



Vestry Minutes

Episcopal Church of the Transfiguration

December 15, 2020 - 7:00 p.m.

Location: Virtual Meeting using Web Conferencing

Approved by the Vestry January 26, 2021

Vestry members in attendance: Julia Trizzino, Senior Warden; Oliver Cone, Junior Warden; Robin Caldwell, Jodi Dalton, Frank DeLizza, Scott Daniels, Linda Horton; Rosemary Luquire, Mark Ramsay, Sheila Runnels MacLennan, Mason McCamey, and Evan Williams

Others in attendance: Casey Shobe+, Rector; Rebecca Tankersley, Associate Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk to the Vestry; Cindy Hauser, Director of Children's Ministries; Lana Mederos, Executive Assistant to the Rector; Sophie Lowrance, Parish Administrator; Dave Monaco, Head of School, Parish Episcopal School; Bill Evans, Endowment Chairman; and Alan Dunlop, Endowment Trustee; Lacey Garcia, Vestry Elect; and Kristin Cutts, Vestry Elect.

1. Opening Prayer: Sheila Runnels MacLennan led the Vestry in the prayer:

Dear Heavenly Father,

As we move from the Thanksgiving holidays into the joyous season of Christmas, we thank you for the many blessings you have bestowed upon us. We receive these gifts through your love. Help us to extend your love to others by giving joyfully, willingly, eagerly, and even unexpectedly.

We pray for your healing hand to touch those affected by illness today and for your guidance to those who provide compassionate care to them.

We ask for your protection of our troops who serve around the world; please lift their spirits as they celebrate Christmas away from home.

Give wisdom to the leaders of our group tonight as we strive to seek and serve Christ through all people.

In Jesus' name we pray, Amen

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of the Magnificat (Luke 1:46–55) from the Message Bible.

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

4. Parish Episcopal School: Dave Monaco, Head of School

- a. There are four days left until everyone departs for the holiday.
- b. The school has had over thirty cases of Covid-19 in the last six weeks. They will go remote for the first week in Jan (until the 11th) to allow people to settle back into their homes in case they are visiting

- c. Sports and music are ongoing.
- d. The football team won a state championship this last weekend.
- e. Jenn Makins, a PES teacher, is featured in a STEM exhibit at Love Field as an inspiration to young women.
- f. PES and Transfiguration Episcopal Church partnered with UT Southwestern to study the spread of the virus. People were able to have a PCR test ahead of the Christmas break.
- g. Julia said that David Fisk would fill the Transfiguration role on the PES Board.

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

MOTION: Rosemary Luquie moved to adopt the minutes of the November 17, 2020, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.

6. The Rector introduced the Vestry-elect members that were present, Lacey Garcia, Kristin Cutts and Peggy Kwoka.

7. Endowment Committee Trustee Slate: Bill Evans, Alan Dunlop

- a. Bill Evans is the outgoing Chairperson, and Alan Dunlop is the incoming Chairperson of the Endowment Committee.
- b. The number of Trustees is increasing to 11. Linda Ayres (2nd term), Dana Bartholomew, Bill Keslar, Carolyn Lewis and Renee Thomas are proposed to the Vestry as new Endowment Committee members. The committee is a diverse group with several skill sets and a long history with the Parish.
- c. In 2020 the endowment grew.
 - i. The investment advisors were changed to State Street in Boston (working with Episcopal Endowment Corporation).
 - ii. They established a sub-fund for Seminarians, which came from a very generous donation.
- d. They plan to continue to build the funds in 2021.
 - i. The committee needs to understand what will happen with the Capital Campaign before working to increase funds.
 - ii. The Endowment Committee is amending the bylaws and will bring those to the Vestry in January.
 - iii. An Ad Hoc Committee is working on reviewing the investment policy statement.
 - iv. They are considering the nominating committee to help find trustees and officers
 - v. The Endowment Committee may need a financial sub-committee to manage controls
 - vi. Julia Trizzino suggested that they may need an investment sub-committee and said that the Vestry wants to make sure that there is always someone on the Trustees with investment expertise.
 - vii. The Rector said every class or every other class needs to understand how to facilitate a request for proposals.

MOTION: Mark Ramsay moved approval of the slate of Trustees, and Evan William seconded the motion. The motion carried.

- e. The Rector thanked Bill Evans for his service during a time of growth and increased stability.

8. Treasurer's Report: Allison Murphy, Treasurer

- a. Current year revenue is behind the 5-year average by 0.7% and behind that of 2019 by 1.0%.

- b. At \$12,980, non-pledge giving is down 20.20% from 2019 and behind the 5-yr. average by 1.3% because there have been no in-church services since March.
- c. 2020 Financials (YTD)
 - i. Revenues are \$ 1,647,459 vs. \$ \$ 1,789,847 budgeted (\$142,388 under budget).
 - ii. Expenses are \$ 1,681,212 vs. \$ 1,791,259 budgeted (\$110,047 under budget).
 - iii. There is an unfavorable deficit of \$32,341
 - iv. A total of \$40,705 has been collected so far for December. Over \$200,000 was collected for the entire month of December in 2019.
 - v. The budgeted number for pledges in Dec. is \$136,841, and the budgeted total revenue is \$156,439.
 - vi. We haven't received payments for November PES reimbursements. Sophie is following up. The Vestry did agree to give a percentage of this to the youth.

9. Budget, Finance & Administration: Robin Caldwell, Chair

- a. There are only about two weeks left to fulfill 2020 pledges, and we are about \$34,000 in the red. Even though we have reduced expenses, some expenses have increased related to the video services. A letter is going out to those who have not completed their pledges explaining the expenses.
- b. Endowment grants were approved for the work to the patio outside the parlor to make this a usable space and for the outdoor Stations of the Nativity.
- c. Transfiguration is looking to close out the remaining account at Comerica as discussed in the previous Vestry meeting and are in the process of reviewing opportunities to put the funds into a very safe investment vehicle.
- d. The committee is developing three budgets with scenarios for a "normal" year, a "virtual" year, and a "hybrid" year. Allison has developed some information on three restricted accounts that may be used to meet the 2021 budgets.
- e. Rosemary has identified some ideas for revising the Vestry election process.
- f. The PPP loan is a separate source of money and outside the calculations. It won't be considered until after the first of the year.
- g. The Rector discussed the pledges received to date. We are only about 50 pledges behind where we were last year. The average and median pledge are both above where we were last year. The total pledged for 2021 YTD is \$1,562,567.59 vs. \$1,692,403.29 in 2020 at this time.

10. Mission & Ministry: Linda Horton for Mason McCamey, Chair

- a. The committee has been doing a lot of brainstorming. We reviewed progress to meeting the goals; the pandemic impacted our ability to meet the goals.
- b. Anne Schmidt suggested small groups and asked the Connections Committee to get involved. We will look at launching it in a small way during Lent.
- c. It would be best if Ms. Schmidt and TJ McCoy were in the meetings because there are always both communications and welcoming parts.
- d. The Outreach meeting was held in December, and the brainstorming that was completed is in the report.
 - i. Dana Jean will get involved in enhancing communication strategies, and the Connections Committee will engage in this as well.
 - ii. Julia Trizzino suggested that one Vestry member attend the Outreach Committee meeting each month in a rotation to improve communications. M&M will send a Vestry member to every Outreach Committee meeting.

- e. Ms. Trizzino said that people want to see what the outreach opportunities are in one place. It can be done now in Realm; we need to make sure everything is in there. The Rector said the most challenging part is that some people are unlikely to check Realm.

11. Buildings, Grounds, and Technology: Frank DeLizza, Chair, and Jodi Dalton

- a. The new video system in the sanctuary is in and working.
- b. The church signed a contract with AT&T for additional bandwidth.
- c. The church's information technology maintenance needs attention, and the company we are working with has not responded to their RFP. Sophie said that transitioning to a more cloud-based system has been discussed for some time. She has been speaking with our current IT provider to try to proceed with this. They have not been responsive. We will need additional IT help with the changes to the sanctuary and bandwidth. They have obtained some proposals from other companies. The budget line will go up, but they expect to receive better support. We have been paying a monthly rate and have not been getting support despite paying the fee.
- d. We have completed all of the roofing except for the Nave, which we are not doing yet.
- e. We do not yet have the permit for the sunshade. We will apply for a temporary 30-day permit. The Rector requested that BG&T question whether we need the sunshade. The Rector will raise the question with Bracken and Dave Monaco.
- f. The city accepted the fire alarm in Building A.
- g. The work in the courtyard will start after the New Year.
- h. The outdoor Stations of the Nativity are being constructed.

12. Rector's Report: Casey Shobe +, Rector

- a. We have moved our outdoor service time to 11:30 am.
- b. The Christmas services have been recorded.
- c. The video of the Christmas pageant is being finished and is very good. It is filmed with one child at a time.
- d. The Rector discussed the Christmas activities and services.

13. Warden's Report: Julia Trizzino, Senior Warden

- a. Oliver Cone participated in a discussion with CCS Fundraising on the Capital Campaign. The concern is that we do not want to lose momentum on the capital campaign. The thought is that there might be more enthusiasm after we get back to meeting in person on the campus. There are people who are still enthusiastic about the plans. Mr. Cone said it might be a good idea to have conversations with the Parish. They are talking to CCS about having them help us with a less extensive campaign. The studies they previously performed have about a 12 – 18 mos. life and would have to be repeated after some time. Scott Daniels said that he thinks things will be much better in July. The Rector said that the timing doesn't seem ideal to restart a campaign in the next few months. Evan Williams suggested that we review it again in late January after the potential spike in cases following the holidays. We could work with major donors over the next few months and may want to enter into a more major campaign in the Fall. The Vestry agreed with this approach.
- b. TJ McCoy is seeking annual report input. Please include Julia Trizzino and Oliver Cone in the e-mails.
- c. The Vestry Retreat will be virtual. We will probably be on campus for an outdoor portion.
- d. Oliver Cone will be the Senior Warden as Julia steps down.
- e. Julia Trizzino asked Vestry members to begin thinking about the next Tau Cross and Crown Award.

f. Anne Schmidt has requested that the outdoor ushers be thanked.

The meeting adjourned at 9:00 pm. The Vestry met for an Executive Meeting.

Respectfully submitted,

Peggy Kwoka

Peggy Kwoka
Clerk to the Vestry

Upcoming Events

- Services available live on Facebook:
 - Weekdays – Daily office: 8 am, noon, 6 pm, 9 pm.
 - Saturday – 8 am and 9 pm.
 - Sundays – Facebook Live Worship at 9 am. Outdoors in person at 11:30 am with REALM registration
- The Collects of Advent, Wednesdays, 7–8 pm via Zoom (starts December 2)
- Disciple Bible Study, Thursdays (through June 2021) 6:30–8:30 pm.
- The Longest Night, Dec. 21, 7 pm.
- Stations of the Nativity, Dec. 21-Jan 6.
 - Church open for last station Dec 21-23 – 4–7 pm.
 - All Outdoors Dec 24-Jan 4 – 9 am-7 pm.
 - All Outdoors Jan 5-6 – 4–7 pm.
- Christmas Eve, December 24
 - Communion pickup (no Zoom) – 9-11 a.m.
 - Christmas Pageant premiere – 3 pm.
 - Christmas Eve Service premiere – 5 pm.
- Outdoor Christmas Sing, Dec. 27, 10 am (no 11:30 service)
- Annual Report inputs due to TJ, December 30
- Church offices closed, Dec. 24-25; December 31 (p.m.)- January 1.
- Epiphany Outdoor Worship (Burning of the Greens), Jan. 6, 5 pm.
- January Vestry Meeting, January 26
- Annual Meeting, January 31

E-mail vote on January 14, 2021:

MOTION: Julia Trizzino moved that the Vestry release the second lien deed of trust against the Shobe home held as security for a \$35,000 loan and enter into a loan modification agreement that was provided to the Vestry. Jodi Dalton seconded the motion and the motion carried.

MOTIONS:

MOTION: Rosemary Luquire moved to adopt the minutes of the November 17, 2020, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.

MOTION: Mark Ramsay moved approval of the slate of Trustees, and Evan William seconded the motion. The motion carried.

MOTION: Julia Trizzino moved that the Vestry release the second lien deed of trust against the Shobe home held as security for a \$35,000 loan and enter into a loan modification agreement that was provided to the Vestry. Jodi Dalton seconded the motion and the motion carried.