

Vestry Minutes
Episcopal Church of the Transfiguration
July 23, 2019
7p.m.—Vestry Room
Approved by the Vestry August 27, 2019

Vestry members in attendance: Robin Caldwell, Oliver Cone, Frank DeLizza, Nancy Jagmin, Sheila Runnels MacLennan, Mason McCamey, Bart Stockton.

Others in attendance: Casey Shobe +, Rector; Peggy Kwoka, Clerk to the Vestry; Allison Murphy, Treasurer; Sophie Lowrance, Parish Administrator; Lana Mederos, Executive Assistant to the Rector.

1. **Opening Prayer:** Oliver Cone led the Vestry in the following prayer:

Almighty and ever living God, source of all wisdom and understanding, be present with those who take council for the renewal and mission of your Church. Remind us that as we carry out our duties we should seek and serve Christ in all persons, loving our neighbor as ourselves. Help us in our deliberations and stir us to faithful action. Guide us to perceive what is right and grant us both the courage to pursue it and the grace to accomplish it. Through Jesus Christ our Lord. *Amen.*

2. **Formation:** The Rector led the Vestry in a discussion of Luke 14:15-24.
3. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
4. **Adoption of Minutes:** Peggy Kwoka, Vestry Clerk.

MOTION: Frank DeLizza moved to adopt the minutes as amended from June 25, 2019. Robin Caldwell seconded the motion and the motion carried.

5. **Treasurer's Report:** Allison Murphy, Treasurer
 - a. The 2019 YTD revenues are \$840,675 and expenses are \$966,714. Revenues have a net unfavorable difference of (\$127,985) to budget. Expenses are nearly even with the budget.

It is difficult to predict revenue timing in the budget. Revenue collection is behind \$41,233 as compared to a five-year average.
 - b. At the August meeting, the auditors will be there briefly to share their report and answer questions.
6. **Budget, Finance & Administration:** Bart Stockton, Chair
 - a. We are \$41,233 behind the 5-year pledge collection average as of the end of June. Sophie will run an analysis on collected/uncollected pledges for eyes-only review by BFA chair and Treasurer to try to troubleshoot.
 - b. Vestry's Grant Request for \$13,550 from Legacy Fund

for redevelopment of the Saturday 5:30 service was approved with the proviso that it be deposited into a Restricted Account for such purpose. Said Restricted Account has already been set up.

7. **Nominating Committee:** Robin Caldwell
 - a. Robin is identifying people to serve on the nominating committee and asked the Vestry to provide names.
 - b. They would like to include a broad representation of the congregation, including younger members.
 - c. Robin will work with Judson Watkins to try to find a list of former diocesan delegates to ensure that the rules are followed regarding repeat delegates.

8. **Building, Grounds & Technology:** Frank DeLizza, Chair
 - a. The facilities survey is done and Frank DeLizza should have the report by next week and he will forward it to the Vestry. Frank will invite Bill Keslar to the August Vestry meeting to discuss the report. Questions from the Vestry will be submitted to him in advance.
 - b. Storm damage cleanup is done. Bracken Reece has been meeting with the school to determine what they want to do for shade. They haven't heard back from the adjustor yet regarding roofing. The 10 hp motor was replaced along with several small ones. Bracken has the two new air conditioner units on order. Some emergency lights have been installed. School capital improvements are in progress.
 - c. Niche cleanup of the Columbarium is complete.
 - d. The cleanup of the furniture props for the theatre group is still underway.
 - e. Response to the Security Survey is underway.
 - f. AT&T is delaying the construction on the bell tower. It will probably not occur until the winter break.
 - g. At the BGT, Bracken reported on the cause of the bad smell that occurs from time to time in the south building. Vents were not properly completed and ended in the Vestry room rather than venting to the outside (which caused the odors in that room). As part of the capital maintenance, completing the vents is planned.

9. **Mission & Ministry:** Sheila Runnels-MacLennan, Chair.
 - a. **Connections Committee** – The M&M committee has ideas on implementing this committee and still have questions for Anne Schmidt. An idea about a regular e-mail letting parishioners know about ways to volunteer will happen right away.
 - 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. The people with whom the Committee has spoken has been very positive about the support of the church leadership and the staff.
 - c. The Ministry Fair is the next big event.

10. **Rector's Report:** Casey Shobe +, Rector
 - a. The Saturday 5:30 pm service redevelopment – the Steering Committee met. They were able to strategize on who will take the reins on various responsibilities. They are seeking 80 volunteers and already have quite a few. The musical ensemble has not yet met to play. They will accompany hymns and also play the prelude and at the offertory. One goal for the service is to be a maximum of 50 minutes. Promotion and publicity are planned.

- b. The Rector will meet with Laura Aikens, the CCS representative assigned to our church, tomorrow. The study advisory committee will consist of: Matt Thekkil, Elaine Culver, Evan, David Reece, Jim Kirkman and Louise Harms.
- c. Feedback on use of expansive language has been middle of the road for the most part. There were two strongly negative points of view. Most comments were disappointment that it didn't go very far. The goal is not to eliminate every patriarchal term, it is to replace them where it makes sense.

11. Wardens Report: Nancy Jagmin, Sr. Warden

- a. The cell phone lease negotiation of the AT&T contract. Two cell phone companies, Verizon and AT&T are both on the roof. It is a leverageable asset due to the elevation of the church property (although it is in a residential area, which lowers the value). Frank DeLizza reviewed it for engineering questions. It has also been reviewed by the consultant, Paul Sternweis and Bracken. They are at the point where they are close in the negotiations and it is being reviewed by Jay Madrid, the Chancellor. It will be sent out to the Vestry for an e-mail vote in a week or so when it is ready. Repairs and reconstruction of the roof will not be affected by this.
- b. Congregation phone calls are ongoing. Many messages have been left with little response. Nancy suggested sending an e-mail stating the night she will be calling (and then doing the same for a follow-up).
- c. Thank you notes

Meeting adjourned at 8:35 pm

Following the meeting, on August 17, 2019, two motions were voted on by the Vestry via e-mail vote.

Background:

May 2019 - Vestry authorized a PNC Savings Account with initial deposit of \$50,000 ("the Bienfang gift") however when staff went to open this account it was no longer available. Lacey Garcia with BFA researched other viable accounts but none stood out as better than a CD with savings rates expected to continue to drop so the recommendation from Allison, Bart, Sophie, and Nancy is to put the Bienfang gift in a 12-mo CD that could be used if needed in a year or reinvested. Recall that the Bienfang gift was toward design-related expenses for a chapel so we are unlikely to need it any sooner.

The May 2019 action also set up a CD ladder to reinvest the CDs that had matured at TDA and were earning nothing without reinvestment. The amount held at TDA is \$512,005.38 (excluding Bienfang gift currently in chapel reserve fund) and that previous CD ladder totaling \$568,000 without Bienfang gift would have required pulling substantial money from other liquid church accounts. We feel that the CD ladder should be scaled back to only reinvest the funds currently held at TDA plus the Bienfang gift to keep liquidity in the other accounts should there be a year-end deficit or other unforeseen expenditures.

MOTION: Bart Stockton moved that (1) the Vestry overrides its previous action in May 2019 regarding the establishment of a savings account at PNC Bank and no such account shall be opened, and (2) church staff are authorized and directed to purchase the following brokered certificates of deposit through TD Ameritrade using the

church's investment funds currently held at TD Ameritrade and \$50,000 from the Chapel Reserve account, overriding the May 2019 Vestry action regarding certificates of deposit:

**\$50,000 for 12 months ("the Bienfang gift"),
\$22,005.38 for 24 months,
\$40,000 for 30 months,
\$200,000 for 36 months, and
\$250,000 for 42 months.**

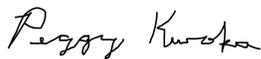
Nancy Jagmin seconded the motion and the motion carried.

Background: As BGT noted at last month's vestry meeting, landscaping remediation continues and trees continue to be evaluated and removed/trimmed due to storm-related injuries beyond the initial cleanup phase we already paid for. This second-round cleanup invoice is for stump grinding (33 stumps), sod replacement, and regrading/Bermuda seeding of the playground. The invoice total is \$10,440, half of which is PES's responsibility. Suggested to pay from 8506 Discretionary Reserve which had a balance of \$130,200 on July 31.

MOTION: Bart Stockton moved that \$5,220.00 of the July 30, 2019 Wilcoxson AG invoice for continued storm cleanup be charged to Account 8506 Vestry Discretionary Reserve.

Nancy Jagmin seconded the motion and the motion carried.

Respectfully submitted,



Peggy Kwoka
Clerk to the Vestry

Upcoming Events:

- 8/10-11 Feast of the Transfiguration
- 8/24-25 Ministry Fair
- 9/8 Christian Formation resumes

MOTIONS:

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