



3 Chevy Chase Circle
Chevy Chase, MD 20815

Vestry Meeting Minutes
April 20, 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	✝	Lois McDonald <i>Parish Administrator</i>
✝	Rip Wilson – '21 <i>Assistant Treasurer</i>	✝	Cynthia Bryant – '23		Smythe Kannapell <i>Comptroller</i>
	Lindsey Adkins	✝	Chris Robinson – '23		Teri Ballou <i>Communications Manager</i>
✝	Mark Pelesh – '21	✝	Todd Miller <i>Business Manager</i>	✝	Tina Zemba-Marie

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, Ft. Ed called the meeting to order at 7:03 PM. Ft. BJ led the Vestry in an opening prayer.

Presentation of Minutes

Eric Fedowitz

The minutes from the March 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 Mark and seconded by Edward, the members of the Vestry voted unanimously:

RESOLVED: That the minutes of the Vestry meeting held on March 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.

Treasurer's Report

Tony D'Emidio

Tony presented an update on March and a first quarter snapshot:

Actions taken

- Received forgiveness of original PPP loan
- Developed Q2 budget

March Snapshot

- March revenue down 26%, versus March 2020 and 18% versus March 2019
- Expenses down 16% and 33%
- March net loss of \$35K
- Month end cash balance was \$200K
- Still awaiting approval of new PPP Loan (~\$220K) [none of the below includes this loan]

Q1 Snapshot

- Forecast was: Best case net <\$178K>, Middle <\$236K> and Worst <\$294K> with actual coming in at <\$65K>
- In our favor were: \$30K late Christmas gifts, \$98K of accelerated pledges, and low building and grounds expenses
- Norm tends to be 3 Quarters of deficits and a 4th Quarter of plus to make it all up

Q2 Budget

- Best case net <\$178K>, Middle <\$235K> and Worst <\$333K>

Tony asked if we were comfortable with proceeding with this plan for the next quarter. After a motion duly made by Rip and seconded by Mark, the members of the Vestry voted unanimously in support of the Q2 budget.

Planned Giving Report

Catherine Dunlop

Catherine presented that she is looking forward to launching this program for planned giving. The name of the Planned Giving program was presented as All Saints Church Kingdom Circle. A very concise and brief presentation was provided.

Ministry Updates

Ft. Matthew & Tina Zemba-Marie

Ft. Matthew opened on Gather, Grow and Go and spoke of how we know where things fit in. We want to have active ministries. This report will be focused on the Grow in Faith and Knowledge. In person worship is being planned to become more robust. Education, Discipleship, and Spiritual Formation are all done within Grow.

The ministries under Grow are:

- Children's Ministry
- Preschool Chapel
- Student Ministry
- Family Ministry
- Adult Education
- All Saints Podcast
- Vacation Bible School
- Bible Studies
- Kingdom Relationships
- Sacramental Preparation
- Small Groups/ Community Groups
- Men's Ministry
- Women's Ministry
- Spiritual Excursions

Some of the people who are involved

- Gary Weider
- Katie Freer
- Mark Gottwald
- Meghan Gottwald
- Kathleen Dillon
- Hugh Cole
- Shireen David
- Ft. Matthew, Ft. BJ & Ft. Ed

There have been numerous Grow Celebrations, even though it has been hard, a lot has been accomplished.

Goals

- Return to in person and hybrid grow gatherings
- Reinvigorate men's and women's ministries
- And a few others

Ft. Matthew noted how the men's and women's ministries seemed the most impacted.

VESTRY MINUTES APRIL 20, 2021

Tina presented an updated about the new families that are contributing to growth at the preschool. When the school year started, we had 36 and now we are at 58 children. The really exciting news is that we have 75 contracts with 3 pending. Which is a very high number that will support restarting a few classrooms that are being planned to be opened.

The summer camp that will be running include 48 campers. The staff has been fully vaccinated.

Sunday worship – this Sunday is hopefully the last single 10:00 service, attendance has stayed modest. It has not overwhelmed the ushers. We had 100 people show up for the outdoor Easter Service. The thought was, can we keep doing this. Proceed with caution Ft. Ed said. Offering an outdoor service at 8:30 now this coming Sunday. And people can sing and offer communion as long as people were their masks.

Senior Warden's Report

Cindy Wade

Cindy first thanked those who helped with the Supplemental Oversight Letter. Ft. Ed has blessed it and Cindy wanted to review and vote on it as the letter to be sent.

After a motion duly made by Mark and seconded by Chris, the members of the Vestry voted unanimously in support of the letter and sending it.

Next month is the last Vestry meeting for Catherine, Rip, Charles and Cindy. She is coordinating on the annual meeting with Lois, she also noted there were some questions on the nominating committee, and Cindy provided the names of: Mark Pelesh and Susan Awad wo are the only ones who are confirmed. A number of others are still considering accepting nomination. Cindy knows the date to get the final list of names over.

Emergency response plan touched on and the status reviewed with the next steps for it.

Junior Warden's Report

Charles Fiegl

No Junior Warden report this month.

Rector's Report

Rev. Ed Kelaher

Ft Ed brought up the Robert E. Lee stained glass window in the Church. He mentioned that Phoebe has an idea that she said she would write up and share in the next day or so.

Next step would be a couple sessions with who can make it to have a conversation so by the end of the month of May so we have it settled as a Church. Point being to cover with the current Vestry since we all know the background.

Reports of Clergy in Attendance

Ft. BJ does not have much since he was on vacation. He brought up the visitation team and others that the prayer group is targeting.

Ft. Matthew reiterated the podcast and announced Andrew Lazo the current seminarian, will be replaced by Zacher Bayonne. Also, chairs were mentioned.

Parish Administrator’s Report

Lois McDonald

Lois brought up two things:

- Staff will be returning to the office May 3rd and she adapted a manual on how to operate in person
 - There are 26 employees who work on site, 14 have been vaccinated, not including the pre-school, and 5 more will be vaccinated next week
 - The location of the offices will be moving so that everyone has their own space
- The Annual meeting announcement will go out May 5th
 - Doing a remote meeting may be recommended as in person may be a little too early with the pandemic
 - Voting by mail could be a challenge, and electronic voting is not currently permitted under the By-Laws

Old Business/ New Business

All

Phoebe brought up that her and Rich would like to host an outgoing/incoming party for Vestry members. Perhaps mid/late June.

Adjournment and Prayer

There being no further business to discuss, with a motion duly made by Matthew and seconded by Tony, the meeting adjourned at 8:38 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	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