



Vestry Minutes

Episcopal Church of the Transfiguration

October 26, 2021 – 6:30 p.m.

Location: Parlor, Episcopal Church of the Transfiguration

*Approved by the Vestry November 23, 2021*

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

**Vestry members not in attendance:** Kristin Cutts

**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; Anne Schmidt, Director of Evangelism & Welcoming Ministries; Dave Monaco, Head of School, Parish Episcopal School; and Alan Dunlop, Endowment Chair.

**1. Opening Prayer:** Rosemary Luquire led the Vestry in the prayer:

O God our protector

By whose mercy the world turns safely into darkness

And returns again to light

We give into your hands the decisions we make

The dreams we are shaping

And our unfinished tasks

For you alone are our sure defense

And bring us lasting peace

In Jesus Christ our Lord

Amen.

**2. Formation:** The Rev. Casey Shobe led the Vestry in a discussion of James 2:14-18, 26

**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 September 28, 2021, Vestry meeting. Robbi Dietrich 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 reported that PES celebrated Homecoming last week.
  - b. Sunday, October 24 was PES Sunday at Transfiguration.
  - c. PES is adjusting its masking protocols in response to current vaccine rates amongst staff and eligible students. The lower school will host vaccine events in early November for children ages 5-11 as soon as the vaccines are approved by the CDC. PES is also offering booster vaccines for eligible individuals.
  - d. PES and Transfiguration will hold their twice-yearly stakeholder meeting October 28.
  - e. PES is engaged in various admission activities for the 2022-2023 school year. Mr. Monaco notes that there is good energy amongst prospective families as they are grateful to be able to participate in in-person tours on campus.
  - f. Mr. Monaco reported that PES is hosting the Episcopal Diocese of Dallas Convention on Friday, November 5 and Saturday, November 6.
  
- 6. Endowment:** Alan Dunlop, Chair
  - a. Alan Dunlop provided a quarterly update to the Vestry.
  - b. Mr. Dunlop noted that the endowment fund has not experienced any significant changes. It is about the same as it was in the 2<sup>nd</sup> quarter, approximately \$2,300,000.
  - c. Mr. Dunlop reported that Endowment approved grants from the Legacy Fund (name tag project) in the 2<sup>nd</sup> quarter and from the Seminarian Fund in the 3<sup>rd</sup> quarter.
  - d. The Endowment Fund is exploring the possibility of investing in ESG funds. These are mutual funds graded using ESG (environmental, social, and governance) principles. ESG funds invest in companies that aim to have a sustainable and societal impact in the world, such as those with a small carbon footprint or diverse leadership boards. Mr. Dunlop stated that endowment fund is keeping watch on ESG funds and may move some money to these funds in the future.
  
- 7. Capital Campaign:** Robbi Dietrich, Chair
  - a. Robbi Dietrich provided an update to the capital campaign. To date, the campaign has received 286 pledges and collected \$2,413,947 in cash from the total \$6,585,169 in pledges.
  - b. Ms. Dietrich reported that a Capital Campaign Continuation Committee (Quad C) has been formed to ensure communications continue with the parish on the improvements made to the facilities and campus of Transfiguration. Quad C will also work with members of Transfiguration to fulfill their capital campaign pledge obligations and continue their generous support. Members of this committee include: Robbi Dietrich, Jordan and Jeremy Teeple, Tammy and Jim Kirkman, Sally and ET Manning, and Susan Fisk. The first meeting of this committee is Thursday, October 28.
  - c. The success of the capital campaign will be celebrated at Fig Fest on Sunday, October 31. Ms. Dietrich shared that Alex Fruin of CCS will be present at the Fig Fest celebration.
  - d. Ms. Dietrich stressed the importance of maintaining campaign communications that are transparent, relevant, and interesting. The campaign must continue to celebrate the progress and any improvements made to the facilities and campus of Transfiguration.
  
- 8. Treasurer's Report:** Allison Murphy, Treasurer
  - a. 2021 YTD Surplus is \$47,847 vs. (\$58,398) budgeted (\$106,245 favorable difference)
  - b. 2021 September Financials (YTD):
    - i. Revenues are \$1,521,646 vs. \$1,450,749 budgeted (\$70,897 over budget).
    - ii. Expenses are \$1,473,799 vs. \$1,509,147 budgeted (\$35,348 under budget).
  
- 9. Budget, Finance & Administration:** Robin Caldwell, Chair
  - a. Robin Caldwell reviewed the BFA report from the October meeting.

- b. Ms. Caldwell reported that a CD matured on October 15 at 1%, with a cash value of \$60,035.20. The CD represented a portion of the restricted funds being held for the potential chapel project. Jodi Dalton, Chair of the Building, Grounds & Technology Committee (BGT) noted the funds are not immediately needed. BFA recommends investing the entire amount in another CD for either 18-months at .25% interest, 24-months at .45% interest, or 30-months at .55% interest. After discussion, BFA recommends the reinvestment of the CD for 30 months.

**MOTION: Robin Caldwell moved that Vestry approve the matured CD funds of \$60,035.20 be reinvested in a 30-month CD at .55% interest. Jodi Dalton seconded the motion, and the motion was approved unanimously by Vestry members present.**

- c. Ms. Caldwell shared that Sophie Lowrance purchased a drop safe. The drop safe will be placed in the Sacristy and Bracken Reece will secure it to the floor. The addition of the drop safe complies with recommendations from the 2020 Audit.
- d. Ms. Lowrance met with the Rector, who approved that the cash counting of monies (collected on Saturday and Sunday) can be scheduled via Ministry Scheduler. Ms. Caldwell will update the cash counting procedures in Transfiguration's Policies & Procedures Manual, noting that two people (one of which must be a Vestry member) are needed to count any cash. Both the Risk Management Committee and BFA Committee will review proposed procedures prior to forwarding to Vestry for approval.
- e. Ms. Caldwell reported that the Rector has recommended both online and in-person voting. Kristin Cutts will meet this week with Anne Schmidt and TJ McCoy to determine necessary procedures for managing both types of voting and that the Episcopal Diocese of Dallas approves both methods of voting.
- f. Ms. Caldwell confirmed that the Nominating Committee has selected their Vestry slate: Chip Brownlee, Gabby Guion, Jeremy Teeple and Peter Young.
- g. For the six Diocesan Delegate positions that Transfiguration is allowed, 11 individuals are running: Robin Caldwell, Oliver Cone, Tim Cutts, Barbara (Babs) DeLizza, Alan Dunlop, Sergio Garcia, Barbara Geiter, Louise Harms, Mike Mignardi, Elaine Sweet, and Bob Thomas.

**10. Mission & Ministry:** Mason McCamey, Chair

- a. Mason McCamey shared that after several conversations between himself, Anne Schmidt and Linda Horton, a proposal to join Mission and Ministry with Connections was put forth. The reasons behind this proposal include doubling of duties for several members with no obvious advantage, synchronicity of duties between the two committees, burn out of some members from attending two meetings with much the same or overlapping agendas, and having a member of Transfiguration staff (Anne Schmidt) attending Connections committee meetings but not M&M meetings caused confusion about duties. The M&M committee and the Connections committee felt that by having one meeting the agenda of connecting and the pre-existing agenda of M&M ministry assistance can streamline all processes.
- b. The M&M and Connections committees discussed and expressed support for this idea. Visioning for the joining of these committees included consideration of membership, responsibilities, and fostering touchpoints within the Transfiguration membership.

**MOTION: Mason McCamey moved that Vestry approve, per Parish Policies and Procedures Part IV.1.F.3 (December 2020 update), the name change of the Mission and Ministry Committee to the Mission, Ministry and Connections Committee and to begin the work of altering the accompanying mission statement of the Mission and Ministry Committee to include the work meant for the Connections Committee as previously stated and to be more specific about the expectations of the newly joined committee. Robin Caldwell seconded the motion, and the motion was approved unanimously by Vestry members present.**

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

- a. Jodi Dalton reported on the progress of the kitchen remodel. The final Pasco design has been distributed to various stakeholders and their comments have been received. BGT has determined that since additional changes at this point will incur additional fees no redesign will happen until after such time as an architect and engineer have been retained and reviewed the design. BGT has received a bid from Beck to provide all necessary architectural and engineering services for the kitchen remodel, including supervision during construction. The bid is based on an hourly fee structure not to exceed \$14,800 for architectural services and \$19,880 for mechanical, engineering, and plumbing (MEP) services. Beck estimates approximately 6 weeks for drafting and review. The proposal was sent to Jay Madrid, Chancellor, for review and his comments have been sent to Beck.

**MOTION: Jodi Dalton moved that Vestry accept the bid from Beck Architecture for all necessary architectural and engineering fees related to the renovation of the Roper Kitchen. Linda Horton seconded the motion, and the motion was approved unanimously by Vestry members present.**

- b. BGT received a roofing proposal which substitutes Tesla tiles for slate on the main church roof. The existing mansard will be replaced on the surround walls. The proposal includes wiring the tiles directly into the church's electrical system allowing Transfiguration to directly utilize the power generated.

**MOTION: Jodi Dalton moved that Vestry accept the bid from Greenleaf Roofing dated September 16, 2021, in the amount of \$595,694 to replace the roof of the main sanctuary with Tesla solar tiles. Mark Ramsay seconded the motion, and the motion was approved unanimously by Vestry members present.**

- c. A bid to refinish the church pews has been received by BGT in the amount of \$61,445. The bid involves disassembling the pews, labeling each piece, transporting the pieces to a facility in Waco, TX for refinishing and repairing as needed and returning and reassembling/installing the pews in the sanctuary. This project timeline is approximately 6-8 weeks. BGT has also obtained a bid to entirely replace the pews with new, solid oak pews for approximately \$86,000. BGT is investigating the details of this bid and obtaining an additional quote.
- d. BGT provided Vestry with an update to scheduled capital campaign projects. These projects include fencing repair, parking lot repair, removal of metal canopy over walkway by Youth Center, new roof for sanctuary, replace skylights in Gathering Space, and HVAC repairs.
- e. BGT reported that work on the Safety and Security Plan continues.

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

- a. The Rector invited Vestry members to explore the idea of naming spaces and places at Transfiguration in honor of parishioners. Specifically, the Rector was interested in knowing how members of the Vestry felt about this idea. The Vestry participated in a lengthy discussion about this topic.
- b. The Rector provided an update to the mural project in honor of Cindy Hauser. Fundraising efforts toward this project continue. After conversation with the Rector, Vestry is considering making a grant proposal to Endowment that would help this project be realized.

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

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

The meeting adjourned at 8:51 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus

## Clerk to the Vestry

### Upcoming Events

- Next Vestry meeting – Tuesday, November 23, 6:30 p.m.
- Fig Fest and Capital Campaign Celebration – Sunday, October 31 at 10:00 a.m.
- Episcopal Diocese of Dallas Convention – Friday, November 5, 8:00 a.m. - 4:00 a.m. at PES
- All Saints' Day Eucharist – Monday, November 1st noon
- Requiem in D minor (Gabriel Fauré) for All Souls' Day – Tuesday, November 2' 7:00 p.m.
- Parish Elections – November 6 – 14 (in-person and online)
- 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
  - Christian Community with the Corinthians – Sundays 10:15 a.m. - 11 a.m. (Roper Hall & Zoom)
  - The Wired Word - Sundays 10:15 a.m. - 11 a.m. (Parlor & Zoom)
  - 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 October 26, 2021, Vestry Meeting:**

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