. Unanimous approval.

Appointment of Vestry Nominating Committee

Ft. Ed

Ft. Ed noted both wardens are leaving after this year, and Catherine and Rip are rotating out. Problem is Catherine is not local, Rip is busy, and Cindy & Charles is running things, which leaves us with a need for 3 to get to the 5 count for the nominating committee. Need to notify the congregation for voting notification. The four will speak among themselves to determine which of them will fill the need for three.

Ministry Updates

All

Ft. Matthew wanted to share a picture of the 2020 pancake supper and note the virtual one this evening was just as special.

Ft. Matthew share a presentation on the Gather:

- Worship
- Morning & evening prayer

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- Small group and studies
- Expanded use of Realm database
- Expanded YouTube & social media presence
- VTS seminarian
- Daily Moment with God & Connect Newsletter
- Kingdom Relationship series

Family Ministry Highlights

- Pancake supper
- Sunday school classes
- Youth ministry
- Special delivery to families
- Updated family ministry
- Preschool chapel
- Deepened relationship
- Family table
- Non-anxious parenting class

Goals for 2021

- Sustain beautiful worship
- Continue small group ministry
- Offer take home vacation bible school
- Expand youth ministry student pool
- Offer Kingdom Relationships opportunities
- Plan for Men's Ministry and Woman's ministry
- Beautify Great Hall

Mtr. Brit presented on Grow:

2020 accomplishments by the Grow team was the work of many people.

- Pre-recorded worship from mid-March
- Virtual Holy Week, Maundy Thursday, Good Friday and Great Vigil of Easter
- Then live streaming worship beginning in mid-July
- Work on safe worship
- Limited in person worship on November 1st
- Director of Music developed creative use of music

Goals for 2021

- Successful and safe transition back to more robust offering of in person services
- Continue to support live streaming

Challenges

- The pandemic and its attendance restrictions
- Some additional technology may be required as future live streaming develops

Adult Formation

2020 Accomplishments

- All formation opportunities moved into the digital sphere
- A study on the Acts of Apostles, Study on confessions of St Augustine
- Three bible sprints, a book club gathering
- Transitioned confirmation classes to Zoom

Goals for 2021

- Navigate post pandemic gathering and worship
- Engage digital resources

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- Develop broader vision of formation curriculum
- Increase attentiveness to intergenerational formation opportunities

Challenges

- Developing and supporting a larger team of lay leaders & teachers for adult formation
- Pandemic uncertainty
- Some new technology will be required for hybrid online/in person formation

Ft. BJ shared on Go:

Prayer Team

2020 Accomplishments

- 4 prayer vigils
- Beginning morning and evening prayer on Tuesday and Thursdays
- Provided a team written booklet for intensive prayer

2021 Goals

- Quarterly planned Vigils
- Prayer Post Cards
- Provide four educational opportunities
- Recruit parishioners to pray regularly

2021 Risks

- Limited bandwidth for putting together congregation training, number of team members and funding

Visiting Ministry

2020 Accomplishments

- Made 1800+ contacts
- Contacted every parishioner who is over 65
- Delivered 30 poinsettias to shut ins

2021 Goals

- Make over 200 contacts
- Connect with folks that may have slipped through the cracks
- Send easter and Christmas cards

2021 Risks

- Pandemic preventing in person visits
- Limited funding
- Connecting with people who are no online

Shireen's Report on Mission & Outreach:

2020 Accomplishments

- Turkey meals for Thanksgiving and Christmas
- Angle tree, grocery gift cards, blessing bags
- Offered the Race Liturgy course
- Delivered Christmas meals

2021 Goals

- Zoom around the world
- Little lights summer lights program
- Expanding woman's shelter partnership

2021 Risks & Challenges

- Virtual engagement
- Funding

Senior Warden's Report

Cindy Wade

Cindy spoke to the Vestry and thanked the clergy and staff report and was really amazed. She thanked the Vestry for the conversations on the supplemental oversight. Lori suggested another meeting with just the Vestry to discuss the matter further in private.

Junior Warden's Report

Charles Fiegl

Charles shared about the parking lot will be closed for storm water drain cleaning, and that some slates could fall into the tot lot so some fencing will go up on the roof to stop them from falling.

Rector's Report

Rev. Ed Kelaher

Thanked for putting together the nominating committee and the supplemental oversight after Bishop Budde taking away the title. The majority agree with moving forward, some have differing opinions. He recommends writing a letter to the Bishop thanking for recommending action and our what we are willing or not willing to do.

Old Business/New Business

All

Eric wanted to note for record purposes, based on the recommendation of Ft. Ed, about the 1/19 final signed Facility Use Agreement with The National Capital Area Council of the Boy Scouts of America, regarding Troop 52.

Ft. Ed mentioned that he has been speaking with Troop representatives about their activities where they are creating a non-profit group to be the sponsor for which ASC will be a landlord.

Adjournment and Prayer

Phoebe

There being no further business to discuss, with a motion duly made by Rip and seconded by Tony, the meeting adjourned at 9:04 PM followed by Ft. Matthew 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)
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