

Vestry Minutes  
Episcopal Church of the Transfiguration  
April 30, 2019  
7p.m.—Vestry Room  
*Approved by the Vestry May 28, 2019*

**Vestry members in attendance:** Robin Caldwell, Frank DeLizza, Betsey Hardman, Roy Heller, Nancy Jagmin, Rosemary Luquire, Sheila Runnels MacLennan, Mason McCamey, Bart Stockton, and Julia Trizzino

**Others in attendance:** Casey Shobe +, Rector; Sophie Lowrance, Parish Administrator; and Peggy Kwoka, Clerk to the Vestry

1. **Opening Prayer:** Roy Heller led the Vestry in the following prayer:

Direct us, O Lord, in all our doings with your most gracious favor, and further us with your continual help; that in all our works begun, continued, and ended in you, we may glorify your holy Name, and finally, by your mercy, obtain everlasting life; through Jesus Christ our Lord. *Amen.*

2. **Formation:** Father Casey led the Vestry in formation; he asked everyone to share their experiences of Holy Week.
3. **Parish Episcopal School:** Dave Monaco, HOS
  - a. On April 8, two task force reports were provided to the PES Board. The first was from the Inclusive Community task force. The Board agreed with their recommendations. The Board also approved the Security Task Force report which was one year in development addressing campus security. They are hiring a Director of Security who will put these measures into effect. The Board also affirmed the intent to move forward with the Performing Art Center in September; it will be finished sometime in 2021.
  - b. The Board was approved on April 8 by affirmation and needs to be approved by the Vestry.

**MOTION:** Nancy Jagmin moved that the Vestry approve the slate of candidates for Parish Episcopal School Board as presented. Robin Caldwell seconded the motion and the motion carried.

- c. Rebecca Gingles has accepted the position as Lower School Chaplain.
4. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
  5. **Adoption of Minutes:** Peggy Kwoka, Vestry Clerk.

**MOTION:** Rosemary Luquire moved to adopt the minutes as amended from March 26, 2019. Frank DeLizza seconded the motion and the motion carried.

6. **Treasurer's Report:** Bart Stockton for Allison Murphy, Treasurer  
2019 YTD revenues are \$496,615 and expenses are \$489,200 (\$7,400 positive overall, but \$17,693 unfavorable to budget). The noteworthy (over approximately \$3000) contributing factors are: Parish Episcopal School utility reimbursement runs a month behind (\$17,693); Current Year Pledges-are down by \$16,570 vs. budgeted but Non-Pledge Giving was up \$10,496.
7. **Budget, Finance & Administration:** Bart Stockton, Chair
  - a. After second quarter they will look at what people said they would give as compared with what they gave in order to make realistic spending decisions.
  - b. Loose plate offering for Good Friday was \$1,760 and Easter Sunday was \$12,467 as compared to last year at \$2,011 and \$11,667 respectively.
  - c. Marriage celebration surplus – the Church continues to receive gifts – approximately \$6,600 surplus. Fr. Casey has asked BFA to consider how to use the money in the spirit in which it was given.
8. **Building, Grounds & Technology:** Frank DeLizza, Chair
  - a. Mr. DeLizza discussed the Facilities Condition Survey (Facilities Assessment). He has contacted the firm that previously conducted the survey and requested a Scope of Work and Cost Proposal from them. It is being worked on and should be received by the end of the month. The expenditure for the survey will require Vestry approval. This survey is required to meet the requirements of the Church's agreement with PES, as well as to form a baseline to feed into the Capital repairs campaign. The proposal has subsequently been received from Building Solutions. They have quoted a not-to exceed price of \$12,000, which represents a discounted price, at their cost. The proposal has been forwarded to Fr. Shobe, Sophie, Bart, the Wardens and Bracken for consideration and identification of funding. It is a sole source contract, but is also a continuation of a current contract.

**Motion: Julia Trizzino moved to approve the proposal and to allocate \$12,000 from Fund 8506, Vestry Discretionary Reserve, to pay for the survey. Rosemary Luquire seconded the motion and the motion carried.**

- b. The FCC reallocated frequencies and so our wireless microphones are no longer in the correct frequency. The eight microphones we have along with the base station need to be replaced.
- c. The library was damaged due to a slate tile sliding off the roof and covering a drain. The cost to replace the floor and other items will be approximately \$15,000.
- d. Environmental: Earth Day will be recognized on the second Sunday after Easter. Kim Flynn is coordinating and several exhibits will be available, as well as interactive activities for the kids. Recycling continues to go well.
- e. Security: Ryan Spicer and his committee met with Bracken and have had several discussions. In addition to physical security on Sundays they are also considering additional topics such as weekday security for church staff and internet security for the Church's IT system. A survey prepared by the committee is attached for the Vestry to complete but will also be distributed to the clergy and staff, and possibly to the wider congregation, or at least Ministry leaders.

9. **Mission & Ministry:** Sheila Runnels-MacLennan, Chair.
- a. The committee determined that starting a pilot of the new Saturday 5:30 pm service once per month was more doable in September of 2019 than the previously discussed plans for Summer. Ms. Dalton presented from the survey undertaken of the Saturday service and the Committee processed some of the concepts indicated.
  - b. The Committee discussed the transportation needs of the FDC and particularly sending out a specific request in the email notices for a volunteer who can meet the requirements of the role (being available on the date and having means to transport food). Mr. McCamey volunteered to coordinate this communication.

10. **Wardens Report:** Nancy Jagmin, Sr. Warden and Julia Trizzino, Jr. Warden

- a. The Tau Cross and Crown Pins need to be replenished. The cost will be approximately \$1,000.

**MOTION: Nancy Jagmin moved that approximately \$1,000 be taken from 8506 Vestry Discretionary Reserve for Tau Cross and Crown Pins. Robin Caldwell seconded the motion. The motion carried.**

- b. The “Ask the Vestry” table is receiving comments that people are glad they are there, but there are few questions.
- c. AT&T Bell Tower - The contract is up for renewal to begin 1/1/2023 and the current offer is \$24,000/year with a 3% annual escalator. To assist in renegotiating the AT&T contract, the church has been working on retaining Airwave Advisors as a negotiating consultant. The contract for Airwave Advisors is was presented to the Vestry for approval before being signed. The consultant’s fee is one year’s worth of the increase in rent he is able to obtain for us. For example, if the negotiated rent is increased by \$500/mo above the current offer, then his fee is \$500 x 12 months.

**MOTION: Frank DeLizza moved that the Vestry approve the agreement with Airwave Advisors. Mason McCamey seconded the motion and the motion carried.**

11. **Rector’s Report:** Casey Shobe +, Rector

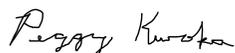
- a. June 23 will be Meghan Mazur’s last day as Executive Assistant to the Rector. Fr. Casey has hired Lana Mederos, a longtime Episcopalian, for the position.
- b. Director of Communications Rebecca Gingles will be with us to the end of July. The search will begin shortly. The set of responsibilities and roles will probably be broken into more than one position (possibly contracting out some of the work). Fr. Casey will try to keep it within budget and will work with the Vestry if that isn’t possible. The position(s) will probably be posted next week.
- c. The 5:30 pm service redevelopment details were discussed. The Steering Committee will be developed and Mason McCamey will join it. Fr. Casey estimates that the cost will be approximately \$13,500 and would like to go to the Endowment Committee to ask for a grant.

**MOTION: Nancy Jagmin moved that the Vestry approve the rough draft estimate request to the Endowment Committee for the 5:30 service. Mason McCamey seconded the motion and the motion carried.**

- d. The Arts, Buildings and Grounds Standards Committee has not been convened for five years, but it was never disbanded. Father Casey would like to expand the work and would like to revisit the description of the committee. Two slots need to be backfilled. Fr. Casey asked Joan Payseur if she would consider it. Fr. Casey asked that the Vestry consider another member.
- e. A Request for Proposal was sent out to three organizations that consult to fundraise. They sent the RFP to: Episcopal Church Foundation, CCS Fundraising, and Jim Klote and Associates. The first two sent proposals. An interim meeting is planned to consider the proposal prior to the next Vestry meeting.
- f. Communication of Vestry priorities – Fr. Casey would like to turn the May Illumine issue into a review of goals on which the Vestry is working. Safety and Security, the plans for the 5:30 pm service, and Capital Improvement campaign should be included. We will mail the copy to all of the households. A forum will also be planned to review it.
- g. Responses to our survey of members who have stopped pledging were few. He thinks that we need to have a Vestry member contact each member of the Church just to touch base. This is not to call about Stewardship, but to check to see how they are and if they have any questions. Fr. Casey proposes that we do that again this summer and the Vestry agreed.
- h. Recognition Sunday is May 19, 2019 for recognizing Sunday School Teachers and Children and Youth Choristers. The expression of gratitude should come from the clergy and the vestry. A note from a Vestry member could be tucked in with the items given as a thank you. He also asked that the Vestry show up early that morning to help set up for the Breakfast.

Meeting adjourned at 9:00pm

Respectfully submitted,



Peggy Kwoka  
Clerk to the Vestry

Upcoming Events:

- 5/10-11 Congregational Retreat – Camp Allen
- 5/19 Recognition Breakfast
- 5/26 Newcomer Brunch
- 6/2 EMF Fish Fry & Silent Auction
- 6/9 Bishop Smith visit
- 6/9 Pentecost Evensong
- 6/10-14 Vacation Bible School

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