

Vestry Minutes  
Episcopal Church of the Transfiguration  
February 26, 2019  
7p.m.—Vestry Room

*Approved as Amended by the Vestry March 26, 2019*

**Vestry members in attendance:** Frank DeLizza, Nancy Jagmin, Sheila Runnels MacLennan, Bart Stockton, Julia Trizzino, Roy Heller, Evan Williams, Robin Caldwell, Oliver Cone, and Mason McCamey, and Rosemary Luquire

**Others in attendance:** Casey Shobe +, Rector; Sophie Lowrance, Parish Administrator; Allison Murphy, Treasurer; and Peggy Kwoka, Clerk to the Vestry

**Excused Absences:** Betsey Hardman

1. **Opening Prayer:** Nancy Jagmin led the Vestry in the following prayer:  
Grant us a vision, Lord,  
    To see what we can achieve  
    To reach out beyond ourselves  
    To share our lives with others  
    To stretch our capabilities  
    To increase our sense of purpose  
    To be aware of where we can help  
    To be sensitive to your Presence  
    To give heed to your constant call  
    “Beyond Ourselves,” Celtic Prayer
2. **Formation:** The Rector led the Vestry in a discussion of Mark 4:3-8 from the New Revised Standard Version Bible.
3. **Parish Episcopal School:**
  - a. Sheila Runnels MacLennan reported that the Gala was held and was very well attended.
4. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
5. **Adoption of Minutes:** Peggy Kwoka, Vestry Clerk.

**MOTION: Bart Stockton moved to adopt the minutes as amended from January 22, 2019. Nancy Jagmin seconded the motion and the motion carried.**

6. **Building, Grounds & Technology:** Frank DeLizza, Chair
  - a. BG&T stands ready to support the Capital Discernment Committee.
  - b. Environmental: Earth Day will be recognized on the second Sunday after Easter. Kim Flynn will coordinate with Liberty Ford to get up to speed on her plans.
  - c. Oliver Cone will be working as a liaison with the Capital Campaign.
  - d. The committee suggests that the organ not be left on when not in use in order to save energy.

7. **Treasurer's Report:** Allison Murphy, Treasurer
  - a. 2019 YTD revenues are \$223,316.24 and expenses are \$148,204.99 for a net profit of \$74,111.
  - b. Parish Episcopal School utility reimbursement has not been requested yet.
  - c. Total surplus for 2018 is \$57,007.94.
  - d. St. Hilda's Guild was added to the balance sheet.
  
8. **Budget, Finance & Administration:** Bart Stockton, Chair
  - a. In accordance with the Vestry vote in January, \$45,000 of the 2018 budget surplus will be moved to the 8510 Capital Contingency account for capital maintenance. The remainder (\$12,007.94) will be transferred to 8499 Operating Reserve according to Policies & Procedures.
  - b. Changes to the nominations/elections process effective for the last two election cycles need to be codified in the Policies and Procedures.
  - c. It is not as simple as looking at the AT&T lease to get the start date of the lease. Paul Sternweis is continuing to work on this by going through financial records. BFA will be involved once the negotiations begin.
  - d. The past two Senior Wardens, Paul Sternweis and Liz Kerner, have researched the provenance of Account 1043 Comerica-Money Market (Balance \$390,857.20 as of end of Jan 2019) and provided a report to the BFA. Accordingly, BFA recommends Vestry to consider the following motion:

**MOTION: Bart Stockton moved that \$140,000 be transferred from Account 1043 'Comerica-Money Market' as follows: \$46,000 to account 8479 Endowment Exchange for transfer to the Endowment Fund with request appended that the Endowment trustees apply it to the Outreach fund; \$47,000 to account 8506 Vestry Discretionary Reserve; and \$47,000 to account 8499 Operating Reserve for use as approved by the Vestry. Julia Trizzino seconded the motion and the motion passed.**

9. **Mission & Ministry:** Sheila Runnels-MacLennan, Chair.
  - a. First meeting is Wednesday, March 6.
  - b. There is a potential of a standing Connections Committee.
  
10. **Rector's Report:** Casey Shobe +, Rector and Sophie Lowrance, Parish Administrator
  - a. Sophie Lowrance discussed the Parochial Report. She, Bart and Allison reviewed how the different expenses were being considered for operating revenue which impacted our assessment. They found that some pass-through accounts were being shown as revenue. The assessment was \$237,546 last year and this year it is \$236,757.
  - b. Fr. Casey Shobe attended Consortium of Endowed Episcopal Parishes. Fr. Shobe spoke with capital campaign consultants there and found that there were several organizations that would be very good (three in particular). He had very good conversations on how these companies work on these campaigns. He learned that churches have had quite a bit of success in raising money for capital maintenance. He also spoke with churches that had success with these types of campaigns. If we were to do this, the consultant would probably be with us for five – six months each working day and act as a "Director of Development." Cost is approximately \$30,000/month.

- c. The Vestry agreed that we should request proposals from the three companies that Father Shobe met with and which came highly recommended. Evan Williams will work with Father Casey on requesting the proposals.

**11. Wardens Report:** Nancy Jagmin, Sr. Warden and Julia Trizzino, Jr. Warden

- a. Nancy Jagmin referenced materials placed in Dropbox.
- b. She sent around a sign-up sheet for an "Ask the Vestry" table. It was agreed that all three services would be included.
- c. The Vestry needs to consider whether we want to hold the Vestry retreat at All Saints again. If any of the Vestry want to work on this, they need to let Nancy know.
- d. Nancy Jagmin shared by e-mail and invitation for the Vestry to attend the Vestry and Warden's Conference to be held at St. Matthew's Cathedral Invitation. Nancy plans to attend.

**MOTION: Robin moved to remove previous bank signatories and Authorize and change in the signing authority at the bank. Acting on behalf of the Vestry of The Episcopal Church of the Transfiguration, the following will be authorized to open accounts; make deposits; authorize transfers between accounts; authorize payments to be made from said accounts, said authority bearing two signatures of the persons then holding those positions; to hold, sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now or hereafter registered in its name:**

**Senior Warden - Nancy Jagmin  
Junior Warden - Julia Trizzino  
Treasurer - Allison Murphy  
Parish Administrator - Sophie Lowrance  
Controller - Mary Hall**

**Rosemary Luquire seconded the motion and the motion passed.**

Meeting adjourned at 9:00pm

Following the Vestry Meeting, an Executive Meeting was held. The Vestry exited the Executive Meeting and opened a Vestry Meeting for the following motion:

**Motion: Rosemary Luquire moved that:**

**Bonuses be paid to the staff from the 2018 surplus (~ \$12,000 remaining) as follows:**

**\$1000 for Father Casey**

**\$500 for full time staff**

**\$300 for part time staff**

**Robin Caldwell seconded the motion and the motion passed.**

The final total dollar amount to be communicated to Mary and Allison to close 2018 books - based on number of full vs. part time staff.

The following motion was considered by the Vestry via e-mail on March 1, 2019:

**MOTION: Nancy Jagmin moved that the 2018 Parochial Report be approved. The motion passed.**

Respectfully submitted,



Peggy Kwoka  
Clerk to the Vestry

Upcoming Events:

- 3/2 Facing Aging Together Workshop
- 3/2 Shrove Tuesday Pancake Supper
- 3/6 Ash Wednesday Imposition of Ashes
- 3/13 Lenten Wednesdays begin
- 3/17 Lenten Taize on the Labyrinth
- 3/31 Transfigured Nights Stations of the Cross
- 4/14 Palm Sunday • 4/21 Easter Sunday

**MOTIONS:**

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**Senior Warden - Nancy Jagmin  
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Treasurer - Allison Murphy  
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**Rosemary Luquire seconded the motion and the motion passed.**

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