



Sharing Christ's Love

3 Chevy Chase Circle
Chevy Chase, MD 20815

**Vestry Meeting Minutes
Feb 28th, 2023**

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	✝	Lisa Hollingsworth <i>All Saints Preschool Director</i>
✝	Chris Robinson – '23 <i>Clerk</i>	✝	Nick Thompson <i>Prager Metis</i>	✝	Sara Tobin <i>All Saints Preschool Assistant Director</i>
✝	Lori Shore – '23	✝	Rev. Zacher Bayonne <i>Deacon</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"> <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
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DETAILS OF THE MEETING

Prayer for Wisdom, Guidance and Grace**Fr BJ Buracker**

A quorum being present, Father BJ Buracker called the meeting to order at 7:02 pm. Rev Zacher led with an opening prayer.

Scripture Reflection**Eric Fedowitz**

Eric led with a reading and brief discussion of Philippians 2: 3-11.

Ministry Report: All Saints Preschool**Lisa Hollingsworth and Sara Tobin**

Lisa and Sara provided the following information as an update to the Vestry on All Saints Preschool.

1. '22-'23 School year has 89 students and \$754,394 of revenue.
2. '23-'24 School year has 97 applicants to date, with a projected revenue of \$789, 346
3. Have had 6 Open Houses this year to continue with student recruitment.
4. Teachers – all have college degrees, CPR, First Aid
5. Small class sizes are a plus.
6. Maryland State approved creative curriculum.
7. Good relationship between the School and the Church. A good example is the weekly Chapel service.
8. Several licensing compliance protocols:
 - a. Active licensing compliance officer
 - b. Have frequent mock licensing inspections to ensure compliance.
 - c. HR is tracking staff qualifications to ensure compliance.
 - d. Hold required fire and evacuation drills with all staff and students.
 - e. Good relationship with the MD Office of Child Care Licensing Specialist

Presentation of Minutes**Chris Robinson**

The minutes from the Jan 24th, 2023 Vestry meeting were presented for approval. Drafts of these minutes, as well as the three (3) attachment referenced within 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 from the Jan 24th 2023 Vestry meeting 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. These minutes will be made publicly available.

Treasurer's Report**Mark Pelesh**

1. **Review of Prager Metis financial information** – Mark shared and reviewed the Prager Metis Jan 31st 2023 Consolidated Statement of Financial Position (e.g. Assets and Liabilities), Consolidated Statement of Activities (e.g. Revenues and Expenses), and

Consolidated Detailed Revenue Comparison (e.g. 2022 vs 2023) reports ('*ASC Consolidated Financial Statements as of Jan 31, 2023_Feb 2023 Vestry Meeting_Attch 1*').

- a. Revenues
 - 1. Operating
 - 2. Pledged giving: \$241,307
 - 3. Non-pledged giving: \$7,882
 - 4. Total: \$258,243
 - 5. Combined (including Preschool): \$373,190
- b. Expenses
 - 1. Operating: \$181,847
 - 2. Combined: \$243,448
- c. Surplus
 - 1. Operating: \$76,396
 - 2. Combined: \$129,741
- d. Strong January with surpluses at this point
 - 1. 2023 v. 2022: Pledged giving and total revenue both up
- e. 2023 Budget-to-Actual Comparisons reports under development by Prager Metis
- f. Employee Retention Credit: Prager Metis working through the paperwork and are seeking a legal opinion at this time to ensure we are doing this correctly
- g. Housing Allowance Resolution: the housing allowance is an approved tax benefit available to the clergy. A motion was put forward to approve this housing allowance for the vestry and was unanimously approved.
- h. Revision of Endowment and Investment fund policies and guidelines: Mark briefed that he recommends the Vestry considers modifying these policies and guidelines as they are likely too restrictive. The proposed revisions will be sent out to the Vestry before the next Vestry meeting for review, so this will be on the agenda for the next meeting.

Senior Warden's Report**Susan Awad**

Susan provided the following information:

- 1. A motion was put forward to have the 2023 Annual Meeting on June 4th 2023 and this was unanimously approved.
- 2. Rector search: The Rector search committee currently has one candidate under consideration at this time, and the next meeting is Thursday Mar 9th at 7:30pm.

Junior Warden's Report**Eric Fedowitz**

- 1. Memorial Plaques Policy: Eric led a discussion about how we accept and install memorial plaques that Parishioners have brought forward. We currently have 2-3 in the queue and there is concern that the Vestry needs to get their arms around this. Carrie and Eric agreed to work together to review current policies and procedures on this and will report back to the next Vestry meeting.
- 2. ASC Vestry Class of '26 Nominating Committee Report: Eric reported that the Nominating Committee met last week. In mid-April they will present 6 candidates to the Parish for consideration and vote. A request was made to provide names to Cynthia and Eric and they will take the names forward to the committee.

- i. The minimum requirements to be a Vestry member are:
 1. Member of All Saints Church
 2. Have made a donation of some type within the last year
3. Great Hall Update: Eric indicated we have worked with 3 proposed general contractors on the Great Hall project. One company (Superior Design) had a very solid proposal and under cost (\$127,289 budgeted, which is \$2,711 below cost of \$130,000).
 - i. Work will begin Jul 3rd and finish by the end of August.

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

1. Church attendance for the 10:30am service is robust:
 - a. Feb 5th 319 attendees
 - b. Feb 12th 312 attendees
 - c. For Feb ASA was 290
 - d. Attendance for 08:30am service is low (25-30 attendees)
2. Father BJ presented a letter of support for Rev Zacher's Ordination to the Priesthood that needs to be signed by him and at least 2/3 of the Vestry. This letter confirms that Rev Zacher has led a sober, honest, and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, or Worship of the Church. Rev Zacher Bayonne will be ordained on April 15th 2023 once they receive this letter of support.
 - a. The Vestry members in attendance signed the letter, and it was forwarded to the Clerk for final signature and then forwarded back to Father BJ.

Reports of Clergy in Attendance**Fr. Mathew Kozlowski**

1. Adult formation update: providing classes around Church Mission
2. Vacation Bible School June 26-30.
 - a. Space for 80-100 children, and right now there are 12 enrolled.

Old Business

None reported

New Business

None reported

Prayer Requests

Adjournment

There being no further regular business to discuss, Fr BJ moved to adjourn the meeting at 8:57pm, and Father Mathew provided the closing prayer.

Action Items**All**

There are no action items currently.

DRAFT VESTRY MINUTES Feb 28th, 2023

No.	Action Items	Lead	Date Assigned	Target Date
1				