

Vestry Minutes  
Episcopal Church of the Transfiguration  
June 25, 2019  
7p.m.—Vestry Room  
*Approved by the Vestry July 23, 2019*

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

**Others in attendance:** Casey Shobe +, Rector; Rebecca Tankersley +, Associate Rector; Peggy Kwoka, Clerk to the Vestry; Allison Murphy, Treasurer; Lana Mederos, Executive Assistant to the Rector; Jay Madrid, Chancellor; Bracken Reece, Director of Operations

1. **Opening Prayer:** Nancy Jagmin led the Vestry in the following prayer provided by Evan Williams:

Lord, bless us with your presence as we meet together; where we have difficult decisions to make and discussions to share in, may we conduct them with grace, humility and courtesy; where there is disagreement and difference may we agree to be united in the service of your Son; where there is agreement, may it be confirmed by you and discerned in the lives of faith we lead. We ask this in the name of Jesus Christ our Lord. *Amen.*

2. **Formation:** The Rector led the Vestry in a discussion of Mark 4:30-32.
3. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
4. **Adoption of Minutes:** Peggy Kwoka, Vestry Clerk.

**MOTION:** Julia Trizzino moved to adopt the minutes as amended from May 28, 2019. Bart Stockton seconded the motion and the motion carried.

5. **Facilities Report:** Bracken Reece, Director of Operations
  - a. The Building Solutions facility audit started Thursday, June 20. A formal report will be received by August 1. Bracken asked them to emphasize Americans with Disabilities Act (ADA) requirements. He also requested an estimate on backup power with solar panels to provide emergency lighting and keep the servers powered.
  - b. Three Sundays of storms caused damage to the facility. Twenty-two whole trees were lost. Bracken provided a list of all of the damages to the Vestry. The cost of the damage to the school will be split with the school and the church (50:50) after insurance pays their part.

6. **Treasurer's Report:** Allison Murphy, Treasurer

- a. The 2019 YTD revenues are \$738,089 and expenses are \$823,747 for a net unfavorable difference of (\$83,494) to budget.

The noteworthy (over approx. \$3000) contributing factors are: Parish Episcopal School utility reimbursement runs a month behind but appears to be 2 months lagging right now (\$12,590); Current Year Pledges are down by \$72,335 vs. budgeted but Non-Pledge Giving was up \$7,865; Continuing Education expenses are up \$4,876 but that is mostly timing of CEEP-related expenses that occur all at once although the budget has them annualized. The \$15,000 gift toward Capital Campaign was reclassified to a restricted account until a new bank account is opened to receive and segregate these donations as authorized by the Vestry in May.

- b. Current Year Pledges. The five-year average percentage of total annual pledge amounts collected by end of May is 37.83% and we are at 36.91%, so a little behind by 0.92% (\$13,998). The budget assumes that the total pledge amount for the year is given monthly but that is not the case. Many people give quarterly, annually, or as-able. For this reason, it is difficult to project income.

7. **Budget, Finance & Administration:** Bart Stockton, Chair

- a. Parish Policies & Procedures Manual. In accordance with the Parish Policies and Procedures' requirement for an annual review of the Parish Policies and Procedures Manual by June, the committee has reviewed the document and recommend revisions as provided to the Vestry.

**MOTION: Bart Stockton moved, that the revisions to the Parish Policies & Procedures be adopted as amended, along with any clerical or formatting corrections necessary for issuing a final version. The motion was seconded by Evan Williams. The motion was approved.**

- b. We need to begin estimating costs for potential upcoming sabbaticals and ensuring that the sabbatical restricted account is properly funded by the budget. Both the Rector and Director of Music should become eligible after 2021 (7-year intervals).
- c. Clergy Ministry Restricted Accounts. Attention has been drawn to the clergy ministry restricted accounts in the Notices and the committee continues to brainstorm other ways to increase awareness. The first and easiest method is to tell people in their personal conversations. Potentially there could be a rotating explanation of what each clergy member does or is in charge of at the church and that could draw attention to Deacon Ginny's ministry fund which bears the brunt of these "walk-in" needs.
- d. Staffing Changes. There will be some doubled-up salaries for the Executive Assistant (started in May) and Communications Director (July 1 start date) positions as the new staff members are onboarded. The negotiated contract with the new Youth Director (July 1 start date) reflects an increase over the budgeted amount; this increase was approved by the Vestry by email last week. The 2019 budget did not include staff replacements and so personnel costs will run over budget the remainder of the year and the Vestry may need to allocate funds from its restricted accounts if there is not a budget surplus.

- e. Nominating Committee & Elections – Robin Caldwell, chair. The Notices on July 7, 14, and 21 will include a call for volunteers for the Nominating Committee. There will be four Vestry positions and six delegate positions. Voting will take place November 2-3 and November 9-10. Absentee ballots may be obtained from the church office.
  - f. 2020 Budget - The Parish Policies & Procedures require the budget process to begin in June by soliciting budget requests from individual staff and volunteer leaders for accounts under their purview. This will begin soon.
8. **Building, Grounds & Technology:** Frank DeLizza, Chair
- a. **Safety and Security** – Ryan Spicer met with the Parish Council and sent out the survey to learn what the perceived priorities are.
  - b. Kim Flynn is taking over the green moments for the Sunday bulletin.
9. **Mission & Ministry:** Sheila Runnels-MacLennan, Chair.
- a. **Connections Committee** – A group from the M&M met with Ann Schmidt. They would like to provide a survey to parishioners to see what they are interested in doing within the church.
  - b. The members of M&M will be calling ministry leaders by the August meeting. The questions to be asked include questions related to work of the Connections Committee.
10. **Rector's Report:** Casey Shobe +, Rector
- a. We have a formal relationship with CCS and payment will probably not be required until August. Laura Aikens is the representative from the company and has been on site. She was well prepared and provided information on the next steps. The study advisory timing will be late August or early September. Interviews will be conducted with forty to fifty parishioners. An advisory committee of 5 – 6 people is being put together. The committee will champion the interviews and receive the report when completed. Discernment will be through the rest of 2019, with a launch in Q1&Q2 of 2020.
  - b. Staff changes – Dana Jean, the new Director of Youth Ministries, will work roughly 25 hours/week (rather than the 20 that Alex worked). She starts July 1, as does Judson Watkins, the new Director of Communications. The overlap budgetary numbers will be brought to the Vestry meeting in July. The Rector suggested that typically staff transition costs be considered for inclusion in the budget for next year.
  - c. The Saturday 5:30 pm service redevelopment – a meeting with the musicians has taken place. Judson Watkins will be working on a publicity effort. Nancy Jagmin said that we need to think about how to encourage the ministries to support the new service.

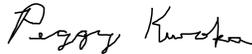
11. **Wardens Report:** Nancy Jagmin, Sr. Warden and Julia Trizzino, Jr. Warden
- a. We are committed to making Parish Council a vital part of the church, involving them in church initiatives and supporting their work.
  - b. Congregation phone calls – A draft script was provided to the Vestry in the meeting and a data input form will be provided to the Vestry with an opportunity to make notes. The forms will be available by Thursday, June 27.

**MOTION: Rosemary Luquire moved that a Resolution be approved by the Vestry that Stefan Engels, currently the Assistant Organist, be named as Artist-in-residence. Mason McCamey seconded the motion and the motion carried.**

- c. Thank you notes

Meeting adjourned at 9:00pm

Respectfully submitted,



Peggy Kwoka  
Clerk to the Vestry

Upcoming Events:

- 6/30 Newcomer Church Tour
- 7/7 Ice Cream Social

**MOTIONS:**

**MOTION approved by e-mail: Bart Stockton moved that the budgeted amount of compensation for the Youth Director position be increased by approximately \$8,000. Frank DeLizza seconded the motion. The motion carried on June 13, 2019.**

**MOTION: Julia Trizzino moved to adopt the minutes as amended from May 28, 2019. Bart Stockton seconded the motion and the motion carried.**

**MOTION: Bart Stockton moved, that the revisions to the Parish Policies & Procedures be adopted as amended, along with any clerical or formatting corrections necessary for issuing a final version. The motion was seconded by Evan Williams. The motion was approved.**

**MOTION: Rosemary Luquire moved that a Resolution be approved by the Vestry that Stefan Engels, currently the Assistant Organist, be named as Artist-in-residence. Mason McCamey seconded the motion and the motion carried.**

**MOTION approved by e-mail: Julia Trizzino moved that:**

**the Vestry authorize the following expenditures from account 8506 (Vestry Discretionary Reserve) for storm cleanup:**

**\$4,620 to Wilcoxon At**

**\$12,000 to Tree Services Solutions**

**and that the following expenditures from account 8510 (Capital Contingency) to Moses for replacement HVAC units:**

**\$7,195 for RTU#3**

**\$3,175 for the flower/server area unit in the South Building.**

**Mason McCamey seconded the motion and the motion carried on July 7, 2019.**