



Vestry Minutes
Episcopal Church of the Transfiguration
April 27, 2021 – 6:30 p.m.
Location: Virtual Meeting using Web Conferencing
Approved by the Vestry May 25, 2021

Vestry members in attendance: Oliver Cone, Senior Warden; Robin Caldwell, Kristin Cutts, Jodi Dalton, Scott Daniels, Robbi Dietrich, Lacey Garcia, Linda Horton, Peggy Kwoka, Rosemary Luquire, and Mason McCamey.

Vestry members not in attendance: Mark Ramsay, Junior Warden

Others in attendance: Casey Shobe+, Rector; Rebecca Tankersley, Associate Rector; Allison Murphy, Treasurer; Libby Nicodemus, Clerk to the Vestry; Anne Schmidt, Director of Evangelism and Welcoming Ministries, Lana Mederos, Executive Assistant to the Rector; Sophie Lowrance, Parish Administrator; and Dave Monaco, Head of School, Parish Episcopal School.

1. Opening Prayer: Robbi Dietrich led the Vestry in the prayer:

Thank you, Lord, for the gift of today, and for each day you give to us.

Guide us with your wisdom in our time together tonight and always as we seek to do your will. Open our hearts and minds to what you want us to do, to serve you in our community and beyond.

Thank you for the talents, skills, and resources you have blessed our parish and each of us with.

Help us to fully use these gifts from you to build up the community of faith and bring others to know you. Quiet our minds and calm our fears when doubts and chaos come into our lives. Give us the gift of faith so that as your people, we will reflect your love, light, compassion, and forgiveness. We ask this with grateful and thankful hearts in Jesus's name.

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of John 10:11-18

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

4. Adoption of Minutes: Libby Nicodemus, Clerk to the Vestry

MOTION: Oliver Cone moved to adopt the minutes of the March 23, 2021, Vestry meeting. Robbi Dietrich seconded the motion, and the motion carried.

5. Parish Episcopal School (PES): Dave Monaco, Head of School

- a. Dave Monaco reported that there are four weeks of school remaining in the 20-21 school year.

- b. The process for obtaining detailed design plans for the playground is moving forward. The budget for this project is in the range of \$400,000 - \$600,000. PES is hopeful to have designs ready to show potential donors soon.
- c. The PES Board of Trustees held their board retreat in Roper Hall. Mr. Monaco noted that this face-to-face meeting was productive. The final PES Board of Trustees meeting is scheduled for Monday, May 3.
- d. Mr. Monaco shared that in-person Chapel services have resumed for children in first and second grade. The services are going well, and appropriate COVID-19 procedures are being followed.
- e. Over the summer, PES will be determining campus operations for the 21-22 school year. PES anticipates returning to a more normal pattern of campus use. Decisions related to COVID-19 protocols and procedures will be made in conjunction with appropriate guidance from key stakeholders and organizations.

6. Capital Campaign: Robbi Dietrich

- a. Robbi Dietrich reported on the capital campaign volunteer training event.
- b. Alex Fruin, CCS employee, reviewed the updated capital campaign timeline with volunteers. Personal visits with Transfiguration members will occur in May and June. These visits are critical to the success of the capital campaign. The goal is to make 350 visits with individuals and families over an eight-to-ten-week period. Mr. Fruin provided tips on how to setup and conduct these meetings. Specific pledge requests, based on a three-year giving history, will be made to individuals and families.
- c. The capital campaign committee will begin meeting each week beginning Tuesday, May 4.
- d. The Rector reports that pledges continue to be made toward the capital campaign. He also reiterated that pledges of all sizes will make the capital campaign a success.
- e. The Rector stated that Mr. Fruin will be onsite at Transfiguration full-time beginning Monday, May 3.
- f. Ms. Dietrich asked the Vestry to contact her with any questions or information requests related to the capital campaign.

7. Treasurer's Report: Allison Murphy, Treasurer

- a. 2021 YTD Surplus is \$280,727 vs. \$102,646 budgeted (\$178,081 favorable difference)
- b. 2021 Financials (YTD):
 - i. Revenues are \$686,352 vs. \$546,521 budgeted (\$139,831 over budget).
 - ii. Expenses are \$405,625 vs. \$443,875 budgeted (\$38,250 under budget).

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

- a. Robin Caldwell shared concern over the federal tax payment that reduced the Atterberry Estate bequest by \$36,009.96 or 35%. BFA is looking into why this tax was levied. Endowment is also investigating this matter. Endowment wants to be able to provide appropriate guidance to potential donors to avoid this situation in the future. The Rector thanked members of BFA for investigating the federal tax payment that reduced the Atterberry Estate. He is hopeful this money will be reclaimed.
- b. Ms. Caldwell reported on revisions made to the Memorandum of Understanding (MOU) between Vestry and Endowment for the establishment of The Infrastructure Capital Fund. Revisions include clarifications that the fund is intended to cover infrastructure/capital reinvestment and renewal projects rather than routine maintenance expenses, unless and until changed by Vestry and the Trustees. Jodi Dalton has reviewed the MOU for BGT and has discussed the proposed disbursement mechanisms with Bracken Reece. Mr. Reece has agreed that the mechanisms are acceptable. Ms. Caldwell shared that the only subsequent update to the draft included in the Vestry packet is the removal of the signature of the Secretary of the Vestry. Ms. Caldwell thanked Oliver Cone, Mark Ramsay, Lacey Garcia, Ms. Dalton and Alan Dunlop, Endowment Trustee, for all their work in drafting, reviewing, and finalizing this MOU.

- c. Ms. Caldwell attended the Virtual CEEP Conference. Topics on transparency, communication, and reporting were reviewed. BFA encourages Transfiguration to develop written instructions for counting money in its policies and procedures. Ms. Caldwell also attended a session which reviewed religious giving trends and future economic models. Ms. Caldwell shared that some churches are moving stewardship campaigns from the fall to the spring to incorporate Lent into the campaign.
- d. Sophie Lowrance shared that the review of the backup documents collected through the period marked for the Payroll Protection Plan (PPP) loan is complete. These documents will be processed by our loan officer at Truist. If the documents are in order, they will be issued to the SBA. This is expected to be a straightforward process since Transfiguration's payroll for the covered period exceeded the loan amount. It was noted that while PPP covered payroll and utilities, Transfiguration only submitted payroll costs. Ms. Lowrance reports that Transfiguration is eager and happy to have this process in its final stages.

MOTION: Robin Caldwell moved that the Vestry accept this MOU (with the removal of the signature of the Secretary of the Vestry) between Vestry and Endowment for the establishment of The Infrastructure Capital Fund. Jodi Dalton seconded the motion, and the motion carried.

9. Mission & Ministry: Mason McCamey, Chair

- a. Mason McCamey reported that the first meeting using M&M's new presentation format went smoothly. Presentations of the following ministries were shared: Transfigured Nights, Adult Formation, Nurturing Faith Through Fiction, Stephen Ministers, St. Hilda's Guild (Clotheshorse and Bookstore at Transfiguration), and Austin Street Center.
- b. Jordan Teeple gave an update on the Capital Campaign, Transfiguring our Foundations.
- c. Alyson Thompson discussed the Racial Justice Ministry (RJM) and some of the issues that have come up in the group regarding how it will work going into the future, particularly with its staff leader (Dana Jean) leaving. Mr. McCamey shared that RJM needs to get an idea of its purpose. RJM is hopeful that its engagement in a visioning workshop this fall will help clarify its purpose and direction.
- d. Linda Horton chaired the Connections Committee meeting on Monday, April 5.
- e. Connections has been asked to identify a Hospitality Committee to serve Transfiguration. Ms. Horton notes that this committee will be important as Transfiguration begins the process of reopening to more in-person activities.
- f. Ms. Horton reports that the capability of Realm to identify talents, expertise, and interests of Transfiguration members was discussed. Connections wants to help members utilize REALM in a positive and productive way. This will encourage members of Transfiguration to register and regularly interface with REALM.
- g. A new member has joined the Connections Committee, Al Blackwell. Mr. Blackwell has a background in database management and has expressed his desire to help Connections with data entry and data processes.

10. Buildings, Grounds, & Technology: Jodi Dalton, Chair

- a. Jodi Dalton shared that BGT is supporting Bracken Reece's efforts to compile and update a list of needed capital projects, originally listed in the 2019 BSI facility audit report. This will allow Mr. Reece to create a schedule of the first projects to be addressed using capital campaign funds. BGT would like to create a process whereby Mr. Reece can do his job with appropriate oversight and minimal interruption.
- b. Ms. Dalton reports that BGT is focused on the possibility of solar. Ms. Dalton, Kip Moravec, and Mr. Reece attended a meeting with Tru Energy. Two plans were offered by Tru Energy that would convert Transfiguration to an all-solar energy campus. The costs presented for the first plan was \$1,500,000 and the cost for the second plan was \$1,900,000. Ms. Dalton shared that an onsite meeting with Tru Energy is scheduled next week to discuss these plans. Tru Energy had noted that the tax credits, which allow solar to pay for itself, are a potential benefit to Transfiguration. However, BGT will need to explore how Transfiguration, an institution that is tax exempt, can capture the solar tax credits.

- c. BGT continues its work on the concept of the conversion of the South Transept into a chapel. An issue with the chapel is how its construction will impact other capital campaign projects (specifically a potential Sacristy rebuild). BGT needs to find a design firm that can advise Transfiguration on how these various projects can all work together.
- d. Peggy Kwoka provided an update to the Roper Kitchen project. Ms. Kwoka contacted five companies known for kitchen design. Two companies have responded. Food Service Design Group (FSDG) based in San Diego, CA, has the most experience and has shown the most interest in this project. Mrs. Kwoka expressed that the information provided by FSDG is most impressive. The two companies who responded to Ms. Kwoka have given a general price range of \$6,500 - \$8,000 for the design process. Ms. Kwoka is expecting a finalized quote from these companies soon.

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

- a. The Rector reported that Ted Clarkson has been hired as a Curate and will begin working at Transfiguration on July 1. The search for a youth minister continues.
- b. Transfiguration is resuming childcare this summer. Transfiguration has been able to maintain their childcare employees throughout the childcare closure. Libby Nicodemus offered to share COVID-19 policies and procedures for childcare operations with Transfiguration. Ms. Nicodemus is a preschool director at a school that has been open and operating throughout the pandemic.
- c. The Rector reviewed upcoming service schedules. Beginning in June, services will be moving indoors. The last outdoor service is Sunday, May 30. In May, indoor service registration capacity is 75 individuals. In June, this number will increase to 100. COVID-19 procedures continue to be followed. Transfiguration will offer outdoor refreshments at the end of May.
- d. The Rector reports that the Clotheshorse is preparing to reopen in June. The store will follow COVID-19 procedures and only allow entry to a limited number of individuals.
- e. The Rector provided an update to the Columbarium expansion. To date, there are 14 niches available with five applications pending. The Rector urges Transfiguration to move forward with the expansion that will add 108 new niches to the Columbarium. The estimated timeline to complete this work is 24- 28 weeks. Jodi Dalton expressed the importance of separating the associated capital improvements into portions that are defined by responsibility. Namely, what portion is the responsibility of the Columbarium Committee and what is the responsibility of Transfiguration. There was much discussion surrounding the appropriate way to fund this expansion.

MOTION: Jodi Dalton moved that the Vestry authorize the Columbarium Committee to enter into a contract with Eickhof Columbaria for \$52,715 with the Vestry contributing a portion of the cost the Columbarium Committee is unable to cover with current funding. The Vestry agrees to fund up to \$15,000 of the above amount using existing eligible funds from within the approved Parish budget. Rosemary Luquire seconded the motion, and the motion carried.

12. Warden's Report: Oliver Cone, Senior Warden

- a. Oliver Cone shared that Rosemary Luquire is leading the Sabbatical Committee. The Rector and Joel Martinson qualify for sabbaticals in 2022 and both individuals would like to partake in this process. Given this, the Sabbatical Committee needs to develop plans that help both the Rector and Mr. Martinson with financing. Mr. Cone reported that the Rector has applied for a grant program from the Lilly Endowment for Clergy Renewal. This grant is unique. It is intended for senior clergy and if granted will fully fund the Rector's sabbatical.
- b. Mr. Cone broached the subject of an in-person Vestry meeting for May. Kristin Cutts asked if the start time of the in-person Vestry meeting would remain 6:30 p.m. or shift to a later time. Mr. Cone stated that a conversation about the start time could be opened if individuals had difficulty making the meeting by 6:30 p.m. Jodi Dalton asked if the in-person meeting would be held in Roper Hall or the Vestry Room. The Rector suggested Roper Hall or the Parlor as potential locations. In both spaces, persons can spread out and open doors for good air

circulation. The Parlor provides a good telephone for conference calls for individuals who wish to call into the Vestry meeting. The Rector added that individuals who have strong reservations about meeting in-person should contact him or Mr. Cone.

- c. Thank you notes were assigned to Vestry members.

The meeting adjourned at 8:33 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus
Clerk to the Vestry

E-mail vote following the meeting on May 11, 2021:

Jodi Dalton proposed a motion via email on May 11, 2021 to substitute the motion passed during the April 27 Vestry meeting regarding funding for the Columbarium expansion project with a new motion.

MOTION: Jodi Dalton moved that the Vestry authorizes the Columbarium Committee to enter into a contract with Eickhof Columbaria Inc. for \$52,715 for the columbarium expansion project, and will advance (i) up to one third (\$17,572) of the Eickhof contract costs not funded from the Columbarium restricted account and (ii) up to \$15,000 for additional costs specifically related to the expansion project; said funds to be allocated from other restricted accounts at the Vestry's discretion. It is expressly understood that such advances are a loan and will be repaid over time from the Columbarium restricted account as additional niches are sold. Oliver Cone seconded the motion, and the motion was approved unanimously by all members of the Vestry.

Upcoming Events

- Next Vestry meeting – Tuesday, May 25 at 6:30 p.m.
- May Communion – Sunday, May 2 at 11:15 p.m. (pick-up Saturday, May 1 from 9 a.m. - 11 a.m.)
- Transfigured Nights: Broadway @ Hillcrest – Saturday, May 8 from 7:00 p.m. - 8:00 p.m.)
- Pentecost Communion – Sunday, May 23 at 11:15 a.m. (Belltower Cloister)
- Worship Services available:
 - Daily Office: Weekdays at 8 a.m., 6 p.m., 9 p.m. (live on Facebook)
 - Holy Eucharist – Wednesday (6 p.m.) and Thursday (noon)
 - Sundays – Outdoor Eucharist at 9 a.m. (REALM registration); Live Stream Indoor Eucharist 11:15 a.m. with limited in-person attendance (REALM registration)
 - Sunday Children's Chapel – 9 a.m. on Zoom through Sunday, June 27
- Children's Sunday Faith Formation (K through 5th) - 10 a.m. – 11 a.m. February 21st through May 9th
- Sunday Youth Formation (6th through 12th grade) - 10:15 a.m. – 11:15 a.m. through May 30th
- Sunday Adult Formation The Great Fifty Days Eastertide Celebration – 10:15 a.m. - 11:00 a.m. through May 2nd
- Praying the Psalms Throughout Easter – Wednesdays 7:00 p.m. - 8:00 p.m. (Zoom) through May 19th
- Disciple Bible Study – Thursdays 6:30 p.m. - 8:00 p.m. through June 10th
- Seniors High Tea – Wednesdays 3:30 p.m. – 4:30 p.m.
- Youth Crossover (middle school) - Wednesdays 7:00 p.m. - 9:15 p.m. (Parlor courtyard), through May 26th

MOTIONS from the April 27, 2021, Vestry Meeting:

MOTION: Oliver Cone moved to adopt the minutes of the March 23, 2021, Vestry meeting. Robbi Dietrich seconded the motion, and the motion carried.

MOTION: Robin Caldwell moved that the Vestry accept this MOU (with the removal of the signature of the Secretary of the Vestry) between Vestry and Endowment for the establishment of The Infrastructure Capital Fund. Jodi Dalton seconded the motion, and the motion carried.

MOTION: Jodi Dalton moved that the Vestry authorizes the Columbarium Committee to sign the contract with Eickhof Columbaria for \$52,715 and that the Vestry agrees it will cover the portion of that contract that the Columbarium Committee cannot cover, and that the Vestry agrees it will provide funding from somewhere for up to an additional \$15,000 in ancillary costs. Rosemary Luquire seconded the motion, and the motion carried.

MOTION from the May 11, 2021 e-mail:

MOTION: Jodi Dalton moved that the Vestry authorizes the Columbarium Committee to enter into a contract with Eickhof Columbaria Inc. for \$52,715 for the columbarium expansion project, and will advance (i) up to one third (\$17,572) of the Eickhof contract costs not funded from the Columbarium restricted account and (ii) up to \$15,000 for additional costs specifically related to the expansion project; said funds to be allocated from other restricted accounts at the Vestry's discretion. It is expressly understood that such advances are a loan and will be repaid over time from the Columbarium restricted account as additional niches are sold. Oliver Cone seconded the motion, and the motion was approved unanimously by all members of the Vestry.