



Vestry Minutes
Episcopal Church of the Transfiguration
January 26, 2021 - 7:00 p.m.
Location: Virtual Meeting using Web Conferencing
Approved by the Vestry February 23, 2021

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

Vestry members not in attendance: Frank DeLizza

Others in attendance: Casey Shobe+, Rector; Rebecca Tankersley, Associate Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk to the Vestry and Vestry Elect; Elizabeth Nicodemus, Clerk-Successor; Anne Schmidt, Director of Evangelism and Welcoming Ministries, Lana Mederos, Executive Assistant to the Rector; Sophie Lowrance, Parish Administrator; Dave Monaco, Head of School, Parish Episcopal School; Alan Dunlop, Endowment Trustee, and Endowment Chairman-Elect; Robbi Dietrich, Vestry-Elect; Lacey Garcia, Vestry-Elect; Kristin Cutts, Vestry-Elect; and Jay Madrid, Chancellor

1. Opening Prayer: Evan Williams led the Vestry in the prayer:

Heavenly Father,

We come to you in gratitude today.

Giving thanks for fellowship and friendship.

And the promise of a new year full of hopes and plans.

We welcome our new members of the Vestry and ask that you bless them and guide them as they begin their journey with us.

Bless and guide those of us who join them today as we seek to share our well-worn and well-intentioned paths with them, and as we delight in learning what new things they have to teach us.

Help us to be present and compassionate for those for whom these new beginnings bring fear and uncertainty.

Lead us in all the work we do, so that our church and our parish may reap the benefits of our collective wisdom and experience.

And let us all marvel in the joy of being together on this beautiful day.

In Jesus' name we pray.

Amen

2. **Formation:** The Rev. Casey Shobe led the Vestry in a discussion of (Mark 1:14-20).
3. The Rector greeted and welcomed Libby Nicodemus, the Clerk-Successor to Peggy Kwoka. He welcomed Robbi Dietrich, Lacey Garcia, Kristin Cutts, and Peggy Kwoka as Vestry Elect.
4. **Enthusiastic Episcopal Evangelism (EEE):** The Vestry shared their experiences since the last meeting.
5. **Parish Episcopal School:** Dave Monaco, Head of School
 - a. Mr. Monaco thanked Julia Trizzino for being a Trustee of the school and welcomed Oliver Cone. He also thanked Jay Madrid for working on a document important to both the church and the school, including all of the governing document changes for the last 25 years.
 - b. The school is heading rapidly toward its third trimester. They welcomed the students back from the break and, hopefully by March 1, the schedule will be back to a relatively normal one on the Midway campus
 - c. Bracken Reece and Laurel Ash, Head of Lower School, are working on design concepts for the playground at the Transfiguration church campus.
6. **Adoption of Minutes:** Peggy Kwoka, Clerk to the Vestry

MOTION: Evan Williams moved to adopt the minutes of the December 15, 2020, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.

7. **Endowment Committee Trustee Slate: Alan Dunlop, Endowment Trustee, and Endowment Chairman-Elect**
 - a. The Trustees reviewed the bylaws to see if any substantial changes were needed and found one. Most of the Endowment's sub-funds operate on a quasi-endowment basis where a fixed percentage of market value is available for distribution each year, so in some years, a small amount of capital may be required to be liquidated to achieve this. The new Trust Agreement makes this clear. The deletion of the words here which required Vestry approval for any distribution of principal simply conforms the bylaws to the revised Trust Agreement, and reflects current practice.

The Trustees also made some minor changes to the bylaws, including adding their own nominations committee. The Rector recommended that they work with Transfiguration's nominations committee to obtain names of people that might be appropriate.

Jodi Dalton asked about liquidating capital to make spends and asked why that decision was made. Mr. Dunlop said it was a common method among Endowment funds. Most Endowment Funds have cut it back to 4.5% or 4.25% (and the Trustees are currently using 4.25%). This spending level allows the fund to maintain and grow. Jay Madrid said that he worked with Mr. Dunlop on the bylaw revisions. The trust agreement provides a percentage of the value of the trust to be used for church purchases annually. Robbi Dietrich asked if only one was a true endowment, the youth fund, and Mr. Dunlop said that was correct.

MOTION: Mark Ramsay moved that the Bylaws of The Church of the Transfiguration Endowment Fund be approved as amended. Jodi Dalton seconded the motion, and the motion carried.

- b. Mr. Dunlop provided a year-end update. They began the year with \$1,800,000 and had a very big hit in March when the bottom fell out of the market. It dropped to \$1,450,000, but during the rest of the year it climbed nicely. They had a \$50,000 donation to the Seminarian

Fund. They have about \$2,000,000 in market value now despite giving back the columbarium fund and making regular grants.

8. Treasurer's Report: Allison Murphy, Treasurer

- a. 2020 Financials (YTD) before reconciling restricted accounts (in which she identified an extra \$1,800):
 - i. Revenues are \$ 1,858,581 vs. \$ 1,946,286 budgeted (\$87,705 under budget).
 - ii. Expenses are \$ 1,856,452 vs. \$ 1,946,288 budgeted (\$89,836 under budget).

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

- a. Robin Caldwell discussed the only account left at Comerica and said they had identified several conservative options at TD Ameritrade.

MOTION: Robin Caldwell moved that Transfiguration transfer the remaining funds at Comerica to an investment vehicle at TD Ameritrade once additional information on the vehicle is received. Mark Ramsay seconded the motion, and the motion carried.

- b. An attached one-page write-up on the sustainability fund for the capital campaign is included in the Vestry packet, and Ms. Caldwell asked the Vestry to review it for the retreat.
- c. Sophie Lowrance spoke about the 2021 pledges. We are at 419 total pledges, \$1,729,947 total pledges 167 no change – last year 440 total pledges for a total of \$1,784,000. The Rector said that these results provide a lot of gratitude and hope. Ms. Lowrance had followed up with many people, including some who accidentally pledged to the capital campaign instead of the operating budget.
- d. Julia Trizzino thanked Ms. Lowrance and Allison Murphy for all of the work they have done putting together the 2020 final numbers and 2021 pledges. She also thanked Mark Ramsay for his review.
- e. The BF&A put together three budgets based on varying amounts of church usage. All of the budgets show a deficit. They recommended the hybrid budget and recommended that the church reserve the PPP funding to cover staffing. For the first time, Realm allows people to pay fees associated with credit card donations and, for the budget, they are assuming 25% of people will pay this. They are assuming the plate offering will increase in the second half of the year. The lease of the Youth Center is finished in May of this year. Most of Transfiguration's expenses can be considered fixed. Programs represent about 5% of expenses, and these remain stable. Video communications is a new budget line item. The staff represents 57% of expenses. The Payroll Protection Plan was set up to keep people employed. Jodi Dalton asked if the church has asked for forgiveness and whether we applied for the second wave. Ms. Caldwell said we have until August to apply for forgiveness, and the paperwork keeps changing, so we will wait. The Operations costs are 25% of the budget. IT support increased by \$13,000, and that will continue. A new account has been set up for software. A full audit will increase that line item by \$6,500. Telephone/internet costs increased for a dedicated line for church services. The sabbatical fund is not funded. A total of \$144,200 is associated with positions that would otherwise be eliminated, and BFA did not want to eliminate any positions.

MOTION: Robin Caldwell moved that the Hybrid model budget for 2021 be adopted as presented and that BFA review the budget in July for any necessary updates and that Fig maintain the PPP and all existing staff on its payroll in 2021. Julia Trizzino seconded the motion, and the motion carried.

10. Mission & Ministry: Mason McCamey, Chair

- a. The committee talked about discriminating the M&M and Connections committee work. Linda Horton will lead Connections, and Mason will lead M&M.
- b. They reviewed the Mission Statement (written in early March), and the committee agreed that the mission was still applicable. The committee talked about ways to engage members who are in Realm and not in specific groups.

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

- a. Jodi Dalton will chair the committee next year.
- b. The Endowment grant is funding altar rails. The shade structure being funded by PES. An Endowment grant is funding the patio improvements. Millwork changes and patio furniture is being paid for by PES rental of the Youth Center. Roof replacements are being paid by insurance.
- c. HVAC replacements have been done. They upgraded the security system camera system.
- d. At the retreat, the Vestry will talk about how to spend the capital campaign funds.
- e. The Sanctuary roof will cost \$816,000. Other improvements were made that may have been part of the insurance. The Vestry needs to decide where the money comes from and how to prioritize the activities. The Vestry will also need to decide where the funding will come from for the streaming system's improvements.
- f. The playground rehabilitation work is \$350,000. Bracken Reece had said that half of that is our responsibility. The Rector disagreed that the playground is part of the area in the 50/50 split. We will discuss this in the Vestry Retreat. Jay Madrid will verify this but does not believe the playground is part of the common area. Mr. Madrid will provide that information to Ms. Dalton and Mr. Reece.
- g. The project for the shade structure must continue because the contracts have been awarded. The work is just waiting for the permits.

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

- a. We experienced our first Covid-19 Transfiguration member death last week and will potentially have another one soon.
- b. The Rector thanked Julia Trizzino, Frank DeLizza, Evan Williams, and Sheila Runnels MacLennan for their work to complete their Vestry service.
- c. Anne Schmidt spoke about the Council of Endowed Episcopal Parishes (CEEP). Ms. Schmidt is the Chairman of the CEEP Board. CEEP meets virtually March 3-5, 2021, and Ms. Schmidt invited the Vestry to attend. The Most Reverend and Right Honorable Justin Welby, Archbishop of Canterbury, and The Most Reverend Michael Curry, Presiding Bishop and Primate of the Episcopal Church, are keynote speakers. There are several pre-conference meetings of interest. Cost this year is low at \$250 for the week since it is virtual.
- d. Dana Jean was in a time of discernment to ordained ministry when she was hired at Transfiguration. A discernment committee has been working with her. She has received word that she has been approved to begin postulancy in the Fall. A letter is going out to the youth ministry family, and it will be announced at the Annual Meeting. The Rector is already beginning to search for a Youth Minister.
- e. Beginning on Ash Wednesday, the Sunday worship service will be live.

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

- a. Capital campaign – the Teeples and the Kirkmans are enthusiastic about renewing the capital campaign once that restarts. Robbi Dietrich will serve as the Vestry liaison to the capital campaign leadership. Julia suggested that the Vestry consider the appropriate restart process during the retreat. The Vestry needs to disposition the rest of the Snyder Estate gift.
- b. Julia Trizzino went through the process of the Annual Meeting followed by the Vestry Meeting. The Rector asked the Vestry members to let him and Lana Mederos know if they will attend the meeting in person or at the church.
- c. Oliver Cone spoke about the 2021 retreat. It will be a shortened retreat – Friday evening and Saturday all day. He is considering having the Vestry in person in Roper Hall (spread out in the room).

The meeting adjourned at 8:51 pm. The Vestry met for an Executive Meeting.

Respectfully submitted,

Peggy Kwoka
Clerk to the Vestry

E-mail vote following the meeting on January 28, 2021:

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 Casey Shobe, Rebecca Tankersley and Nancy DeStefano as follows:

The compensation for Casey Shobe shall include \$4,167 per month designated as housing allowance. The compensation for Rebecca Tankersley shall include \$4,167 per month designated as housing allowance.

The compensation for Nancy DeStefano shall include \$1,184.50 per month designated as 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 and the motion carried.

The Annual Meeting of the Episcopal Church of the Transfiguration was conducted on January 31, 2021. At this meeting, the following new Vestry members were installed: Kristin Cutts, Robbi Dietrich, Lacey Garcia and Peggy Kwoka. They joined current members: Oliver Cone, Mark Ramsey, Linda Horton, Rosemary Luquire, Mason McCamey, Robin Caldwell, Scott Daniels and Jodi Dalton.

A Special Meeting of the Vestry was called during the Annual Meeting of the Church of the Transfiguration on January 31, 2021 as recorded by Elizabeth Nicodemus:

The meeting opened at 10:52 am.

Vestry attendees: Oliver Cone, Mark Ramsey, Linda Horton, Rosemary Luquire, Mason McCamey, Robin Caldwell, Scott Daniels, Jodi Dalton, Kristin Cutts, Robbi Dietrich, Lacey Garcia and Peggy Kwoka.

The Rector appointed Oliver Cone to serve as Senior Warden.

MOTION: Mr. Cone nominated Mark Ramsay to serve as Junior Warden. The Rector called for additional nominees. There were none. The motion passed.

MOTION: Mr. Cone nominated the following people to serve the Vestry and the congregation in the coming year:

- Jay Madrid as Chancellor**
 - Allison Murphy as Treasurer**
 - Elizabeth Nicodemus as Clerk**
- The motion carried.**

MOTION: Oliver Cone moved for the adoption of the previously distributed resolution that authorizes signature authority for the Senior Warden, Junior Warden, Treasurer, Parish Administrator, Controller, Chair of BFA, and a designated Vestry member. The motion carried.

The Special Meeting of the Vestry within the Annual Meeting was closed at 10:56 am.

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.
- Annual Meeting, January 31 at 10 am
- Outreach: Soup Kits for NDSM due January 31

- Vestry Retreat, Feb 5-6
- Communion Distribution, February 6 for service February 7 (no Zoom)
- TFN Concert: A Celebration of Music with Transfiguration Instruments, 7 pm February 14
- Shrove Tuesday, February 16 o Burning of the Palms (Zoom)
 - Small groups – pancake supper @ 6 - Zoom and Small Group Kick-Off (EMF recognition)
- Ash Wednesday, February 17- Live Stream / Pickup 6:30 am, 12 pm; Outdoor service 5:30 pm.
- February 21 – Live Stream Sunday services begin at 9 am (no congregation); outdoor worship continues at 11:30 am.
- February 24 – Lenten Wednesday programs begin, concluding with Compline

MOTIONS from the January 26, 2021, Vestry Meeting:

MOTION: Evan Williams moved to adopt the minutes of the December 15, 2020, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.

MOTION: Mark Ramsay moved that the Bylaws of The Church of the Transfiguration Endowment Fund be approved as amended. Jodi Dalton seconded the motion, and the motion carried.

MOTION: Robin Caldwell moved that Transfiguration transfer the remaining funds at Comerica to an investment vehicle at TD Ameritrade once additional information on the vehicle is received. Mark Ramsay seconded the motion, and the motion carried.

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

Mark Ramsay seconded the motion and the motion carried.

MOTIONS from the January 31, 2021 Special Vestry Meeting:

MOTION: Mr. Cone nominated Mark Ramsay to serve as Junior Warden. The Rector called for additional nominees. There were none. The motion passed.

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- Jay Madrid as Chancellor
 - Allison Murphy as Treasurer
 - Elizabeth Nicodemus as Clerk
- The motion carried.

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