



Vestry Minutes

Episcopal Church of the Transfiguration

July 27, 2021 – 6:30 p.m.

Location: Parlor, Episcopal Church of the Transfiguration

Approved by the Vestry August 24, 2021

Vestry members in attendance: Oliver Cone, Senior Warden (via conference call); Mark Ramsay, Junior 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:

Others in attendance: Rebecca Tankersley, Associate Rector; Ted Clarkson, Curate for Pastoral Care and Outreach; Allison Murphy, Treasurer; Libby Nicodemus, Clerk to the Vestry; Lana Mederos, Executive Assistant to the Rector; Cindy Hauser, Director of Children's Ministries; Michael Sturdy, interim Director of Youth Ministries; John Mottram, Endowment Fund Treasurer; Ann Kimball, Parish Discernment Committee member; Angie Hodges Gott, Parish Discernment Committee member; and Ronald Damholt, Parish Discernment Committee member.

1. Opening Prayer: Robin Caldwell led the Vestry in the prayer:

The Lord be with you. Let us pray.

God of all wisdom, you have promised that if anybody lacks wisdom, we should ask you, and you will give us that wisdom. We ask you for wisdom now Lord.

Help us to make wise decisions that are for our good and your glory.

When we don't know which way to go, we ask that we would know your presence near us, guiding us in the right direction.

We don't know which way to go, we ask that we would know your presence near us, guiding us in the right direction.

We do not want to go anywhere without you Lord, because being in your presence is the best place for us.

Protect us from harm and direct our steps.

Through Jesus Christ, our Lord. Amen.

2. Formation: The Rev. Rebecca Tankersley led the Vestry in a discussion of 2 Samuel 11:26-12:12

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: Rosemary Luquire moved to adopt the minutes of the June 22, 2021, Vestry meeting. Robbi Dietrich seconded the motion, and the motion was approved unanimously.

5. **Parish Discernment Committee:** Ann Kimball and Angie Hodges Gott
 - a. Ann Kimball and Angie Hodges Gott presented the Discernment Report for Michael Sturdy.
 - b. The Parish Discernment Committee wholeheartedly endorse Michael Sturdy. Further, this committee affirms Michael Sturdy's call to ordained ministry as a priest in the Episcopal Church in a full-time vocation.

MOTION: Linda Horton moved to accept the report provided by the Parish Discernment Committee and asked Vestry to affirm Michael Sturdy's call to ordained ministry as a priest in the Episcopal Church in a full-time vocation. Rosemary Luquire seconded the motion, and the motion was approved unanimously.

6. **Endowment:** John Mottram, Endowment Fund Treasurer
 - a. John Mottram provided a quarterly report on the Endowment fund.
 - b. Mr. Mottram stated that overall, the Endowment fund is doing well due to the market's performance.
 - c. The report provided in the July meeting packet highlighted that the first contributions to the Capital Infrastructure Fund have been received, the Legacy Society has utilized a quiet campaign to encourage planned giving among Transfiguration leadership, and an Internal Financial Controls Committee has been created to review Endowment Fund procedures with a report expected in September.
 - d. Robbi Dietrich asked who will administer the Capital Infrastructure Fund. Jodi Dalton explained that Transfiguration will give an estimate of monies needed to Endowment. The method of how-to best transfer funds has not been established. Ms. Dalton also noted that this process will begin four to five years from now.
7. **Capital Campaign:** Robbi Dietrich
 - a. Robbi Dietrich reported on the continued progress of the capital campaign.
 - b. Currently, 88% of the \$6,000,000 goal has been received in pledges.
 - c. On Saturday, July 24 and Sunday, July 25, tours were offered to anyone seeking understanding of the projects to be funded through the campaign. The tour includes talking points that highlight evidence of some of the projects to be accomplished.
 - d. On Sunday, August 29 the campaign will conclude with a celebration of food and music at the conclusion of the 9 a.m. service. This celebration will continue until the 11:15 a.m. service. All services between now and August 29 will have a table staffed by campaign volunteers to raise awareness of the need for the improvements and upgrades across our campus and to answer questions and offer tours.
 - e. The campaign will be careful in its language and work to avoid any communications that promote an overpromise and under-delivery in campus projects.
 - f. Jodi Dalton stated that any monies given to the campaign for the chapel/South Transcept should not come out of the stretch goal as there is already money given for the chapel/South Transcept.
8. **Treasurer's Report:** Allison Murphy, Treasurer
 - a. 2021 YTD Surplus is \$141,676 vs. \$4,722 budgeted (\$136,954 favorable difference)
 - b. 2021 June Financials (YTD):
 - i. Revenues are \$1,111,067 vs. \$1,008,731 budgeted (\$102,336 over budget).

- ii. Expenses are \$969,391 vs. \$1,004,009 budgeted (\$34,618 under budget).

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

- a. Robin Caldwell shared an update on the efforts of the Risk Management Committee. A meeting with James Jordan and Paul Hoaglund was held whereby Transfiguration expressed interest in developing and determining best practices and internal financial controls.
- b. Ms. Caldwell reported that a small group is reviewing the 2021 budget and a report will be shared with Transfiguration when 3rd quarter results are available (through September) when the Treasurer updates the Parish with quarterly updates. This review and update was promised to members of Transfiguration at the last annual meeting.
- c. Kristin Cutts reported that the Nominating Committee has six members and at this time there are no applicants for Vestry. Ms. Cutts provided an overview of the nominations process. Allison Murphy asked how applicants are vetted. Ms. Murphy pointed out that the work completed by Vestry members is significant and applicants need to be willing and able to engage in projects and meet appropriate timelines and outcomes. Rosemary Luquire, a previous member of the Nominating Committee, provided Vestry with an overview of the interview and applicant vetting process. Ms. Luquire reiterated the Nominating Committee's commitment to thoroughly understanding every applicant's aptitude for Vestry work. Ms. Cutts concluded by stating that the Nominating Committee is looking for well-rounded individuals who participate in varied ministry and outreach programs at Transfiguration.
- d. Mark Ramsay provided an update on the Atterberry Estate. The letter to Charles Schwab is being drafted. Updates will be shared as they are available, and the Atterberry Estate remains a standing agenda item for BFA.

10. Mission & Ministry: Mason McCamey, Chair

- a. Mason McCamey shared that the Racial Justice Ministry (RJM) has confirmed its Visioning Workshop will be held Saturday, September 25 from 10 a. m. - 1 p. m.
- b. Mr. McCamey reported that Bart Stockton has provided him with a large repository of files. These files reflect Mr. Stockton's efforts to catalog Transfiguration's holy spaces and holy objects. As there are many files, M&M is considering hiring an outside company to scan any necessary documents. Quotes from various archiving companies are forthcoming.
- c. Linda Horton chaired the Connections Committee meeting on Wednesday, July 7.
- d. Ms. Horton reported that Connections projects are moving forward.
- e. A video featuring Ms. Horton and Mr. McCamey was recorded. This video provides an overview of Connections. It will be shared at the virtual Ministry Fair.

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

- a. Jodi Dalton reported that BGT voted to accept the proposal from The Beck Group (Beck). This proposal is for the review of concept, design, and cost estimate for the Sacristy, potential Chapel in the South Transsept, updates to the main Sanctuary, and revision to the Parlor. The proposal was reviewed by Jay Madrid, Chancellor, and has been signed on behalf of Transfiguration and returned to Beck. This process is expected to take 10-12 weeks (about 3 months).
- b. Bracken Reece reviewed the BSI project list and compiled a list of projects to be completed in calendar 2021. A copy of this list was included in the July Vestry packet. This list has also been shared with Capital Campaign volunteers to use in messaging.

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

- a. Mark Ramsay presented Ted Clarkson's housing allowance.

MOTION: Mark Ramsay moved that the Vestry approve a housing allowance for Ted Clarkson as compensation for services performed for the church in the exercise of its ministry. Ted Clarkson's compensation shall include \$1,667 per month designated as housing allowance. This amount will be designated and paid in succeeding years unless otherwise changed by the Vestry. Jodi Dalton seconded the motion, and the motion was approved unanimously.

- b. Cindy Hauser requested hand-written notes from Vestry members to 3rd grade students who were receiving bibles from Transfiguration. Ms. Hauser asked that these notes include the Vestry member's first memory of the bible, favorite bible character, and favorite bible story.
- c. A mural project to honor Cindy Hauser's efforts as Director of Children's Ministry was discussed. Updates, including timeline and cost, will be provided to Vestry as they become available.
- d. Thank you notes were assigned to Vestry members.

The meeting adjourned at 7:51 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus
Clerk to the Vestry

Upcoming Events

- Next Vestry meeting – Tuesday, August 24, 6:30 p.m.
- 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
 - The Table: Saturdays at 5:30 p.m.
 - Sundays: Eucharist at 9 a.m. (Live Stream); Eucharist 11:15 a.m.
 - Sunday Children's Chapel at 9 a.m. on Zoom
- Seniors High Tea – Wednesdays 3:30 p.m. – 4:30 p.m.

MOTIONS from the July 27 2021, Vestry Meeting:

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MOTION: Linda Horton moved to accept the report provided by the Parish Discernment Committee and asked Vestry to affirm Michael Sturdy's call to ordained ministry as a priest in the Episcopal Church in a full-time vocation. Rosemary Luquire seconded the motion, and the motion was approved unanimously.

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