



Vestry Minutes

Episcopal Church of the Transfiguration

June 22, 2021 – 6:30 p.m.

Location: Parlor, Episcopal Church of the Transfiguration

Approved by the Vestry July 27, 2021

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

Vestry members not in attendance: Mason McCamey

Others in attendance: Casey Shobe+, Rector; Allison Murphy, Treasurer; Jay Madrid, Chancellor; Libby Nicodemus, Clerk to the Vestry; Lana Mederos, Executive Assistant to the Rector; and Sophie Lowrance, Parish Administrator.

1. Opening Prayer: Linda Horton led the Vestry in the prayer:

Gracious God, bless us and guide us in our deliberations this evening. We also ask that you be with the friends and family of our sister Betsy Hardman. In your hands O Lord, we humbly entrust her.

In this life, you embraced her with your tender love.

Deliver her now from every evil and bid her eternal rest,

Welcome her into paradise,

Where there will be no sorrow, no weeping or pain,

But fullness of peace and joy,

With your Son and the Holy Spirit,

Forever and ever.

Amen.

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of 2 Corinthians 5:14-17

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: The Rector noted a correction to the minutes. Oliver Cone moved to adopt the minutes of the May 25, 2021, Vestry meeting as corrected. The motion was approved unanimously by all members present at the Vestry meeting.

5. Capital Campaign: Robbi Dietrich

- a. Robbi Dietrich reported on the continued progress of the capital campaign.
- b. To date, 77% of the \$6,000,000 goal has been received in pledges. The average gift is \$54,048 with a median gift of \$25,000.
- c. On July 17 & 18, the capital campaign will be launched to the full parish membership. There are approximately 450 more parishioner households to contact. This represents 42% of households at Transfiguration of which 191 households are currently pledging toward annual operating funds.
- d. Ms. Dietrich noted that the campaign is developing a communication plan. This plan will include e-mail blasts, social media engagement, video series, and reminders at worship services. To aid the Vestry in determining the timing of improvements to be funded by capital campaign contributions, a cash flow projection of pledge cash receipts is being prepared by CCS.
- e. An outdoor celebration is scheduled for Sunday, August 29 with food and music at the conclusion of the 9 a.m. service. This celebration will continue until the 11:15 a.m. service. Vestry members have been asked to volunteer at this event. The intention of this event is to celebrate and recognize everyone's efforts towards the capital campaign.
- f. Currently, there are 21 active capital campaign volunteers. As there are over 400 households remaining to be contacted, the campaign needs more volunteers. The campaign leadership would like volunteers to make contacts via in-person meetings and telephone calls via a telephone bank. To expediate the meeting process, the Rector suggested the use of Roper Hall where meetings would be limited to 40-50 people. Ms. Dietrich asked Vestry to contact her if they are interested in volunteering for the campaign.
- g. The Rector noted the campaign received a \$500,000 gift last week. The family who gave this gift is open to the possibility of an additional gift once the campaign reaches its goal of \$6,000,000.

6. Treasurer's Report: Allison Murphy, Treasurer

- a. 2021 YTD Surplus is \$157,943 vs. \$6,936 budgeted (\$151,007 favorable difference)
- b. 2021 May Financials (YTD):
 - i. Revenues are \$975,704 vs. \$858,303 budgeted (\$117,401 over budget).
 - ii. Expenses are \$817,761 vs. \$851,367 budgeted (\$33,606 under budget).
- c. Rosemary Luquire asked when the use of offering plates would resume. The Rector reported that the use of offering plates would be reintroduced when Ushers have been properly trained, likely some time at the end of August 2021.

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

- a. Robin Caldwell shared that on May 19, 2021, the SBA approved Transfiguration's PPP Loan forgiveness application. Transfiguration needs to allocate these PPP Loan forgiveness funds of \$262,357 as a surplus. BFA recommends that these funds be transferred to the temporary restricted accounts: \$50,000 to Account 8533 Sabbatical Fund and \$212,357 to Account 8506 Vestry Discretionary Reserve.

MOTION: Robin Caldwell moved that Transfiguration transfer the PPP Loan forgiveness funds, \$262,357, to the following temporary restricted accounts: \$50,000 to Account 8533 Sabbatical Fund and \$212,357 to Account 8506 Vestry Discretionary Reserve. Jodi Dalton seconded the motion, and the motion was approved unanimously by all members present at the Vestry meeting.

- b. Ms. Caldwell reported that the newly formed Sabbatical Committee is developing guidance that will allow BFA to determine the appropriate monetary amount to be held in the Sabbatical Fund. The BFA report noted that both the Rector and Joel Martinson are eligible

for sabbaticals in 2022. Currently, there is a balance of \$28,388 in the Sabbatical Fund. The new balance would be \$78,388. The BFA report stated that should excess funds remain in the Sabbatical Fund, a Vestry motion to transfer such excess to Account 8506 Vestry Discretion Reserve is not required.

- c. Mark Ramsay provided an update on the Atterberry Estate. Mr. Ramsay is drafting a letter to Charles Schwab and Jay Madrid, Chancellor, is reviewing this letter. The letter highlights the application error and requests that Charles Schwab allow Transfiguration to submit corrected paperwork now, rather than wait until year-end to complete the 990-T. Lacey Garcia noted that in her previous work with Charles Schwab the company tends to send tax money to the IRS as soon as funds are received. If this is the case, there may be no way to resolve this issue directly with Charles Schwab. Updates will be shared as they are available, and the Atterberry Estate remains a standing agenda item for BFA.
- d. It was noted in the BFA report provided to Vestry that the Comerica Account 1043 Money Market was finally closed. The funds have been moved to TD Ameritrade. Our TD Ameritrade contact indicates that the TD fund originally identified as the depository is now for individual investors only and that entities cannot invest in it. This was a recent change and TD Ameritrade cannot offer Transfiguration advice as this is a self-managed account. BFA noted that prior to the transfer of funds, Sophie Lowrance received confirmation from TD Ameritrade that there were no issues with this account. Ms. Garcia is reviewing other investment options at TD Ameritrade. Transfiguration will be sending a letter to TD Ameritrade regarding its concern with this account.

8. Mission & Ministry: Linda Horton, Connections Chair

- a. It was noted that M&M provided a report to Vestry in the June meeting packet and this report was reviewed by Linda Horton.
- b. Ms. Horton shared that the food pantry requires additional volunteers. This request has been sent to the Connections Committee.
- c. The Second Half Ministry needs funds for their care-giver retreat. The Rector stated that funds might be available and asked Ms. Horton to have a representative from Second Half Ministry contact his office.
- d. The Social Justice Ministry is moving forward with a visioning workshop.
- e. The Archival Project is seeking contacts of local librarians to help inform the best way to proceed with this project. Scott Daniels asked if anyone had contacted the University of North Texas (UNT) regarding this project. Mr. Daniels noted that UNT's Department of Information Science provides a degree path specific to Library Science and this might be a helpful resource for the Archival Project.
- f. Ms. Horton chaired the Connections Committee meeting on Monday, June 7.
- g. Ms. Horton reported that a table before, between, and after services will be available beginning August 29. The table will create an opportunity for individuals to update their information in Realm and sign-up for the Nametag Initiative.
- h. Connections is developing written notices seeking volunteers. These notices will be placed in the weekly newsletter and service bulletin.
- i. A segment named "Connections Corner" is being established and will be included in the weekly newsletter.

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

- a. Jodi Dalton reported Bracken Reece has reviewed the BSI project list and identified those items that have been completed as well as those items that are scheduled. BGT is working to create a coherent message regarding the BSI project list that will be shared with members of Transfiguration. Robbi Dietrich asked if it would be possible to have this list in time for the capital campaign's public phase, July 17 & 18. Ms. Dalton is hopeful this information will be ready to be shared by this timeline. Ms. Dalton noted that care should be taken when discussing the BSI project list and capital campaign with Transfiguration members. Questions related to member's championed causes are likely to arise. To avoid this type of

- inquiry, Ms. Dalton recommends clear messaging that communicates both the work being done and the work completed.
- b. The security plan is moving forward. Scott Daniels and Ms. Dalton will meet to review, plan, and determine next tasks to implement the security plan on the church side.
 - c. The Roper Kitchen remodel has received three design proposals. BGT is engaged in extensive conversations about these proposals. BGT will provide an update as this process moves forward.
 - d. Two proposals for the chapel plan have been received. These chapel proposals also include renovations to the sacristy and the main Sanctuary as needed. The proposals are from Good, Fulton & Farrell (GFF), the architectural firm which has designed other buildings on the Transfiguration campus, and from The Beck Group (Beck). The Beck proposal included various consultants needed to fully evaluate the projects and was very thorough. BGT would like to have a preliminary meeting with key stakeholders before finalizing an agreement and having the designer start the process to avoid costly redraws. Rosemary Luquire shared that she has had previous experience working with Beck and this experience was satisfactory.
 - e. Ms. Dalton requested that Jay Madrid, Chancellor, review the design proposals of both the kitchen and chapel. Mr. Madrid agreed to participate in this process.

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

- a. The Rector reported that Allison Blalock has been hired as the new Director of Children's Ministries. She will begin her work at Transfiguration on Sunday, August 8.
- b. The Rector reminded Vestry that Ted Clarkson's ordination is Thursday, July 8. This is the first ordination at Transfiguration in a generation. The Rt. Rev. J. Scott Mayer, acting Bishop of the Episcopal Diocese of Fort Worth, will be officiating. Persons wishing to attend this event need to RSVP via Realm as soon as possible.
- c. The Rector announced that nursery workers, Doris Phillips and John Phillips, have resigned their positions.

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

- a. Oliver Cone asked Vestry to revisit its 2021 goals. Mr. Cone guided Vestry in conversations about any needed updates or revisions to its goals. No revisions or additions were noted.
- b. Thank you notes were assigned to Vestry members.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus
Clerk to the Vestry

E-mail vote following the meeting on July 5, 2021:

On September 22, 2020, Vestry approved that 20% of the Youth Center lease fees (paid by Parish Episcopal School) go to restricted account #8459 Youth Pilgrimages and Missions as the payments are made. Vestry has recently learned that the Youth Center needs a new large gathering table and new throw pillows. Dana Jean, Director of Youth Ministries and Outreach, requests that the final Youth Center lease payment be deposited into the regular youth restricted account #8485, which would allow these purchases for the Youth Center.

MOTION: Robin Caldwell moved that the youth portion of the last lease payment from Parish Episcopal School for use of the Youth Center in the 2020-2021 PES academic year (approximately \$1,300), go directly to the youth restricted account #8485, rather than account #8459. Mark Ramsay seconded the motion, and the motion carried.

Upcoming Events

- Next Vestry meeting – Tuesday, July 27, 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.
 - Children’s Chapel: Sundays at 9 a.m. on Zoom through Sunday, June 27
- Tour of the Dallas Holocaust & Human Rights Museum Tours: Friday, June 25 at 2 p.m. (Youth) and Saturday, June 26 at 10 a.m. (Adults)
- Seniors High Tea – Wednesdays 3:30 p.m. – 4:30 p.m.
- Ordination of Ted Clarkson – Thursday, July 8 at 7 p.m. (Realm Registration)
- 2021 Vacation Bible School – Sunday, July 11 and Sunday, July 18 (10:30 a.m. - 1:30 p.m.)

MOTIONS from the June 22, 2021, Vestry Meeting:

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