



Vestry Minutes
Episcopal Church of the Transfiguration
May 25, 2021 – 6:30 p.m.
Location: Parlor, Episcopal Church of the Transfiguration
Approved by the Vestry June 22, 2021

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

Vestry members not in attendance: Peggy Kwoka and Mason McCamey

Others in attendance: Casey Shobe+, Rector; Allison Murphy, Treasurer; Libby Nicodemus, Clerk to the Vestry; Lana Mederos, Executive Assistant to the Rector; Sophie Lowrance, Parish Administrator; and Dave Monaco, Head of School, Parish Episcopal School.

1. Opening Prayer: Kristin Cutts led the Vestry in the prayer:

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 thank 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 our efforts and understanding. Forgive us for our pride. The pride that puffs us up and the pride that threatens to unqualify 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, Amen.

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of Romans 8:22-27

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: Scott Daniels moved to adopt the minutes of the April 27, 2021, Vestry meeting. Rosemary Luquire seconded the motion, and the motion was approved unanimously by all members present at the Vestry meeting.

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

- a. Dave Monaco reported that the last day of the 20-21 school year is Thursday, May 27. He is proud of the PES teachers and staff and their extraordinary efforts during this uniquely challenging school year.
- b. Mr. Monaco noted that repairs to significant leaks within the Beasley STEM Center, located on the Hillcrest campus, will be made in June. Bracken Reece is aware of the leaks and will be working with appropriate individuals to repair this issue.
- c. Detailed design plans for the playground are expected soon. The budget for this project is approximately \$460,000. PES is hopeful to move forward with this project over the next year.
- d. Mr. Monaco reported that amendments to the PES Lease are being reviewed. This process should be concluded in four to six weeks. PES will be resuming regular campus use next school year.

6. Capital Campaign: Robbi Dietrich

- a. Robbi Dietrich reported on the continued progress of the capital campaign.
- b. To date, 56% of the \$6,000,000 goal has been achieved in pledges. The average gift is \$68,000 with a median gift of \$25,000.
- c. The capital campaign needs additional volunteers. There are 200 more campaign contacts needed to be made during this initial phase of the campaign. One hundred contacts have been assigned to volunteers for personal visits. Of these 100 contacts, 50 have resulted in visits and 44 contacts have made pledges to the capital campaign.
- d. Ms. Dietrich noted that it takes time to establish in-person meeting schedules. She is hopeful that the momentum from attendance at the Pentecost service will build enthusiasm and increase the number of campaign volunteers. Ms. Dietrich asked that Vestry members interested in volunteering contact her or CCS employee, Alex Fruin.
- e. Ms. Dietrich reported that a Capital Campaign Celebration Committee has been formed. The initial plan is to host an outdoor celebration on Sunday, August 29 with food and music at the conclusion of the 9 a.m. service and continues until after the 11:15 a.m. service. Vestry members have been asked to volunteer at this event. A budget for this event is being developed and will be brought to the Vestry for approval. Ms. Dietrich noted that this is an inclusive event for all of Transfiguration. The intention of this event is to celebrate and recognize everyone's efforts towards the capital campaign.
- f. The Rector noted the excellent efforts of Alex Fruin, CCS employee. The Rector finds Mr. Fruin's organization, professionalism, and enthusiasm a necessary asset for Transfiguration and the capital campaign. Mr. Fruin began working on-site at Transfiguration on Monday, May 3. Per the CCS contract, Mr. Fruin's work at Transfiguration concludes Sunday, June 30. Ms. Dietrich echoed the Rector's sentiments regarding the work of Mr. Fruin. The Rector broached the subject of offering an extension to Mr. Fruin's contract. Mark Ramsay asked about Mr. Fruin's compensation. Per the CCS contract, Mr. Fruin is compensated at \$23,250 per month. Jodi Dalton asked how this contract was funded. It was reported that the Synder Estate was funding the CCS contract and at this time approximately \$164,000 remained in this fund.

MOTION: Robbi Dietrich moved that the Vestry approve the extension of the contract with CCS under the current rate for a period of two months to conclude at the end of August 2021. Rosemary Luquire seconded the motion, and the motion was approved unanimously by all members present at the Vestry meeting.

7. Treasurer's Report: Allison Murphy, Treasurer

- a. 2021 YTD Surplus is \$249,322 vs. \$105,609 budgeted (\$143,713 favorable difference)
- b. 2021 April Financials (YTD):
 - i. Revenues are \$808,882 vs. \$702,412 budgeted (\$106,470 over budget).
 - ii. Expenses are \$559,560 vs. \$596,803 budgeted (\$37,243 under budget).

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

- a. Sophie Lowrance shared that the PPP Loan forgiveness application has been accepted by the SBA. Robin Caldwell thanked Ms. Lowrance for all her work on the PPP Loan process.
- b. Ms. Caldwell reported that BFA reviewed the financing options for the Columbarium. BFA currently anticipates that the entire Eickhof bid of \$52,715 will be paid from the Columbarium restricted account 8478. Also, once the estimates for the Columbarium preparation work have been received; Vestry would loan this account 8478 the incremental funds. Based on a \$78,000 estimate, this amount would be approximately \$25,300. After input from Allison Murphy, Treasurer, BFA recommends that either account 8499 Operating Reserve or account 8506 Vestry Discretionary Reserve can be used to loan funds to the Columbarium account 8478. BFA further recommends that Bracken Reece, with appropriate oversight, charge account 8478 for the Columbarium's share of costs. Finally, BFA recommends that current unsold niches in Unit B remain at \$2,000 and niches in new Unit C sell for \$3,000. Robbi Dietrich asked if members of Transfiguration will be given notice of the updated prices of the niches. Ms. Caldwell replied yes that members of Transfiguration would be notified of these updated prices. To re-pay the loan to the Vestry, BFA recommends that half of the sale of each niche go back to the Vestry approved account. The Columbarium will remain on BFA's standing agenda until the loan is repaid.
- c. Mark Ramsay provided an update on the federal tax payment that reduced the Atterberry Estate bequest. It was determined that a mistake occurred on the application. Endowment requested that Transfiguration notify Charles Schwab of the error in this paperwork. BFA is hopeful this matter is resolved before the end of this tax year, December 31, 2021. BFA noted that this should be accounted for as a receivable for Transfiguration. Additionally, the Atterberry Estate will be a standing agenda item until it is resolved.
- d. It was noted in the BFA report provided to Vestry that both Vestry and Endowment have approved the Memorandum of Understanding (MOU) for the Infrastructure Capital Fund. BFA recommends that BGT work with Endowment to develop procedures to request funds for approved projects. When approved, these procedures will be added to the Transfiguration P & P Manual.

9. Mission & Ministry: Linda Horton, Connections Chair

- a. It was noted that M&M provided a report to Vestry in the May meeting packet.
- b. Linda Horton chaired the Connections Committee meeting on Monday, May 3.
- c. Ms. Horton reported that the Name Tag Initiative is beginning soon. Once details of this initiative are created, they will be shared with Vestry.
- d. Connections is developing the Hospitality Committee to serve Transfiguration. A meeting with Anne Schmidt, Director of Evangelism and Welcoming Ministries, to further determine the details of the Hospitality Committee is scheduled for Tuesday, June 1.
- e. The support provided by the Hospitality Committee at Coffee Hour was discussed. Ms. Horton stated this topic will also be addressed at the meeting on Tuesday, June 1. The Rector noted that Juan Pilar, Sexton, will need to be present to participate appropriately in the service of coffee.
- f. Ms. Horton reports that it is a priority of Connections to help members of Transfiguration to access and sign-up in REALM. The Hospitality Committee will be a key touchpoint for this activity.

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

- a. Jodi Dalton reported the Roper Kitchen remodel has received three designs proposals. BGT will review the proposals and make a recommendation to Vestry. Ms. Dalton reminded Vestry that these design proposals are only basic outlines of the project. They will provide Transfiguration with an idea of the cost of the kitchen remodel. The estimated cost of these proposals is between \$5,000 - \$8,500.
- b. Bracken Reece continues to compile a list from the BSI facility audit report of needed capital projects. Mr. Reece is prioritizing items from 2020 and 2021. Mr. Reece reported to BGT several ongoing maintenance issues. These include an air handling unit on the south building, the parking lot, and landscaping damage from the February freeze. Ms. Dalton noted that these examples underscored the need for the priority of capital projects to be flexible.
- c. Kip Moravec, Mike Mignardi, Ms. Dalton, and the Rector met to review the vision for the chapel. On Tuesday, May 18, members of BGT visited the chapel at Good Shepherd Episcopal Church. A list of individuals to comprise a committee of various stakeholders has been formed. This committee will create a concept for the chapel that can be offered to a designer. Ms. Dalton has met with a representative from Good, Fulton & Farrell (GFF) and with a representative from The Beck Group (Beck) to discuss the project. The Sacristy rebuild will inform what can be done with the chapel as the chapel's construction will impact this project.
- d. Ms. Dalton noted the importance of creating intentional systems of budgets and funding procedures for Transfiguration's capital projects.
- e. Ms. Dalton reported that furniture for the Parlor patio area had been purchased and assembled. The Rector notes that both the patio and the furniture have been in regular use. Ms. Dalton thanked Juan Pilar, Sexton, for his work on the assembly of the patio furniture.
- f. The Rector noted that a discussion about the layout and furnishings of the Parlor is needed. The current use of this room has evolved from parlor to a more general or multipurpose space (events, classes, meetings, etc.). The viewpoints of Parlor stakeholders will need to be considered as the review of this space is undertaken.
- g. Scott Daniels asked if PES will be using the Youth Center in the 21-22 school year. The Rector reports that PES will not be using the Youth Center for classes next year. Beginning June 2021, the furniture will return to Youth Center with one noted change. The wooden dining table will not return. Several portable tables will be relocated to the Youth Center in its place.
- h. Oliver Cone asked about the status of the lease agreement between PES with regard to the Youth Center. Twenty percent of monies collected were to be given to Youth. Allison Murphy, Treasurer, stated this accounting was occurring however, PES is not current on these payments. Mr. Daniels asked if the monies allocated to Youth from PES lease agreement are accounted for in a single line item. Ms. Murphy, Treasurer, reported monies are accounted for in the Youth restricted fund. These funds serve to replenish what was spent on (unused) deposits for the planned 2020 Youth Pilgrimage.

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

- a. The Rector reported that Deacon Ginny Kivel will be leaving Transfiguration to work at St. Christopher's Episcopal Church in Dallas, Texas. Ms. Kivel's last day at Transfiguration is Sunday, July 4. The Rector noted that he is happy for Ms. Kivel and expects that she will continue to be a presence at Transfiguration.
- b. The Rector reported that Dana Jean's last day at Transfiguration is Sunday, July 11. Ms. Jean's departure timeline allows for an overlap with the incoming youth minister.
- c. Cindy Hauser, Director of Children's Ministries, has announced her retirement. Ms. Hauser's last day will be sometime in September. The Rector noted that this position has been posted and Vestry will be updated on applicants and the hiring process for this position.
- d. Michael Sturdy has been hired as interim Director of Youth Ministries. Mr. Sturdy's start date is Monday, June 14.
- e. Ted Clarkson's start date is Thursday, July 1. He will be ordained at Transfiguration on Thursday, July 8. The Rector notes 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.

- f. The Rector noted the tremendous attendance at the 9 a.m. Pentecost service on Sunday, May 23. The Rector thanked everyone for their patience as the weather required a quick pivot from an outdoor to an indoor service. The Gathering Space proved helpful in managing numbers of worshipers. The Rector recommends removing the REALM registration requirement for worship services. COVID-19 procedures, including spacing of worshipers in the Sanctuary and masking, continue to be followed. Regular worship services, including The Table, will resume in June. The Rector noted that the meal that typically follows The Table worship service will not resume at this time.

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

- a. Oliver Cone inquired about the possibility of a Vestry retreat scheduled for July. This retreat would focus on Vestry goals for this year and allow time for any needed updates or revisions. Mr. Cone notes that the schedule could be flexible, half-day or weekend date could be explored. A Doodle Poll to determine the best date and time for a July retreat will be shared with Vestry members.
- b. Mark Ramsay invited Vestry members, Transfiguration staff, and their spouses to his home for a social gathering. The event is scheduled for the evening of Sunday, June 13.
- c. Thank you notes were assigned to Vestry members.

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus
Clerk to the Vestry

Upcoming Events

- Next Vestry meeting – Tuesday, June 22, 6:30 p.m.
- Newcomer Virtual Coffee with Casey – Sunday, May 30, 10 a.m.
- Transfigured Nights: Evensong for the Eve of St. Basil the Great – Sunday, June, 5 p.m. - 6 p.m.
- Transfigured Nights: Broadway @ Hillcrest – Sunday, June 20, 7 p.m. - 8 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. (beginning June 5)
 - Sundays: Indoor Eucharist at 9 a.m. (REALM registration); Live Stream Indoor Eucharist 11:15 a.m. (REALM registration)
 - Children's Chapel: Sundays at 9 a.m. on Zoom through Sunday, June 27
- Hidden History Dallas (series on race) - Wednesdays, 7 p.m. - 8:30 p.m. on Zoom (June 2, 9, & 16)
- Disciple Bible Study – Thursdays 6:30 p.m. - 8 p.m. through Thursday, June 10
- Seniors High Tea – Wednesdays 3:30 p.m. – 4:30 p.m.

MOTIONS from the May 25, 2021, Vestry Meeting:

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