



Vestry Minutes  
Episcopal Church of the Transfiguration  
January 25, 2022 – 6:30 p.m.  
Location: Parlor, Episcopal Church of the Transfiguration  
*Approved by the Vestry March 22, 2022*

**Vestry members in attendance:** Oliver Cone, Senior Warden; Mark Ramsay, Junior Warden; Robin Caldwell, Kristin Cutts, Scott Daniels, Jodi Dalton, Robbi Dietrich (via conference call), Lacey Garcia, Peggy Kwoka (via conference call), Linda Horton, Mason McCamey and Rosemary Luquire.

**Vestry members not in attendance:**

**Others in attendance:** Casey Shobe+, Rector; Ted Clarkson+, Curate; Allison Murphy, Treasurer; Libby Nicodemus, Clerk to the Vestry; Sophie Lowrance, Parish Administrator; Lana Mederos, Executive Assistant to the Rector; Dave Monaco, Head of School, Parish Episcopal School; Chip Brownlee, Vestry-Elect; Gabby Guion, Vestry-Elect; Jeremy Teeple, Vestry-Elect; and Sergio Garcia, Endowment Trustee.

**1. Opening Prayer:** Scott Daniels led the Vestry in the prayer:

Dear heavenly Father,

Thank You for every seat that has been filled here, today. For each mind and heart that fills the presence of this room, we than You. Only You truly know what we are setting out to accomplish today. We have an idea, a vision, hints, and daily instructions. We have talents, abilities, and time to work. However, only You can see in perfect detail the end of every beginning. Every project, every season, every life. Nothing is ever in vain, for even mistakes and missteps are used for good.

Your righteousness transcends all efforts and understanding. Forgive us for our pride.

The pride that puffs us up and the pride that threatens to disqualify us. Strengthen our confidence in who You have made us to be. Set us free from comparison in order to work together efficiently.

Bless this meeting today, all those present, as well as the lives of those we will encounter afterward. Ready us to make every moment count.

In Jesus' Name we pray,

Amen.

2. **Formation:** The Rev. Casey Shobe led the Vestry in a discussion of James 5:13-20
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: Jodi Dalton moved to adopt the minutes of the December 21, 2021, Vestry meeting. Linda Horton seconded the motion, and the motion was approved unanimously by Vestry members present.**

5. **Parish Episcopal School (PES):** Dave Monaco, Head of School
  - a. Dave Monaco thanked Oliver Cone, Senior Warden, for his service to the PES Board of Trustees.
  - b. PES adjusted its COVID-19 protocols in relation to the Omicron variant. Mr. Monaco reports that cases have dropped significantly over the past two weeks. PES will be moving to a “masks encouraged” protocol beginning Monday, February 7.
  - c. Construction for the playground at the PES Hillcrest campus will begin March 1, 2022. Playground construction is expected to conclude in August 2022.
  - d. Mr. Monaco shared that next school year will be his last as Head of School. The transition team is in place and search process for his replacement will occur over the course of the next school year.
6. **Capital Campaign:** Robbi Dietrich, Chair
  - a. Robbi Dietrich shared the report from the January Capital Campaign Continuation Committee (Quad C) meeting. To date, the campaign has received 299 pledges with \$6,900,000 pledged toward the \$7,000,000 stretch goal. To date, the Capital Campaign has collected \$3,064,101.
  - b. Quad C reviewed print materials that will be available by the end of February. These materials will share Capital Campaign updates in words and pictures with the parish.
  - c. Ms. Dietrich shared that Quad C is exploring options to meet the stretch goal of \$7,000,000 by following up with non-pledgers and reconnecting with those who have previously pledged. Quad C recommends no naming or matching options be introduced at this time in the campaign.
7. **Treasurer's Report:** Allison Murphy, Treasurer
  - a. 2021 December YTD Surplus: \$18,825
  - b. 2021 December YTD Budget Deficit: (\$132,121)
  - c. Difference – Favorable: \$150,946
  - d. 2021 December Financials (YTD):
    - i. Revenues are \$2,013,605 vs. \$1,882, 769 budgeted (\$120,836 over budget).
    - ii. Expenses are \$1,994,780 vs. \$2,024,890 budgeted (\$30,110 under budget).
8. **Budget, Finance & Administration:** Robin Caldwell, Chair
  - a. Robin Caldwell reviewed the January BFA report.
  - b. Ms. Caldwell shared the 2022 budget as presented by BFA. The 2022 budget is \$2,088,725 (vs. \$1, 994,780 actual expenses in 2021), a \$93,945 increase in expenses and a projected deficit of \$301,662 given reduced pledges. Vestry had much discussion about the 2022 budget. It was determined that until the most current pledge information was included, the deficit would not be accurately projected. Vestry requested that this information be compiled before voting on a 2022 budget.
  - c. Ms. Caldwell presented a recommendation from BFA to review the \$301,662 deficit. BFA recommends that Vestry approve suspending the allocation to the Capital Contingency Fund that is required under Transfigurations Policies and Procedures. The amount to be suspended is \$15,512.

**MOTION: Robin Caldwell moved that Vestry approve suspending the allocation from the annual operating budget to the Capital Contingency Fund that is required under Transfiguration's Policies and Procedures. Robbi Dietrich seconded the motion, and the motion was approved unanimously by Vestry members present.**

- d. Sergio Garcia, Endowment Trustee, updated Vestry on the Endowment, specifically reviewing highlights from December 2021.

**9. Mission, Ministry & Connections:** Mason McCamey, Chair

- a. Mason McCamey reviewed the January MMC report.
- b. Mr. McCamey reported that Alyson Thompson spoke to Kurt Smith about the Usher ministry for the Saturday and Sunday services. Mr. Smith shared that there were issues with spouses being about to Usher on the same schedule. Moving forward, the ministry schedule will be intentionally set so that spouses may Usher together at the same service.
- c. Mr. McCamey reported that "iParent" has been re-name "Figs with Kids." This ministry has new leaders and are working to create new events for the families in this ministry.
- d. Mr. McCamey shared that the Parish Council meeting on January 22, 2022, went well and that a good start was made on the ministry customary.
- e. Mr. McCamey reported that beginning in February, Linda Horton will serve as Chair of MMC.

**10. Buildings, Grounds, & Technology:** Jodi Daton, Chair

- a. Jodi Dalton reviewed the January BGT report.
- b. BGT reports that as of January 7, 2022, \$2,139,580.19 was in the Capital Campaign Account #8424. Through this date, \$601,479 had been extend to various repairs and improvements. Additionally, \$262,216 had been transferred to the Infrastructure Sustainability Fund., together with certain repairs contemplated over the next year will cost about \$1,700,000, leaving a surplus of approximately \$400,000 of funds received to date on Capital Campaign pledges. BGT recommends that Vestry agree to transfer this excess to Endowment to be added to The Infrastructure Capital Fund or held separately, so that those monies can accrue interest until such time as they are needed for various projects.

**MOTION: Jodi Dalton moved that Vestry approve the transfer of \$500,000 from the Capital Campaign Account #8424 to the Infrastructure Capital Fund managed by the Transfiguration Endowment Fund pursuant to the Memorandum of Understanding dated May 17, 2021. Peggy Kwoka seconded the motion, and the motion was approved unanimously by Vestry members present.**

- c. Peggy Kwoka shared a drawing for the kitchen remodel. Ms. Kwoka noted that all stakeholders have had the opportunity to review the drawing and provide feedback. She also noted that the lead time on kitchen equipment is between 5-7 months. The drawing will go back to Pasco for mechanical information. It will then be shared with Beck for architectural input. Once these steps are complete it will be sent to the city of Dallas for permitting. The timeframe for the permit process with the city of Dallas is unknown.
- d. Scott Daniels shared an update on the safety and security plan. The plan will include plans that address inclement weather, medical emergencies, lost child(ren), and active shooter(s). Mr. Daniels has been in contact with the Dallas Police Department (DPD) about taining specific to active shooter(s). The DPD provides an officer lead 90-minute power-point presentation on this topic. BGT would like to schedule this training at a time suitable for Ushers, Vestry, Sunday School teachers, Child Care workers, and parishioners who are interested in attending. Details will be shared as they are available.

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

- a. The Rector is extending an invitation of discernment to all at Transfiguration for 2022. He noted that it is time for the parish to dream together so that big, bold ideas for strategic planning for the next five – seven years may be realized.

- b. The Rector shared information related to the Vestry retreat. It will be held at Transfiguration on Friday, February 18 & Saturday, February 19.
- c. The Rector reminded Vestry that the Annual Meeting is scheduled for Sunday, January 30 at 10am. Four new Vestry members will be installed at this time.
- d. The Rector recognized the efforts of Oliver Cone, Senior Warden; Robin Caldwell; Rosemary Luquire; and Mason McCamey. On behalf of Transfiguration, he thanked them for sharing their time and talent as Vestry members.
- e. The Rector announced that Transfiguration will be reconstituting a Stewardship Committee. Details of this committee will be discussed at the upcoming Vestry Retreat.

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

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

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus  
Clerk to the Vestry

**Tau Cross and Crown vote via web conferencing on January 16, 2022**

Vestry voted to present the Tau Cross and Crown award to the following individuals: Nancy Jagmin, Bill Keslar, and Mat Thekkil.

**E-mail vote following the meeting on January 26, 2022:**

**MOTION: Robin Caldwell moved that Vestry approve the current 2022 budget as presented, which reflects a \$128,779 projected deficit. The Vestry will review the budget later in the year, in light of then-current pledges and income, as well as expenses. Mark Ramsay seconded the motion, and the motion carried.**

**The Annual Meeting of the Episcopal Church of the Transfiguration** was conducted on January 30, 2022.

At this meeting, the new Vestry members were installed: Chip Brownlee, Gabby Guion, Jordan Teeple, and Peter Young. They joined current members: Mark Ramsey, Peggy Kwoka, Kristin Cutts, Jodi Dalton, Scott Daniels, Robbi Dietrich, Lacey Garcia, and Linda Horton.

**A Special Meeting of the Vestry** was called during the Annual Meeting of the Church of the Transfiguration on January 30, 2022:

The meeting opened at 10:58 am.

Vestry attendees: Mark Ramsey, Peggy Kwoka, Chip Brownlee, Kristin Cutts, Jodi Dalton, Scott Daniels, Robbi Dietrich, Lacey Garcia, Gabby Guion, Linda Horton, Jordan Teeple, and Peter Young.

The Rector appointed Mark Ramsay to serve as Senior Warden.

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

**MOTION: Mr. Ramsay 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: Mark Ramsay 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 11:01 am.

**The Vestry Retreat was held February 18 & 19, 2022.** During the retreat, Vestry discussed the topics below.

Safety and Security Plan Revision and Implementation: BGT is revising the Safety and Security Plan. They are bringing in an officer from the Dallas Police Department to provide active shooter training, which will be open to anyone who wishes to attend with special emphasis on those who can benefit the most. BGT obtained a quote from the Red Cross for First Aid/CPR/AED training. It will cost \$3,000 for the first 26 people and \$100 for each additional person.

**MOTION: Peter Young moved that Vestry provide up to \$3,000.00 for First Aid, CPR and AED training from Vestry Discretionary Fund #8506. Jodi Dalton seconded the motion, and the motion carried.**

The First Aid, CPR, and AED training and the active shooter training should be completed by the end of May 2022.

Timeline of Capital Projects: Vestry asked BGT to compile a plan to start the sanctuary and sacristy building remodeling projects by May 2023.

The 2022 goals will include (with committee responsibility in parentheses where applicable):

- Reduce the restricted accounts (BFA)
- Digital Archive Project (MMC)
- Establish a Stewardship Committee (stand-alone, permanent committee)
- Revise and implement a Safety and Security Plan (BGT)
- Develop a plan for the timing of construction projects (BGT)
- Enhanced Social Media Presence through volunteer efforts
- Parish Survey

**MOTION: Mark Ramsay moved that Vestry adopt the current Vestry Covenant for 2022. Peter Young seconded the motion, and the motion carried.**

Vestry meetings will continue to be held on the 4<sup>th</sup> Tuesday with the exception of November, when the meeting is to be moved to November 29, and December, when the meeting is to be moved to December 20. The Annual Meeting will be held on January 29, 2023.

**E-mail vote following the Vestry Retreat on February 28, 2022:**

**MOTION: Mark Ramsay moved that Vestry approve the 2021 Parochial Report as presented, with the knowledge that Sophie Lowrance will be adding membership data before submission. Scott Daniels seconded the motion, and the motion carried.**

Upcoming Events

- Vestry Retreat – Friday, February 18 and Saturday, February 19
- Worship Services available:

- Daily Office: Weekdays at 8 a.m., 6 p.m., 9 p.m. (live on Facebook)
- Holy Eucharist: Wednesdays at 6 p.m. and Thursdays at noon
- Saturdays: The Table at 5:30 p.m.
- Sundays: Eucharist at 9 a.m. (Live Stream); Eucharist 11:15 a.m.
- Sunday Children's Chapel (age 4 – 2<sup>nd</sup> grade) at 9 a.m. and 11:15 a.m. (Zoom)
- Adult Formation
  - Belonging to God (James Martin's Learning to Pray) - Sundays 10:15 a.m. - 11 a.m. through Sunday, February 20 (Roper Hall and Zoom)
  - Belonging to One Another as Parents (iParent) - Sundays 10:15 a.m. - 11 a.m. through Sunday, February 20 (Vestry Room)
  - The Way – Tuesdays 7 p.m. - 9 p.m. (Parlor)
  - Disciple Bible Study – Thursdays 6:30 p.m. - 8 p.m. (Zoom)
- Youth Formation (6<sup>th</sup> Grade through 12<sup>th</sup> Grade)
  - Sunday School – Sundays 10:15 a.m. - 11 a.m.
  - Youth Crossover – Wednesdays 6:30 p.m. - 8 p.m.
- Children's Formation (2 years through 5<sup>th</sup> Grade)
  - Wee Wonder (2-3 year olds) - Sundays 10:15 a.m. - 11 a.m.
  - Godly Play (4 year olds through 5<sup>th</sup> Grade) - Sundays 10:15 a.m. - 11 a.m.
  - Impact Kids (4<sup>th</sup> and 5<sup>th</sup> Grade) - 3<sup>rd</sup> Wednesday of the month 7 p.m. - 8 p.m.
- Seniors High Tea – Wednesdays 3:30 p.m. – 4:30 p.m. (Zoom)

**MOTIONS from the January 25, 2022, Vestry Meeting:**

**MOTION:** Jodi Dalton moved to adopt the minutes of the December 21, 2021, Vestry meeting. Linda Horton seconded the motion, and the motion was approved unanimously by Vestry members present.

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**MOTIONS from the January 30, 2022, Special Vestry Meeting:**

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

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

- Jay Madrid as Chancellor
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The motion carried.

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