

Vestry Minutes
Episcopal Church of the Transfiguration
December 17, 2019
7p.m.—Vestry Room

Approved by the Vestry January 21, 2020

Vestry members in attendance: Nancy Jagmin, Senior Warden; Julia Trizzino, Junior Warden; Robin Caldwell, Oliver Cone, Frank DeLizza, Betsey Hardman, Rosemary Luquire, Sheila Runnels MacLennan, Mason McCamey, Bart Stockton, and Evan Williams

Others in attendance: Casey Shobe +, Rector; Dave Monaco, Head of School, PES; Allison Murphy, Treasurer; Judson Watkins, Director of Communications; Anne Schmidt, Director of Evangelism & Welcoming Ministries; Lana Mederos, Executive Assistant to the Rector; Peggy Kwoka, Clerk to the Vestry; Sophie Lowrance, Parish Administrator; and Jay Madrid, Chancellor

Vestry Elect Members in Attendance: Jodi Dalton, Scott Daniels, and Mark Ramsay

1. Opening Prayer: Betsey Hardman

Almighty God, by whose spirit the apostles were guided in their councils: Direct, we pray, our deliberations and those of others who share with us the responsibility of planning and providing for the ongoing work of our church. As we look ahead to the new year with all its challenges and opportunities, grant to us wise judgement and adventurous faith; deliver us from false choices that come from self-interest and lack of faith so that we may lead ever forward to greater service and achievement in accordance with your holy will.

Amen

2. Formation: The Rector led the Vestry in a discussion of Luke 1:68-73, 78-79 from the New Revised Standard Version Bible.

3. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.

4. **Adoption of Minutes:** Peggy Kwoka, Clerk to the Vestry.

MOTION: Bart Stockton moved to adopt the minutes from the meetings of November 19, 2019 and December 4, 2019. Evan Williams seconded the motion. The motion carried.

5. **Parish Episcopal School:** Dave Monaco, Head of School.

- a. Leaders of Church and School met to discuss issues such as the renegotiation of the lease, the Episcopal composition of the board, and continuing to build the relationship between the church and the school.
- b. PES thanks Nancy Jagmin for her service on the board.
- c. PES is processing new applications for the school.
- d. It is early admission season for the seniors. Thirty-eight of the Seniors have been at the school for all twelve years.
- e. The football team won the state championship.
- f. Two robotics teams made it to the State Finals.
- g. Christmas Pageants will be held on Thursday
- h. The Shared Studio Portal will be at the campus in January with immersive portals across the world. Students will be able to speak with artists and other students around the world.
- i. They have a third-grade student with acute lymphoma leukemia and are hosting a bone marrow donor drive for him. He requested that we join them in prayers for the student.

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

- a. The November YTD deficit is \$9,969 vs. budgeted YTD deficit of \$562, which yields a difference of \$9,407 unfavorable to budget.
- b. The November YTD Revenue is \$1,677,724, lagging the budgeted amount of \$1,704,042 which is a difference of \$26,318 unfavorable to budget.
- c. November YTD Expenses are \$16,911 under budget.
- d. Current year pledges are down \$18,272 vs. budget, but the year-on-year trend is better than in the previous five years by 5%.

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

- a. The Episcopal Dioceses of Dallas notified the church in the Parochial report that the congregation's Diocesan assessment for 2020 is \$234,667. The Vestry must decide how the proportional share of the Diocese's support for the National Church will be allocated. The amount is 12% of the church's assessment, which is \$28,160.04.

MOTION: Bart Stockton moved that the Vestry apply \$28,160.04 of our Diocesan assessment for support of the budget of the General Convention. Robin Caldwell seconded the motion. The motion carried.

- b. The BF&A committee has developed a very preliminary 2020 budget which they shared with the Vestry. They plan to make adjustments based on additional revenue information.
- c. Pledges for 2020 are at \$1,702,267 with 389 pledges. This amount is about \$50,000 more than the total pledged for 2019. The Rector reviewed a breakdown of the pledges:
 - i. The number pledging has been decreasing every year, although the amount pledged has been increasing.
 - ii. The number starting to pledge in 2020 is 69 (vs. 31 in 2019).
- d. BFA is adding a new revenue category for intentional giving from donor-advised funds. A few parishioners give from donor-advised funds but, by tax law, they cannot be "pledged" nor are they deductible. Messaging to the congregation to make known their intent to give from these funds will allow the funds to be factored into the annual budget rather than lumped in with non-pledge giving.

8. **Mission & Ministry:** Reported by Sheila Runnels MacLennan

- a. The Connections committee e-mails will start going out the Monday of the third week in March, 2020 and will continue on the third Monday each month.
- b. During the Parish Council Meeting, the Connections committee database was discussed. Realm will be used to categorize the database. Also discussed at Parish Council was the need for ministry education and another component of the monthly email was devised that would be spotlighting that information.
- c. The M&M committee requested that the Vestry let the committee know if they know anyone that would be a good addition to the Connections committee.

9. **Buildings, Grounds & Technology:** Frank DeLizza, Chair.

- a. The Buildings Solution (Keslar) report has been received. They are reviewing it to putting a multi-year timeline in place for the projects. Oliver Cone, Bracken Reece and Frank DeLizza are working on it.
- b. The BG&T committee is looking into obtaining a report on the structural requirements for putting solar panels in.
- c. Safety and Security meeting – Oliver Cone reported that they met and plan to come back to the Vestry with plans to approach two particular items that will be determined. This ongoing effort is a task force within the BG&T committee.

10. **The Rector's Report: Fr. Casey Shobe**

- a. Capital Campaign
 - i. According to the not yet executed contract with CCS Fundraising, providing staffing and budgetary resources is our responsibility. Bart Stockton asked if we know what our budgetary resource costs will be. Evan Williams suggested that we put a cap on it. For example, printing

costs would be our responsibility. It should come out of the capital campaign budget and not include it in the 2020 operating budget. According to the CCS Fundraising estimate, it should be roughly \$220,000 total cost including around \$35,000 for materials. There will be a significant demand on staff's time, including Lana's and right now she is working four days a week. Volunteers may be able to pick up some of the slack if no confidential information is shared.

- ii. The Vestry discussed how the campaign would be funded. The Snyder bequest is unrestricted and the Vestry agreed that using a portion of it to fund the campaign (CCS fees plus operating expenses) would be a good legacy. It would allow all of the other donations to be given 100% toward the campaign with no administrative costs. Jay Madrid told the Vestry that the timing of the release of funds by the court was uncertain, but that he hoped to get a better idea of the timing by the end of the year. The church can retain CCS Fundraising for six months and extend it month-to-month if desired. A few corrections to the contract were discussed. Evan Williams may have additional comments later.

MOTION: Evan William moved that the church retain CCS Fundraising and subject to the court use the bequest from the Snyder Estate to fund the campaign. Rosemary Luquire seconded the motion. The motion carried

- b. The Vestry will need to determine where to allocate the balance of the Snyder bequest (amounts beyond what is used to fund the capital campaign).
- c. We have seen a dip in attendance at the Table Service recently. The numbers show that attendance at the Saturday Service drops at this time every year. Attendance is at about 65. We need to ask volunteers to renew their commitment in 2020.
- d. The Vestry provided cookies today for the staff and the Vestry was thanked.

11. Wardens' Report: Nancy Jagmin, SW.

- a. The Endowment Trustees provided names for new Trustees for which they requested a Vestry vote: John Caldwell, George Banitch, Alan Dunlop.

MOTION: Nancy Jagmin moved approval of the slate for new Endowment Trustees and Julia Trizzino seconded the motion. Robin Caldwell abstained due to a conflict of interest. The motion was approved.

- b. The Annual Report deadline is Dec. 31, 2019. The goal with reducing the amount of text was to encourage people to condense their information to keep people's attention.
- c. The Vestry Retreat is scheduled for February 7 – 9, 2020 at Camp All Saints. The Vestry will go through the strategic goals. Julia Trizzino requested Vestry members to complete a list of accomplishments and put it in Dropbox before the retreat.
- d. Nancy Jagmin passed out the Vestry Covenant for review.

12. Compline.

Meeting adjourned at 9:16 pm.

Respectfully submitted,



Peggy Kwoka,
Clerk to the Vestry

Upcoming Events

1/21 – January Vestry Meeting

1/26 - Annual Meeting

2/7-9 Vestry Retreat at Camp All Saints

MOTIONS:

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