



3 Chevy Chase Circle  
Chevy Chase, MD 20815

**Vestry Meeting Minutes  
March 15, 2022**

ATTENDANCE					
✠	Tony D'Emidio – '22 <i>Senior Warden</i>	✠	Susan Awad – '24 <i>Clerk</i>	✠	Rev. BJ Buracker <i>Associate Rector</i>
✠	Eric Fedowitz – '23 <i>Junior Warden</i>	✠	Edward Neufville III – '22 <i>Chancellor</i>	✠	Rev. Matthew Kozlowski <i>Associate Rector</i>
✠	Michael Petrucelli – '24 <i>Treasurer</i>		Phoebe Miles – '22	✠	Lois McDonald <i>Parish Administrator</i>
✠	Mark Pelesh – '24 <i>Co- Assistant Treasurer</i>	✠	Cynthia Bryant – '23	✠	Teri Ballou <i>Communications Manager</i>
	David Stanley <i>Co - Assistant Treasurer</i>	✠	Robert Roop – '22 <i>Assistant Clerk</i>	✠	Todd Miller <i>Business Manager</i>
✠	Chris Robinson – '23		Rev. Mac Stewart <i>Priest Associate</i>		Tina Zemba-Marie <i>ASP Liaison</i>
✠	Lori Shore – '23 <i>Assistant Junior Warden</i>	✠	Matt Frank <i>Office Managing Partner, Prager Metis</i>	✠	Shireen David <i>Director of Mission and Outreach</i>

A CROSS indicates that the individual was present, while an empty box indicates absence.

EXECUTIVE SUMMARY / ACTIONS AT A GLANCE	
✠ A quorum was present	✠ Rector's report
✠ Review and approval of minutes	✠ Reports from Clergy in attendance
✠ Treasurer's report	✠ Old and new business
✠ Wardens' reports	✠ Closing prayer and adjournment

**DETAILS OF THE MEETING**

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**Prayer for Wisdom, Guidance and Grace**

**Tony D’Emidio**

A quorum being present, Tony called the meeting to order at 7:03 PM. Tony led the Vestry in an opening prayer.

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**All Saints Mission in Action**

**Shireen David**

Shireen shared a story about the ministry team’s work to re-engage the community in cost-effective ways. Shireen raised the prospect of doing Alpha again, which has gone online because of COVID. The very next day, they received a cold email from Margie Wright, a resident at Knollwood Military Retirement Center, who had seen our Alpha banner in the past. She asked if ASC would do an Alpha course at the retirement center. Shireen met with her and several of her Christian friends, who are sponsoring the course. They held their first session last Wednesday, starting with dinner and then the video and small groups, with 26 people attending. Praise God!

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**Presentation of Minutes**

**Susan Awad**

The minutes from the February 15, 2022 meeting were presented for approval. A draft of the minutes had been circulated in advance of this meeting. After a motion duly made by Eric and seconded by Edward, the members of the Vestry voted unanimously:

**RESOLVED:** That the minutes of the Vestry meeting held on February 15, 2022 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**

**Michael Petrucelli**

1. **Treasurer’s Report** – There is ongoing work with the parish financial team to review operating accounts and the legal framework to find any financial flexibility that may be helpful. The Sage software system has been updated to better serve our needs and facilitate reporting. Prager Metis has stepped in to assist us with many functions that were the comptroller’s role, and they should be able to help us produce more timely monthly reports.
2. **Update from Matt Frank, Office Managing Partner, Prager Metis CPAs** – Matt joined the meeting to introduce himself and give a brief progress report of work to date. He will give a more fulsome report to the Vestry next month.
  - a. Thus far, he has met with Lois and Todd to identify priority areas for focus. The goal they identified is to provide the Vestry with timely and accurate information so that we can make informed decisions.
  - b. They recognized that the Sage software was not working properly (crashing often and locking staff out), and connected us with an IT company to update the software and secure it. They then looked for efficiencies and cost savings, and they recommended removing some Sage modules that we didn’t need.
  - c. They are now working on reconciling and closing 2021 finances (they have already cleaned up and closed 2019 and 2020, which weren’t yet closed). They have reconciled all cash and bank statements for 2021; our investment statements need further work. The Preschool revenues, credit card accounts, Kingdom accounts, and Thrift Shop transactions also need work, although they have been able to reconcile the Preschool account through 2021.

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**Appointment of Vestry Nominating Committee**

**Tony D’Emidio**

We need to compile a slate of Vestry candidates for a mailing that will need to go out 30 days before the Annual Meeting, which is scheduled for June 12. It is tradition that the outgoing Vestry members would form a nominating committee to come up with the slate of candidates for the Vestry to approve. Tony asked for approval of the formation of a nominating committee to include Tony, Bob, Phoebe, and Edward. Bob is able to run again, and inquired whether it is appropriate for him to participate on the nominating committee. This prompted Edward and Todd to consult the Bylaws, which read:

“At least 75 days prior to the annual meeting, the Vestry shall appoint a nominating committee including at least 5 parishioners, 2 of whom should be outgoing Vestry members.”

With that in mind, the Vestry agreed to conduct an email vote before March 29 to approve a nominating committee that adheres to the Bylaws.

We have not filled Kathleen Dillon’s position, nor have we approached someone to do so. Todd consulted the Bylaws to determine whether we need to appoint someone. He suggested that the Vestry may have discretion given the short timeline between now and the Annual Meeting to seat a replacement member. We will not rush to appoint someone for two months, but agreed that the fifth highest vote-getter at the Annual Meeting will fill out the remaining two years of Kathleen’s term.

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**Rector Search**

**Tony D’Emidio**

Eight Vestry members are working in teams of two to interview candidates. Each candidate will interview with two teams for the first round. Bob has guided the screening and interview process with a screening rubric, interview questions, and an assessment form. Phoebe has volunteered to watch sermons and read any articles or blog posts that the candidates have authored. Bob has also connected with a law firm (Semmes, the lead law firm for the Diocese of Baltimore) to help us do our own background check, beyond the red flag check that the Diocese of Washington will do.

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**Senior Warden’s Report**

**Tony D’Emidio**

Tony ceded his time

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**Junior Warden’s Report**

**Eric Fedowitz**

1. **Columbarium Committee funding request update:** Building and Grounds (B&G) is petitioning the Columbarium Committee for \$126k, including funds to cover the \$75k needed to complete the organ renovation; the rectory maintenance work; and non-discretionary capital repairs (for unexpected items). Edward has confirmed that these are legally permitted expense categories that we can request from the Columbarium Committee. Eric reached out to David Stanley and shared details about what they are seeking, including Tony and Michael for information. The Committee had questions, which Eric is working to answer. The official “ask” will come from a Vestry resolution approved by Fr. BJ. Eric will likely bring a resolution to the Vestry at next month’s meeting.
2. **The Endowment fund update:** Edward has reviewed what we can use the endowment for and how much we have access to. They have set up an account for this money and determined a draw amount – the first draw will be \$50k. This money will be used for discretionary capital improvements, including the Great Hall renovation, HVAC updates, and signage.
3. **Rectory Security System update:** After some back and forth as to whether we needed a commercial system for the rectory since it is owned by the church, it has come to resolution and an ADT residential system has now been installed and is online.

- 4. **Rectory Exterior Maintenance and Repair contract update:** Interior painting is well underway. B&G finally got clarity on bids for exterior work and voted on a contract, with work to be done in the spring.
- 5. **The Great Hall – discretionary work:** B&G is starting to do some costing of the priorities they discussed with Matthew and Gary. Bill is gathering cost approximations. They want to keep the total at \$80k or less.
- 6. **Signage:** The B&G committee approved a new signage proposal for the church. They agreed to proceed with Next Day Signs. Teri is working on next steps. Timing could take a couple months.

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**Interim Rector’s Report**

**Fr. BJ Buracker**

Fr. BJ shared updates from several ministries.

- This upcoming Sunday, masks will be completely optional throughout the building (aside from the rows in the back and the transepts).
- Mac has done a superb job setting up adult education. Andrew and Christin Lazo did a phenomenal job teaching CS Lewis. Phoebe has been interviewing parishioners as a follow-up series to her Salt in the Bible talk. The Bible Sprints are also going very well. Mac also did the burning of the palms with the children before Ash Wednesday.
- Attendance at youth and children ministry events is at record levels since the start of the pandemic. We had a baptism a few weeks ago with more coming at Easter. We already have 37 people signed up for VBS.
- The thrift shop sold \$1,000 worth of goods on their re-opening day.
- Peter continues to lead the choir in wonderful ways. BJ ask for recommendations for how to recruit more people to attend services like evensong, which are beautiful but not well-attended.
- Shireen is working to reconvene the Kingdom relationships committee.
- Eric led a successful men’s workday at the Rockville Women’s Shelter.
- BJ keeps in touch with Rev. Bisoke and the Rangers regularly.
- Easter is coming up in 4 weeks. Matthew and Gary will lead an outdoor Family Table service. There will be a fellowship brunch at the 9:30 hour the Sunday after Easter.
- Attendance update:
  - Ash Wednesday: 158 people between two services.
  - In January, our ASA was 156. Feb was 198. March is at more than 200. Overall is 182 for the year. Pre-COVID our ASA was 400-450. The only service that is not growing is the 7:45am.

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**Reports of Clergy in Attendance**

**Fr. Matthew & Fr. Mac**

Fr. Matthew offered kudos to the staff, recognizing the tenure of many of our staff leaders who have been at ASC for several years and work so well together.

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**Old Business/ New Business**

**All**

Last month, Bob raised what will happen to Fr. Mac. We have already extended his part-time contract through the end of the year. Fr. BJ raised the possibility of coming on full time, and he agreed to pray about it. He will finish his graduate work this semester, which means he will have no health insurance after that.

Susan encouraged the Vestry to consider attending the Preschool auction on April 22 as a show of support from the church leadership to the school parents.

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**Adjournment**

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There being no further regular business to discuss, Bob moved to adjourn the meeting at 8:31 PM. Fr. BJ offered a closing prayer.

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**Action Items**

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**All**

Following is the current list of action items.

No.	Action Items	Lead	Date Assigned	Target Date
1	Send recommendations for new Vestry member to Tony	All	2/15/2022	3/31/2022