

Vestry Minutes
Episcopal Church of the Transfiguration
January 21, 2020
7p.m.—Vestry Room
Approved by the Vestry February 9, 2020

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

Others in attendance: Casey Shobe +, Rector; Dave Monaco, Head of School, PES; Allison Murphy, Treasurer; Judson Watkins, Director of Communications; Peggy Kwoka, Clerk to the Vestry; Sophie Lowrance, Parish Administrator; and Shelby Auler-Edge, CCS Fundraising Onsite Consultant

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

1. **Opening Prayer:** Julia Trizzino led the Vestry in the prayer:

A Psalm of New Wine Skins from "Prayers for a Planetary Pilgrim" by Edward
Hats:

Comfortable and well-worn are my daily paths
whose edges have grown gray
With constant use.

My daily speech is a collection of old words
worn down at the heels
By repeated use.

My language and deeds, addicted to habit,
Prefer the taste of old wine,
The feel of weathered skin.

Come and awaken me, Spirit of the new.
Come and refresh me, Creator of green life.
Come and inspire me, Risen Son,
you who make all things new:
I am too young to be dead,
to be stagnant in spirit.

High are the walls that guard the old,
the tried and secure ways of yesterday
that protect me from the dreaded plague,
the feared heresy of change.
For all change is a danger to the trusted order,
the threadbare traditions that are maintained
by the narrow ruts of rituals.

Yet how can an everlastingly new covenant
retain its freshness and vitality
without injections of the new,
the daring and the untried?

Come, O you who are ever-new,
wrap my heart in new skin,
ever flexible to be reformed by your Spirit,
Set my feet to fresh paths this day:
inspire me to speak original and life-giving words
and to creatively give shape to the new.

Come and teach me how to dance with delight
whenever you send a new melody my way.

2. **Formation:** The Rev. Casey Shobe led the Vestry in a discussion of Luke 10:29-37 from the NRSV and The Message.
3. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
4. **Adoption of Minutes:** Peggy Kwoka, Clerk:

**MOTION: Bart Stockton moved to adopt the minutes of December 17, 2019.
Evan Williams seconded the motion and the motion carried.**

5. **Parish Episcopal School:** Dave Monaco, Head of School:
 - a. Mr. Monaco thanked the church for turning out for the bone-marrow drive for the PES student.
 - b. The school is deep into admissions season for colleges.
 - c. Construction projects are moving along. The Football field and baseball fields have been turfed with blue turf.
 - d. Mr. Monaco thanked Nancy Jagmin for her service as a Trustee.
 - e. They are excited to welcome Julia Trizzino as a Trustee.

6. **Capital Campaign Update:** Shelby Auler-Edge, CCS Fundraising Onsite Consultant
- a. Ms. Auler-Edge started working at the church last week and will be working with us for the next six months or so. She is currently working on developing the materials for the campaign
 - b. The campaign will be asking people to make pledges now and through the next few months. There is a question as to whether the pledge period should be three or five years. The Rector asked the Vestry to work with him to make the decision. The Rector and Vestry agreed on a five-year campaign.
 - c. Julia Trizzino communicated that Evan Williams will be the Vestry liaison for the Capital Campaign.
 - d. Oliver Cone presented an update on BGT's review and rationalization of the Building Solutions Report: "Conclusions from the 2019 Facility Audit: Capital Needs Project Groupings and Timing Considerations." The plan helps to rationalize and present the needs included in the Buildings Solution Report in a logical fashion.
 - i. The Report from Building Solutions listed every single piece of work that was needed and anticipated in an Excel spreadsheet. The list is organized by building and priority. BGT reviewed the list with Bracken Reece and grouped items that make sense to be completed together. BGT also identified items where the cost should be split 50/50 with PES.
 - ii. A total of \$4,600,037 (in today's dollars) is estimated to be needed to be spent between 2020 and 2039.
 - iii. BGT grouped identified capital needs into six project groups for completion between 2021 and 2024, including two roofing projects, sanctuary upgrades, Roper Hall Remodel (including the kitchen), Youth Center Remodel, and parking lot, grounds & technology. This does not include a remodel of the sacristy. These projects add up to \$2,823,082.
 - iv. Cyclical / recurring capital needs (2023 - 2039) were listed with a cost of \$205,000 per year on average.
 - v. Priorities for projects are in the order of addressing Health & Safety issues, compliance, replacing out-of-service assets, and repairing roofing to prevent continued water penetration. Application of insurance proceeds needs to be considered in the timing along with timing of the capital campaign commitments.
7. **Treasurer's Report:** Allison Murphy, Treasurer:
- a. End of year numbers are not final, but should be very close:
 - b. Total income for 2019 is \$ 1,938,567 and total expenses are \$1,837,149, for a surplus of \$101,419.
 - c. Collected 104.61% of pledges or about \$87,000 over budgeted amount.
 - d. Expenses were about \$14,000 favorable.

- e. Reimbursement for actual expenses from PES utilities was higher than expected.
 - f. The 2020 budget includes adjustments based on actual performance from 2019.
8. **Budget, Finance & Administration:** Bart Stockton, Chair and Sophie Lowrance, Stewardship Update:
- a. Mark Ramsay will be the new Endowment liaison for the Vestry.
 - b. Sophie Lowrance gave an update on the Pledging for 2020:
 - i. A total of 424 pledges were received as of 01/14/2020 totaling \$1,746,037.29 (about \$100,000 more than last year).
 - ii. There were 70 new pledges (much higher than in previous years), 181 increased pledges, 55 decreased pledges, and 118 with no change.
 - iii. A total of 62 additional households pledged for 2019 but not yet for 2020.
 - iv. A few households are known to the business office as intending to pledge but pledges are not yet received. No further follow-up is planned.
 - c. BFA completed a 2020 Budget Proposal package and provided it to the Vestry. Primarily based on increased in pledges, the proposal represents an increase of \$95,167 over 2019. Of this increase, \$65,202 is due to staffing related costs (adding staff positions to the budget as well as increases in insurance premiums, etc.). This left about \$30,000 available budget to allocate to other line items as requested by staff and Vestry.
 - i. The committee endeavored to at least partially fund new budget item that were requested (Second Half Ministry, Eucharistic Visitors, The Table) and also Christmas/Easter Receptions and the Vestry Retreat.
 - ii. New funding or modest increases were given to strategic areas identified in the most recent "Growing our Future" Stewardship Campaign: Children/Youth Ministries, Communications, The Table, Welcoming Ministries and Outreach Ministries. Some of these increases were represented in other line items (i.e. an increase of \$2000 in contract labor supports communications).
 - iii. Capital maintenance expenses were increased, but are still underfunded based on available budget to distribute and competing priorities. To address this shortfall, the committee hopes the Vestry will consider utilizing a portion of the 2019 surplus (as was done with the 2018 surplus) to provide additional funds for capital and preventive maintenance. This is hoped to be remedied in future years and potentially even the second half of 2020 by the forthcoming capital campaign.

MOTION: Bart Stockton moved that the 2020 Budget Proposal be adopted as presented. Julia Trizzino seconded the motion and the motion carried.

- e. Sophie Lowrance is working to answer the last few questions for the Employee Handbook and correct formatting. She will give the document to the Rector and Jay Madrid for review.
- f. The Committee Responsibilities document was originally envisioned as part of the Policies & Procedures Manual. For easier access and revision, it will, instead, be a standalone document.
- g. The Church's separate Ministry Funds (formerly known as discretionary accounts) have been collapsed into a single account from which all donations to and requests for pastoral assistance/outreach will flow. A rough draft of a new section of the Policies & Procedures Manual (as required by the diocese) has been circulated to BFA members for review and comments. The Rector will also have to publish a guidelines document for use of the Fund, as required by the diocese, and the Wardens must annually audit the disbursements and certify to the Vestry that disbursements followed the guidelines.
- h. The congregational retreat for 2020 was cancelled and the Church lost our deposit paid to Camp Allen (\$1500.00 was paid by EMF grant). The cancellation fee from Camp Allen is \$1700.00 (so we owe them \$200 more) and we have been carrying a negative balance of \$448.50 in the Congregational Retreat Restricted Account #8473 arising from the 2018 retreat. Therefore, BFA proposes paying Camp Allen the \$200 balance, reimbursing EMF their \$1500, and zeroing out the Congregational Retreat restricted account.

MOTION: Bart Stockton moved that \$2148.50 of the projected 2019 budget surplus be moved as follows:

\$1500.00 to account 7040 EMF and \$648.50 to restricted account 8473 Congregational Retreat to pay the Camp Allen balance and zero out the retreat account.

Mason McCamey seconded the motion and the motion carried.

- 9. Mission & Ministry: Mason McCamey, incoming Chair, for Sheila Runnels, Chair:
 - a. Ms. Dalton gave a report to M&M about the meeting, along with Mr. McCamey, with Sophie Lowrance regarding using Realm as a database for the Connections Committee. It appears that, after that meeting, it is feasible to use Realm for this purpose.
 - b. The Committee discussed defining a mission statement for the Connections Committee. It was agreed that it should focus both on the **education** and the **involvement** of the Transfiguration Parish. Mr. McCamey and Ms. Kwoka will develop a draft Mission Statement.

- c. Suggestions for the structure of the Connections Committee were discussed. The number of members was finalized at six people.

- d. A notice will be placed in the e-mail notices and in the bulletin with requests for volunteers for the Connections Committee
 - e. Mr. McCamey (chair elect) will consult with current members to ascertain plans for remaining on or leaving the Committee
10. Building, Grounds & Technology: Oliver Cone for Frank DeLizza, Chair:
- a. Bracken Reece has received a proposal from an engineering firm to evaluate the ability of the buildings to accommodate solar power.
 - b. Mr. Cone reported on the safety and security team efforts. Sheila Runnels MacLennan will lead the team going forward.
 - i. They are proceeding with a plan for further consideration. The plan will incorporate a multi-step approach that can be implemented in an incremental fashion.
 - ii. The main areas of concern are a severe weather event and preventing trespass/vandalism. Access control is something that ties some of these issues together.
 - iii. The goal is to share more detail at the February Vestry meeting.
 - c. Julia Trizzino brought up that AT&T has not been responsive about repairing the bell tower roof although it is required in the contract that they pay for maintenance of the tower. BG&T suggests that we repair and build the costs into our negotiations with them. The Vestry is sending it back to BG&T to check on what is in the contract and also to understand how Jay Madrid has communicated with AT&T. They want BGT to follow up with Mr. Madrid on this approach and then the Vestry can vote by e-mail once Mr. Madrid concurs with the path forward.
 - d. Kim Flynn will work with Mr. Reece to support the Church's commitment to sustainability. She will also check to see if any support is needed for Earth Day.
11. Rector's Report:
- a. The Table needs Vestry volunteers to set out tablecloths, set out the table and make the tea and coffee. Mason McCamey will set up a sign-up genius.
12. Wardens Report: Nancy Jagmin, Senior Warden and Julia Trizzino, Junior Warden
- a. Julia Trizzino discussed the business to occur at the Annual Meeting.
 - b. Ms. Trizzino has generated an agenda for the Vestry Retreat and will send it out. In particular, 2019 accomplishments will be reviewed and 2020 goals will be established. Anne Schmidt will have a focused session on Evangelism, as that will be a focus for the latter half of 2020. Additionally, since many of our original strategic goals have been met or have changed significantly, we will conduct a visioning session to think about where we want to be in the next 5-10 years. Get acquainted and spiritual development activities are also included.

- c. 2020 Mutual Ministry Review (MMR) Process – The process was last undertaken about two years ago. Nancy Jagmin will conduct the process this time starting in February of this year. She is an Organizational Psychologist and has a great deal of experience in this field.

MOTION: Julia Trizzino moved that we approve the revised CCS contract. Evan seconded the motion and the motion carried.

- d. Thank you notes were planned.

13. Four members are retiring from the Vestry, Nancy Jagmin, Bart Stockton, Betsey Hardman, and Roy Heller. The Rector commended them for their leadership and contributions.

14. While reviewing previous Vestry minutes in preparation for the Annual Meeting, Julia Trizzino found that a Vestry resolution was passed in December 2016 that a portion of any budget surplus needed to be applied to the Chapel Reserve Fund (\$10,000 - \$25,000). Discussion was that although there was funding allocated to the chapel reserve fund from the 2017 surplus, it appeared there was no such allocation from the 2018 surplus and that such a resolution should have been incorporated into policies and procedures following its adoption to increase the awareness of future Vestries that the resolution existed. Additionally, based on current state of the Chapel Reserve Fund (> \$600,000), and current thinking to repurpose the South Transept into a chapel, existing funds may be sufficient.

MOTION: Evan Williams moved that we set aside the previously adopted motion passed at the Dec. 2016 meeting that obligated the Vestry to commit surplus funds to the Chapel Reserve Fund and approve a waiver to any surpluses previously allocated. Mason McCamey seconded the motion. The motion carried with two “no” votes.

15. Julia Trizzino led a discussion of how to allocate the remaining 2019 surplus. Per Policies and Procedures, any surplus not disposed by Vestry action gets deposited in Operating Reserve (8499). Because 8499 funding is currently greater than 10% of the 2020 budget (~ \$213,000) and the Vestry had several allocations which reduced Vestry Discretionary Reserve (8506) in 2019, Julia recommended any surplus remaining following other Vestry actions go to 8506. Additional Vestry actions discussed were an item for Executive Session and allocating additional funds for 2020 capital maintenance, as recommended by BFA.

MOTION: Julia Trizzino moved that we allocate \$21,000 to a Restricted Fund for Capital Maintenance and any remaining surplus after all Vestry distribution be applied to the Vestry Discretionary Fund #8506. Mason McCamey seconded the motion and the motion carried.

16. Consideration was given to the approval of financial authorizations as shown below, but a motion was not made pending the annual meeting when the new leaders will be in place:
- a. The following will be authorized to open accounts, make deposits, authorize transfers between accounts, authorize payments to be made from said accounts said authority bearing two signatures of the persons then holding those positions; to hold, sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now or hereafter registered in its name.
 - i. Senior Warden – Julia Trizzino
 - ii. Junior Warden – Oliver Cone
 - iii. Treasurer – Allison Murphy
 - iv. Parish Administrator – Sophie Lowrance
 - v. Controller – Mary Hall
 - vi. Chair of Budget, Finance & Administration – Robin Caldwell

Executive Session during the Vestry Meeting:

MOTION: Julia Trizzino moved that we allocate part of the surplus to staff bonuses. Mason McCamey seconded the motion. The motion was approved. Bart Stockton seconded the motion. The motion carried.

17. Compline – The Rev. Casey Shobe

Meeting adjourned at 9:36 p.m.

Upcoming Events

- 1/26 Parish Annual Meeting
- 2/7-9 Vestry Retreat

The Annual Meeting of the Episcopal Church of the Transfiguration was conducted on January 26, 2020. At this meeting, the following new Vestry members were installed: Linda Horton, Mark Ramsay, Scott Daniels and Jodi Dalton. They joined current members: Julia Trizzino, Frank DeLizza, Evan Williams, Oliver Cone, Rosemary Luquire, Mason McCamey, Robin Caldwell, and Sheila Runnels MacLennan.

Special Meeting of the Vestry called during the Annual Meeting of the Church of the Transfiguration on January 26, 2020 as recorded by Julia Trizzino:

The meeting opened at 10:55 am.

Vestry Attendees: Julia Trizzino, Frank DeLizza, Evan Williams, Oliver Cone, Rosemary Luquire, Mason McCamey, Robin Caldwell, Scott Daniels, Mark Ramsay, Jodi Dalton and Linda Horton

- The Rector appointed Julia Trizzino to serve as Senior Warden.

MOTION: Ms. Trizzino nominated Oliver Cone to serve as Junior Warden. The Rector called for additional nominees. There were none. The motion passed.

MOTION: Ms. Trizzino nominated the following people to serve the church and vestry in the coming year:

- Allison Murphy as Treasurer
- Peggy Kwoka as Clerk
- Jay Madrid as Chancellor

The motion carried.

MOTION: Oliver Cone moved that the resolution previously distributed that authorizes signature authority for Senior Warden, Junior Warden, treasurer, Parish Administrator, Controller, and the Chair of Budget, Finance & Administration be approved. The motion carried.

The Special Vestry meeting within the Annual Meeting was closed at 10:58 am.

E-mail vote conducted by the Vestry on January 29, 2020:

MOTION: Julia Trizzino moved that the church shall pay a housing allowance as compensation for services performed for the church in the exercise of its ministry to Rebecca Tankersley and Nancy DeStefano as follows:

The compensation for Rebecca Tankersley shall include \$4,600 per month designated as housing allowance.
The compensation for Nancy DeStefano shall include \$1,184.50 *per month designated as a housing allowance*.*.

And that the above amounts also be designated and paid in succeeding years unless otherwise changed by the Vestry.

Mark Ramsay seconded the motion. *Oliver Cone clarified the motion to mean that the compensation for Nancy DeStefano shall be per month designated as a housing allowance.

The following Vestry Members voted on the motion: Mark Ramsay, Julia Trizzino Mason McCamey, Scott Daniels, Rosemary Luquire, Oliver Cone, Evan Williams, Robin Caldwell and Frank DeLizza. The motion carried.

Respectfully submitted,

Peggy Kwoka

Peggy Kwoka
Clerk of the Vestry

MOTIONS:

JANUARY 21 VESTRY MEETING:

MOTION: Bart Stockton moved to adopt the minutes of December 17, 2019. Evan Williams seconded the motion and the motion carried.

MOTION: Bart Stockton moved that the 2020 Budget Proposal be adopted as presented. Julia Trizzino seconded the motion and the motion carried.

MOTION: Bart Stockton moved that \$2148.50 of the projected 2019 budget surplus be moved as follows:

\$1500.00 to account 7040 EMF and \$648.50 to restricted account 8473

Congregational Retreat to pay the Camp Allen balance and zero out the retreat account.

Mason McCamey seconded the motion and the motion carried.

MOTION: Julia Trizzino moved that we approve the revised CCS contract. Evan seconded the motion and the motion carried.

MOTION: Evan Williams moved that we set aside the previously adopted motion passed at the Dec. 2016 meeting that obligated the Vestry to commit surplus funds to the Chapel Reserve Fund and approve a waiver to any surpluses previously allocated. Mason McCamey seconded the motion. The motion carried with two "no" votes.

MOTION: Julia Trizzino moved that we allocate \$21,000 to a Restricted Fund for Capital Maintenance and any remaining surplus after all Vestry distribution be applied to the Vestry Discretionary Fund #8506. Mason McCamey seconded the motion and the motion carried.

MOTION: Julia Trizzino moved that we allocate part of the surplus to staff bonuses. Mason McCamey seconded the motion. The motion was approved. Bart Stockton seconded the motion. The motion carried. Details were coordinated with Father Casey and Mary Hall.

JANUARY 26 VESTRY MEETING (DURING ANNUAL MEETING)

MOTION: Ms. Trizzino nominated Oliver Cone to serve as Junior Warden. The Rector called for additional nominees. There were none. The motion passed.

MOTION: Ms. Trizzino nominated the following people to serve the church and vestry in the coming year:

- Allison Murphy as Treasurer
- Peggy Kwoka as Clerk
- Jay Madrid as Chancellor

The motion carried.

MOTION: Oliver Cone moved that the resolution previously distributed that authorizes signature authority for Senior Warden, Junior Warden, treasurer, Parish Administrator, Controller, and the Chair of Budget, Finance & Administration be approved. The motion carried.

JANUARY 28-29 EMAIL VOTE

MOTION: Julia Trizzino moved that the church shall pay a housing allowance as compensation for services performed for the church in the exercise of its ministry to Rebecca Tankersley and Nancy DeStefano as follows:

The compensation for Rebecca Tankersley shall include \$4,600 per month designated as housing allowance.

The compensation for Nancy DeStefano shall include \$1,184.50 *per month designated as a housing allowance*.*.

And that the above amounts also be designated and paid in succeeding years unless otherwise changed by the Vestry.

Mark Ramsay seconded the motion. *Oliver Cone clarified the motion to mean that the compensation for Nancy DeStefano shall be per month designated as a housing allowance.

The following Vestry Members voted on the motion: Mark Ramsay, Julia Trizzino Mason McCamey, Scott Daniels, Rosemary Luquire, Oliver Cone, Evan Williams, Robin Caldwell and Frank DeLizza. The motion carried.