



Sharing Christ's Love

3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
July 19th, 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	✝	Catherine Eshelman – '25 <i>Assistant Clerk</i>	✝	Lois McDonald <i>Parish Administrator</i>
✝	Mark Pelesh – '24 <i>Treasurer</i>	✝	Cynthia Bryant – '23	✝	Teri Ballou <i>Communications Manager</i>
	(To Be Determined) <i>Assistant Treasurer</i>	✝	Robert Roop – '25		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	✝	Matt Frank <i>Office Managing Partner, Prager Metis</i>		Gary Weider <i>Family Pastor</i>
✝	Jennifer Sirangelo – '25		Mark Pape <i>Assistant Jr Warden</i>		Edward Neuville II <i>Chancellor</i>

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

A quorum being present, Father BJ Buracker called the meeting to order at 7:02 PM. Susan led the Vestry in an opening prayer.

Presentation of Minutes

Chris Robinson

The minutes from the June 21st, 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 June 21st, 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

Mark Pelesh

1. **Update from Matt Frank, Office Managing Partner, Prager Metis CPAs** – Matt shared the June 30 2022 *Consolidated Statement of Financial Position, Consolidated Detailed Revenue Comparison, and Consolidated Statement of Activities* reports (Attch 1 ‘Prager Metis Reports’). Summary:
 - a. Revenues are consistent with 2022 projections
 - b. Operations and administration (“Vestry Expenses”) have been running above projections
 - c. Future reports will compare current status vs prior year, current year vs budget, etc to provide a more complete picture for budgeting efforts to follow
 - d. Mark pointed out that our main challenge and focus is to build back revenue, particularly through pledged giving.

2. **Treasurer's Report** – Mark Pelesh provided the Treasurer's report and discussed the following four items:
 - a. Culver Street mortgage – loan is due Nov 22, 2022. It would be a balloon payment of ~\$450K. Plan is to refinance and will be further discussed in future Vestry reports
 - b. Line of Credit (LOC) – Our bank originally told us they wanted to reduce our LOC to \$150K, but we have been able to get them to agree to go up to \$200k. However, we still need to address this and Mark is working on a Plan of Action. Bob R suggested we consider another bank with which he is familiar to get back to the \$500K LOC and will get with Mark to discuss further.
 - c. Reconstitution of the Finance Committee – Mark proposed the reconstitution of the finance committee and put forward the following names, which were unanimously approved by the Vestry.
 - i. Stuart McFarland
 - ii. Colleen Shepard
 - iii. Jonathan Stroebel

- d. Assistant Treasurer (s) – Since we don't currently have an assistant treasurer identified, Mark reported that this position will likely be filled by one of the aforementioned members of the Finance Committee.

Appointment of Delegates to the Diocesan Convention

Susan Awad

1. Susan reported that four (4) volunteer Delegates to the Diocesan Convention from ASC have been requested. The roles and responsibilities of this role was discussed, and the following Vestry members volunteered and were unanimously approved:
 - a. Eric Fedowitz
 - b. Cynthia Bryant
 - c. Catherine Eshelman
 - d. Susan Awad

Resolution to Appoint New Signatories for the Line of Credit

Mark Pelesh

1. **RESOLVED:** The Vestry of All Saints Church, Chevy Chase Parish, wishing to obtain borrowings or financings from United Bank authorizes Susan Awad, Senior Warden, Mark Pelesh, Treasurer, or The Rev. William J. Buracker II, Interim Rector, to sign all necessary documents relating to such borrowings or financings and to take any such other actions as may be appropriate to obtain this financing
2. Signed letter to the bank is attached to these minutes certifying above, and signed by the Clerk of the Vestry. (Attch 2 Borrowers Resolution_7.19.22_signed')

Vote to Call New Rector

Susan Awad

1. **RESOLVED:** That the Vestry calls Fr. Joseph Shepley, currently Rector of St. Paul's Brookfield, CT, as the next Rector of All Saints Church Chevy Chase, pending the completion of the Vestry-approved supplemental background check.
2. After discussion about Fr Shepley this motion was unanimously approved by the Vestry

Senior Warden's Report

Susan Awad

Susan had nothing additional to provide and ceded her time

Junior Warden's Report

Eric Fedowitz

1. Great Hall Discussion – Eric provided a report on the Great Hall decision and way ahead. His report is attached to these minutes (Attch 3 'Jr Warden Vestry Report on Great Hall Decision_7.19.22')
2. Buildings and Grounds (B&G) Non-Discretionary Budget Update: Columbarium Fund provided \$126K for B&G, but recent storm water repair costs have been large. May need to tap into Operating Budget moving forward. This will be discussed in subsequent vestry meetings.
3. Organ update – Organ renovation is progressing. Eric shared pictures of the console installation. Completion date details are in process, and small unanticipated costs are materializing.

Interim Rector's Report

Fr. BJ Buracker

- 1- Preschool Licensing Update – Provisional licensing status continues and is contingent on several factors, and Father BJ reported we are keeping up with this and doing quite well fixing the discrepancies. The team meets each week and a recent mock inspection was conducted with very good findings indicating we are in compliance with only a few minimal findings, which have been corrected.
- 2- Pre-School Pay/Bonus discussion – 2-3 out of the 12 teachers have reported they did not feel the bonuses they were provided this year were suitable. A discussion occurred about salaries and bonuses for both the Pre School and Administrative staff. Father Mathew has agreed to develop a report for a subsequent Vestry meeting looking at salaries and compensation for further discussion and action.
- 3- Father BJ has spoken with the following individuals who have agreed to the roles listed:
 - a. Mark Pape – Assistant Junior Warden
 - b. Catherine Eshelman – Assistant Clerk
 - c. Edward Neuville – Chancellor
 - d. Assistant Treasurer – to be determined

Reports of Clergy in Attendance

Fr. Mathew Kozlowski

- 1- ASC's Student Minister, Mark Gottwald, has decided to seek other opportunities. ASC will be advertising for a full time individual to fill this role. Gary Weider is leading this search effort.
- 2- Vacation Bible School was a success!
 - a. 65 Children
 - b. 36 staff and volunteers
 - c. 199 lunches served every day
 - d. Everyone had fun, it was safe, no injuries or mishaps
 - e. Have heard good compliments from local parents (e.g. "All Saints has the BEST Vacation Bible School!")

Old Business

Susan Awad administered the Oath of Office to new Vestry member Catherine Eshelman.

New Business

None

Prayer Requests

None

Adjournment

There being no further regular business to discuss, Fr BJ moved to adjourn the meeting at 8:53 PM. Father Mathew provided 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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