

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

Approved as Amended by the Vestry April 30, 2019

Vestry members in attendance: Robin Caldwell, Oliver Cone, Frank DeLizza, Betsey Hardman, Nancy Jagmin, Sheila Runnels MacLennan, Mason McCamey, Bart Stockton, and Julia Trizzino

Others in attendance: Cindy Hauser, Director of Children's Ministries; Sophie Lowrance, Parish Administrator; Allison Murphy, Treasurer; and Peggy Kwoka, Clerk to the Vestry

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

Disturb us, Lord, when
We are too pleased with ourselves,
When our dreams have come true
Because we dreamed too little,
When we arrived safely
Because we sailed too close to the shore.

Disturb us, Lord, when
With the abundance of things we possess
We have lost our thirst
For the waters of life;
Having fallen in love with life,
We have ceased to dream of eternity
And in our efforts to build a new earth,
We have allowed our vision
Of the new Heaven to dim.

Disturb us, Lord, to dare more boldly,
To venture on wilder seas
Where storms will show Your mastery;
Where losing sight of land,
We shall find the stars.

We ask you to push back
The horizons of our hopes;
And to push back the future
In strength, courage, hope and love.

This we ask in the name of our Captain,
Who is Jesus Christ.

-Prayer of Francis Drake, 1577

2. **Formation:** Cindy led the Vestry in a Godly Play exploration of the meaning behind the Parable of the Mustard Seed (Matthew 13:31-32 or Luke 13:18-19).

3. **Parish Episcopal School:** Dave Monaco, HOS
 - a. Acceptance letters going out to new students this week.
 - b. Changes are occurring in the leadership of the upper and lower schools due to attrition and promotions.
 - c. Cathy Ross, Chaplain and Religious Leader is retiring.
 - d. April 8 is their Board Mtg.
 - e. They are preparing to increase the campus buildings by 50,000 sq. ft., including the Performance Center.
4. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.
5. **Adoption of Minutes:** Peggy Kwoka, Vestry Clerk.

MOTION: Frank DeLizza moved to adopt the minutes as amended from February 26, 2019. Robin Caldwell seconded the motion and the motion carried.

6. **Building, Grounds & Technology:** Frank DeLizza, Chair
 - a. Kip Moravec is working to find homes for some of the costumes and set pieces that are no longer needed.
 - b. Frank DeLizza discussed the Facilities Condition Survey. He has contacted the firm that previously conducted the survey and requested a Scope of Work and Cost Proposal from them. It is being worked on and should be received by the end of the month. The expenditure for the survey will require Vestry approval. This survey is required to meet the requirements of the Church's agreement with PES, as well to form a baseline to feed into the Capital repairs campaign.
 - c. Nancy Jagmin gave an update on the cell tower leases. There is a bit of confusion on payment reconciliation from AT&T, this is being pursued. A possible new contract with T-Mobile is being considered.
 - d. Earth Day will be recognized on April 28, the Sunday after Easter. Kim Flynn is coordinating and several exhibits will be available, as well as interactive activities for the kids.
 - e. Security: Ryan Spicer and his committee met with Bracken and have had several discussions. In addition to physical security on Sundays they are also considering additional topics such as weekday security for church staff and internet security for the Church's IT system.
7. **Mission & Ministry:** Sheila Runnels-MacLennan, Chair.
 - a. The strategic goals were reviewed as well as status after 2018.
 - b. The project to photograph all of the holy objects has been taken under the purview of Vestry member Bart Stockton, who has agreed to photograph and inventory all the holy objects. Project questions include understanding what the end result is expected to look like and where the descriptions of the objects are currently. Bart will contact Paul and Liz, the Altar Guild, and Father Roper to obtain additional information.
 - c. The committee is interested in testing the new Saturday Evening service over the summer at one service per month. iParent members expressed interest in assisting during these trial services.

- d. The Food Distribution Center moved space to the Youth Center because Niles is used by the school. The Clothes Horse is being used for distribution day but quickly becoming too full when the families arrive.
 - e. The Committee expressed interest in assisting in the Youth program, as there are many middle school students in the parish who will be in the Youth program in the coming years, and that this is seen as a particular weakness at Transfiguration as it currently stands compared to other parishes.
 - f. The committee discussed the idea of a group of veteran parishioners whose job would be to assist the Director of Evangelism and Welcoming Ministries in interviewing and assisting in discernment for new and/or seeking parishioners regarding where to best be directed within the parish. The Committee agreed it would be best to meet with Anne Schmidt, Director of Evangelism and Welcoming Ministries.
8. **Treasurer's Report:** Allison Murphy, Treasurer
- a. 2019 YTD revenues are \$382,169 and expenses are \$284,350 for a net profit of \$97,819.
9. **Budget, Finance & Administration:** Bart Stockton, Chair
- a. Although not required by the Diocese right now, we need to begin preparing for a full, independent financial audit of all accounts under the church's purview/Tax ID, as opposed to the more-limited policies & procedures audit we currently undergo. The Fig is the only church of our size in the diocese that does not currently have a full, independent financial audit performed annually.
 - b. Paul Sternweis continues to spearhead the effort to decipher the existing AT&T lease contract commencement/ renewal/ payment dates in order to then engage the services of a third-party consultant in the renewal negotiation process. Paul is also working with Bracken Reece in the early stages of entertaining an offer from T-Mobile regarding a third cellular site on our property (Verizon is the current second site).
 - c. The Diocese experienced a budgetary surplus and refunded \$16,968 of our assessment by check which was deposited and is temporarily parked in 8499 Operating Reserve. Our Treasurer, Allison, believes that it should be applied to 2019 assessment and there is consensus on this within BFA. The Policies are unclear on if it must be applied to 2018 budget as a refund of a 2018 expense so, accounting-wise, it makes sense to apply it to 2019 Assessment.

MOTION: Bart Stockton moved, that the remaining 2018 budget surplus funds, after disbursements previously authorized by Vestry actions, be transferred to Account 8499 Operating Reserve, in accordance with policy. The motion was seconded by Nancy Jagmin. The only thing that was booked in 2018 was the \$45,000 the Vestry gave to 8510. The motion passed.

- d. Endowment communicated the following to the Vestry. The primary grant-making vehicles of the church (Endowment Trustees, EMF, Outreach Committee, and St. Hilda's Guild) need concentrated coordination, cooperation, and communication. This might be a policy that each has a liaison to the other rather than relying on coincidental overlap of leadership. Doing so will help serve the greatest number of people and organizations seeking grants.

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

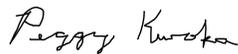
- a. Capital campaign – Fr. Casey and Evan met to put together a request to provide a proposal which will be sent to three firms. The draft RFP was reviewed by the Vestry and the feedback to the Rector was that it was acceptable.
- b. The exploratory committee – Fr. Casey wants to put it on hold to consider other candidates and to utilize the consultant to consider how to involve the parish appropriately.

MOTION: Mason McCamey moved that the entire loose plate offering from Easter be given to the Genesis House and Episcopal Relief and Development Project (Florida and Georgia tornados) as recommended by Outreach. Oliver Cone seconded the motion and the motion was approved.

- c. Vestry Priorities communication – Fr. Casey suggests the communication be done after Lent. Rebecca Gingles and a committee can review it. The suggestion is to use Illumine (with more copies printed than typical) using pictures of capital needs, etc.
- d. The “Meet the Vestry” table has started. A sign with “ask me about...” The objective is to personalize the Vestry and let people have a communication outlet.

Meeting adjourned at 9:00pm

Respectfully submitted,



Peggy Kwoka
Clerk to the Vestry

Upcoming Events:

- 3/13-4/10 Lenten Wednesdays
- 3/31 Transfigured Nights Stations of the Cross
- 4/14 Palm Sunday
- 4/18 Maundy Thursday
- 4/19 Good Friday
- 4/20 Easter Vigil
- 4/21 Easter Sunday
- 4/28 Earth Day
- 5/10-11 Congregational Retreat – Camp Allen

MOTIONS:

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