



Sharing Christ's Love

3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
June 21, 2022**

ATTENDANCE

✚	Susan Awad – '24 <i>Senior Warden</i>	✚	Carrie Clark Carlson – '24	✚	Rev. BJ Buracker <i>Interim Rector</i>
	Eric Fedowitz – '23 <i>Junior Warden</i>	✚	Liza Cole – '25	✚	Rev. Matthew Kozlowski <i>Associate Rector</i>
✚	Michael Petrucelli – '24 <i>Treasurer</i>		Catherine Eshelman – '25		Lois McDonald <i>Parish Administrator</i>
	Mark Pelesh – '24 <i>Assistant Treasurer</i>	✚	Cynthia Bryant – '23	✚	Teri Ballou <i>Communications Manager</i>
	David Stanley <i>Co - Assistant Treasurer</i>	✚	Robert Roop – '25 <i>Assistant Clerk</i>		Todd Miller <i>Business Manager</i>
✚	Chris Robinson – '23 <i>Clerk</i>		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>		Gary Weider <i>Family Pastor</i>
✚	Jennifer Sirangelo – '25				

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
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DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace	Susan Awad
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A quorum being present, Susan called the meeting to order at 7:04 PM. Susan led the Vestry in an opening prayer.

Welcoming and Oath of New Vestry Members	Fr BJ Buracker
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Brief Orientation and Overview- Fr BJ went around and had each person introduce themselves and provide quick background and what led them to ASC.

Administration of Oath to Carrie Clark Carlsen, Liza Cole, Jennifer Sirangelo, and Robert Roop (Article II, Section 7, Pg 6, Parish Bylaws)

Nomination and Election of 2022-23 Vestry Officers	Fr. BJ Buracker
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- a. Senior Warden: Fr BJ nominated Susan Awad and she was unanimously approved by the Vestry
- b. Junior Warden: Eric Fedowitz was nominated and unanimously approved by the Vestry
- c. Assistant Junior Warden: Mark Pape was put forward as a possibility, and Fr BJ was to connect with him and report back to the Vestry.
- d. Treasurer: Mark Pelesh was nominated and unanimously approved by the Vestry
- e. Assistant Treasurer: Unclear who will take this role, Fr BJ will speak with Mark Pelesh and report back to Vestry
- f. Vestry Clerk: Chris Robinson was nominated and unanimously approved by the vestry
- g. Assistant Vestry Clerk: Catherine Eshelman was put forward as a possibility, and Fr BJ was to connect with her and report back to the Vestry.
- h. Chancellor: Edward Neufville III was nominated and unanimously approved by the Vestry

Presentation of Minutes	Susan Awad
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The minutes from the May 17th, 2022 regular meeting were presented for approval. Drafts of the minutes had been circulated in advance of this meeting. After a motion duly made and seconded, the members of the Vestry voted unanimously on the following:

RESOLVED: That the minutes of the Vestry meeting held on May 17th, 2022 are hereby approved at this meeting, and the Vestry directed that such minutes be placed on file along with the Parish records of the other meetings of the Vestry. The minutes will not be made publicly available.

Treasurer's Report	Michael Petrucelli
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1. **Treasurer's Report** – Michael Petrucelli provided the Treasurer's report and discussed the following five (5) items:
 - a. Legal bill for Preschool compliance issue was approved for payment on May 20th

- b. Signing bonuses for all Preschool teachers (besides the Director) was approved by the Vestry on June 10th
 - c. Financial Summary for 2021 provided at the ASC Annual Meeting on June 12 2022 by Michael Petrucelli
 - d. June 8th call between ASC Financial Committee and United Bank addressing two concerns:
 - i. United Bank wants to reduce ASC line of credit from \$500K to \$150K due to concerns about us being able to repay (not changing terms, just amount)
 - ii. United Bank also wants to inform us that the mortgage (~\$440K) on Culver St Rectory due in Nov 2022. (Need to discuss refinance options)Both these items were discussed and will be discussed again at next Vestry meeting
 - e. New Treasurer (Mark Pelesh) will take over in July 2022
2. **Update from Matt Frank, Office Managing Partner, Prager Metis CPAs** – Matt shared the May 31 2022 Financial Statements and Consolidated Detail Revenue Comparison (attached). Matt reported the books are in a better order and now up to date through May 31 2022. He feels our financial picture is more clear now than 6 months ago

Senior Warden's Report

Susan Awad

Susan provided a report on the status of the current Rector search. The Vestry is currently considering two very strong candidates. They have both been interviewed multiple times by separate teams, and each have been visited by small teams near their homes for an informal dinner and further discussions. At this point one is leaving for a multi-month Sabbatical and the plan is to re-engage discussions with him upon his return if we have not found another candidate. The other (Fr Joe Shepley from CT) has been vetted by the Vestry and by the Bishop, both with very positive reports. He has been invited for a visit here on July 7-8th. This will involve a July 7th dinner party at the Miles and an informal tour of the Church, the Rectory, and local attractions. His references are being called now and a second more in depth background search is underway. No formal offer has been rendered at this time and this will involve a formal Vestry vote first. Will discuss at the next Vestry meeting for way ahead.

Junior Warden's Report

Lori Shore

Discussed the Great Hall renovation project and the need to decide on the way ahead for this \$130K project. The project is scheduled to begin on July 5th 2022 with completion by Sept 5th 2022. The contract has been submitted to us for signature by the contractor. The following considerations were raised by Lori and members of the Vestry:

1. Primarily due to supply chain issues, Lori has concerns that the contractor who was chosen won't be able to come in on time and on cost
2. Completing this project in July and Aug is best due to this being the slower part of the Church calendar.
3. New information has come forward on the organ project that the estimate was short due to some electrical circuitry issues that have been discovered. Cost over run has not been determined, but can be significant.
4. Information has also come forward about ceiling leaks in two areas of the Church.

5. The Boy Scouts have offered to pay \$50K towards the Great Hall renovation project, but may not be willing to provide this funding if the project is postponed
6. In spite of this, concern was voiced about the optics of moving forward with this project in light of current financial difficulties with other projects.

The following motion was put forward by Susan Awad, Senior Warden:

“Due to organ cost overruns and the discovery of ceiling leaks in the Church, it is recommended that the Great Hall Renovation project is postponed until the organ project is finished and the ceiling leaks are repaired. At that point was the Vestry can relook at both funding sources and timing.” This motion was seconded and unanimously approved by the Vestry.

Interim Rector's Report**Fr. BJ Buracker**

1. Fall planning is underway currently
2. Fr BJ has approached David Reave who will be resuming the Lay Eucharistic Ministry
3. Spring 2022 Pre-school non-compliance update:
 - a. Fathers BJ and Mathew and Lois meet with the Preschool leadership each week for a compliance meeting
 - b. All items that were out of compliance and can be completed, have been completed
 - i. The only items remaining are those concerning future events (e.g. new hires)
 - c. New temporary compliance manager is on board and facilitating the work with the Pre-School Director
 - d. Pre-School Director is on a Performance Improvement plan focused on her role in compliance
 - e. Pre-School Director is directed to take a 45-hour class to allow her to relearn the role of the Director and how this relates to compliance.
 - f. Fr BJ has connected the Pre-School Director with a mentor with whom she is required to meet
 - g. Pre-School Director has been informed that she will make the aforementioned changes by Sept 2022, or will be terminated.

Reports of Clergy in Attendance**Fr. Matthew**

1. None provided

Old/New Business and Prayer Requests

None

Adjournment

There being no further regular business to discuss, Fr BJ moved to adjourn the meeting at 9:23 PM. Carrie Clark Carlson offered a closing prayer.

Action Items	All
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There are no action items at this time.

No.	Action Items	Lead	Date Assigned	Target Date
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