

Vestry Minutes
Episcopal Church of the Transfiguration
May 28, 2019
7p.m.—Vestry Room
Approved as Amended by the Vestry June 25, 2019

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

Others in attendance: Casey Shobe +, Rector; Rebecca Tankersley +, Associate Rector; Nancy Destefano, Pastoral Assistant; Sophie Lowrance, Parish Administrator; Peggy Kwoka, Clerk to the Vestry; Allison Murphy, Treasurer; Alex Cavanaugh, Director of Youth Ministries; Anne Schmidt, Director of Evangelism and Welcoming Ministries; Meghan Mazur, Executive Assistant to the Rector; Joel Martinson, Director of Music and Organist; Jay Madrid, Chancellor

1. **Opening Prayer:** Bart Stockton led the Vestry in the following prayer:

Direct us, O Lord, in all our doings with thy most gracious favor, and further us with thy continual help; that in all our works begun, continued, and ended in thee, we may glorify thy holy Name, and finally, by thy mercy, obtain everlasting life; through Jesus Christ our Lord.
Amen.

- BCP, page 832

2. **Formation:** The Rector led the Vestry in a discussion of Luke 18:10-14a.

3. **Parish Episcopal School:** Dave Monaco, HOS

- a. A total of 107 Seniors graduated on Saturday. They are going to 21 different states and foreign countries for college.
- b. The Board approved the building of the performing arts center; building will begin in September.
- c. Jay Madrid was named Trustee Emeritus of PES. There are only two other people with that title.
- d. There have been 46 years of partnership between PES and The Episcopal Church of the Transfiguration. It is a remarkable story in the Episcopal School network.

4. **Enthusiastic Episcopal Evangelist (EEE):** The Vestry shared their evangelistic experiences since the last meeting.

5. **Adoption of Minutes:** Peggy Kwoka, Vestry Clerk.

MOTION: Roy Heller moved to adopt the minutes as amended from April 30, 2019. Frank DeLizza seconded the motion and the motion carried.

6. **Treasurer's Report:** Allison Murphy, Treasurer

The 2019 YTD revenues are \$649,376 and expenses are \$648,647 (\$729 positive overall, but \$24,537 unfavorable to budget). The noteworthy contributing factors are: Parish Episcopal School utility reimbursement runs a month behind (\$10,863); Current Year Pledges are down by \$35,296 vs. budgeted but Non-Pledge Giving was up \$11,543. Continuing Education is up by \$5,202 over budget, but this is primarily timing. Year-to-date revenue is on track as compared to a five-year average.

7. **Budget, Finance & Administration:** Bart Stockton, Chair

- a. "Farewell" Account 8501 - There is \$107.93 in this account, dating prior to 01 Jan 2016. The stated intent of the account is to be used as an exchange account for farewell gifts from the congregation to departing staff, i.e. "purse" but it has not recently been used as such. Because we don't know specifically to whom this amount was intended, the committee proposes using it to pay for expenses related to the Mazur Family Farewell Reception in June.

MOTION: Bart Stockton moved that the remaining balance in Account 8501 "Farewell" be used toward expenses of the Mazur Family Farewell Reception. Julia Trizzino seconded the motion and the motion was approved.

- b. "Holy Faith" Account 8422 - Church of the Holy Faith, the Bhutanese congregation formerly worshipping on our campus, has been relocated but there is still \$1,983.88 in their account from donations given by Transfiguration parishioners. The committee would like to give this money to their ministry in accordance with the donors' wishes.

MOTION: Bart Stockton moved that Account 8422 "Holy Faith" be closed with the remaining balance given to the Church of the Holy Faith ministry, its successor, or assign as coordinated between the parish Administrator and the appropriate personnel in the offices of the Diocese of Dallas. Mason McCamey seconded the motion and the motion was approved.

- c. -Investment CDs – The committee has spent months brainstorming and investigating safe investment opportunities for our cash with further impetus added by the notification that our CDs at BB&T reached maturity several months ago. These CDs represent the gifts made toward building a future Chapel (\$500,000) and feasibility/design, etc. costs related to the construction of a future Chapel (\$50,000).

As of 30 April, the balance in that account is \$618,697. The following actions are recommended: **(1)** open a savings account with PNC Bank (variable rate but currently 2.35% APY) for the \$50,000 Bienfang gift so that these funds remain separate and not commingled with other accounts and liquid for use as they were given, potentially before the other funds would be needed. The initial deposit limit is \$50,000 but more can be added later. **(2)** Obtain Brokered CDs from TD Ameritrade according to the ladder outlined below in the motion. TD Ameritrade was recommended by a Vestry member and Sophie's contact there has been helpful and responsive. Our principal amounts would be protected until maturity* and the CD could be sold prior to maturity with no surrender of interest however the sale would be at open market value which could be less or more than par – *i.e., if our principal lost value we would eat the loss. These CDs range in rate from 2.40% to 2.60% depending on term. The Culver gifts for Chapel are in the longest-term CDs of the

ladder due to the suggestions from the Capital Discernment Committee about when building a chapel might be feasible in the grand scheme of a capital campaign. (3) Open another bank account to receive contributions toward the upcoming Capital Campaign. If, following Vestry discernment, a Capital Campaign is not launched, the original donors would need to approve any alternate use of their funds, in keeping with our practices on restricted giving.

MOTION: Bart Stockton moved that church staff is authorized and directed to: (1) purchase the following brokered certificates of deposits through TD Ameritrade by withdrawing funds from the church's current accounts:

**\$24,000 for 24 months,
\$44,000 for 30 months,
\$250,000 for 36 months, and
\$250,000 for 42 months,**

(2) open a bank account at a financial institution suitable to the parish Administrator and Treasurer for the purpose of receiving and segregating gifts made toward a future Capital Campaign, and (3) open a savings account with PNC Bank with initial deposit of \$50,000 withdrawn from the church's current account, representing the Bienfang gift toward future chapel feasibility or design. Said new accounts being subject to the parish's policies & procedures as well as all controls, safeguards, and reporting/audit procedures in place on other parish accounts. Staff is further authorized to make any technical or non-substantive changes in order to effect these outcomes. Mason McCamey seconded the motion and the motion was approved.

- d. Marriage Celebration surplus - After paying expenses related to the Marriage Celebration Event and several donations received after the fact, there is a surplus of approximately \$6,600 in the account that needs to be cleared to free the exchange account for its next use. The Rector and Vestry support the following solution and returned the item to BFA for a formal motion to be presented to Vestry.

MOTION: Bart Stockton moved, that (1) \$1,000.00 be transferred from 7010 Special Offerings Exchange to 8443 Ministry Funds Rector, (2) 7010 Special Offerings Exchange be zeroed out by splitting the remaining balance evenly between 8524 Open Door/G&L Ministries and 8480 Evangelism, and (3) any subsequent donations received which are reasonably associated with the past Marriage Celebration Event be split evenly in the above manner unless otherwise decided by the Vestry. Rosemary Luquire seconded the motion and the motion was approved.

8. Building, Grounds & Technology: Frank DeLizza, Chair

- a. It has been a wet month including flooding in the Library and the Clothes Horse. The flooding in the library caused damage to floors, some books, ceiling tiles, and the electrical system (sensors). It is too low to make an insurance claim.
- b. Bracken has been working hard at responding to the flooding and also working on the landscaping.
- c. Ryan Spicer is going to Beta test the security survey on Survey Monkey.
- d. There was one security incident related to the school. The school managed it with additional security staff for the family.
- e. Earth Day went well.
- f. The Building Solutions (Keslar) report, which will re-asses the campus and update the cost projections of maintenance, repair, and replacement needs, will be completed within the next 6 - 8 weeks.

9. **Mission & Ministry:** Sheila Runnels-MacLennan, Chair.
 - a. Mason McCamey will be the liaison between the Vestry and the 5:30 pm Church Service.
 - b. Bill and Peggy Kwoka have agreed to transport food for the FDC.
 - c. Anne Schmidt spoke to the committee about the Connections Committee. A subcommittee is working on a draft of a process and mission for the new Connections Committee.
 - d. The committee is updating the database of parish ministries and reorganizing them according to the Ministry Fair database. The committee will reach out to individual ministry leaders.
10. **Rector's Report:** Casey Shobe +, Rector
 - a. Lana Mederos started today in her new position, overlapping for about a month with Meghan Mazur.
 - b. The Rector is nearing endpoint in his search for a Director of Communications. He is trying to make the hire soon so that there can be overlap with Rebecca Gingles.
 - c. Illumine will come out in mailboxes next week. It will include a review of goals on which the Vestry is working including Safety and Security, the plans for the 5:30 pm service, and Capital Improvement campaign. Expansive language is part of the consideration of a revision to the prayer book. Subtle changes have been made to some prayers as authorized by the General Convention and an explanation of those changes is also in Illumine.
 - d. The Rector asked for input on the proposals for the Capital Campaign. The Vestry agreed that the proposal from Episcopal Church Foundation (ECF) included much less detail and that the proposal from Community Counselling Services Company, LLC (CCS) was much more complete. Father Shobe called St. David's Episcopal Church in Austin and spoke with The Rev. Dr. Chuck Treadwell to find out what they thought – he said that we should absolutely use CCS. The other references obtained on CCS were all very good. A feasibility study by a chosen firm would be the next step and would include an interview with approximately forty parishioners to measure the “attitude and altitude” of the parishioners. The Rector will come up with some talking points to explain why the consulting firm was chosen.

MOTION: Julia Trizzino moved to authorize the Rector and staff to start discussions with CCS with the purpose of providing consulting services for the Capital Campaign and to authorize funding from 8506 Vestry Discretionary Reserve to pay CCS for a feasibility study in the amount of \$31,000. Bart Stockton seconded the motion. The motion was approved.

11. **Wardens Report:** Nancy Jagmin, Sr. Warden and Julia Trizzino, Jr. Warden
 - a. Vestry Retreat Closeout – an e-mail vote will be called for the Vestry to close out the costs for the vestry expenses for the retreat.
 - b. Parish Council – June 15. It is ideal to have the meeting soon after the launch of the Illumine article. We also need to talk about supporting the 5:30pm service with our presence. It will also be good to talk about the security survey to encourage people to consider the questions and issues.

- c. Congregation phone calls – We want to have connection points with the members of the Parish. Nancy suggested that it be started after the June Vestry meeting and completed by mid-August. The staff will split the list of members. A script and an electronic template will be provided to the Vestry with an opportunity to make notes.
- d. Thank you notes

Meeting adjourned at 9:00pm

Respectfully submitted,

Peggy Kwoka

Peggy Kwoka
Clerk to the Vestry

Upcoming Events:

- 5/30 Ascension Day Eucharist
- 6/2 EMF Fish Fry & Silent Auction
- 6/2 Bishop Smith visit
- 6/9 Pentecost Evensong
- 6/10-14 Vacation Bible School
- 6/15 Parish Council (tent)

MOTIONS:

MOTION: Roy Heller moved to adopt the minutes as amended from April 30, 2019. Frank DeLizza seconded the motion and the motion carried.

MOTION: Bart Stockton moved that the remaining balance in Account 8501 “Farewell” be used toward expenses of the Mazur Family Farewell Reception. Julia Trizzino seconded the motion and the motion was approved.

MOTION: Bart Stockton moved that Account 8422 “Holy Faith” be closed with the remaining balance given to the Church of the Holy Faith ministry, its successor, or assign as coordinated between the parish Administrator and the appropriate personnel in the offices of the Diocese of Dallas. Mason McCamey seconded the motion and the motion was approved.

MOTION: Bart Stockton moved that church staff is authorized and directed to: (1) purchase the following brokered certificates of deposits through TD Ameritrade by withdrawing funds from the church’s current accounts:

**\$24,000 for 24 months,
\$44,000 for 30 months,
\$250,000 for 36 months, and
\$250,000 for 42 months,**

(2) open a bank account at a financial institution suitable to the parish Administrator and Treasurer for the purpose of receiving and segregating gifts made toward a

future Capital Campaign, and (3) open a savings account with PNC Bank with initial deposit of \$50,000 withdrawn from the church's current account, representing the Bienfang gift toward future chapel feasibility or design. Said new accounts being subject to the parish's policies & procedures as well as all controls, safeguards, and reporting/audit procedures in place on other parish accounts. Staff is further authorized to make any technical or non-substantive changes in order to effect these outcomes. Mason McCamey seconded the motion and the motion was approved.

MOTION: Bart Stockton moved, that (1) \$1,000.00 be transferred from 7010 Special Offerings Exchange to 8443 Ministry Funds Rector, (2) 7010 Special Offerings Exchange be zeroed out by splitting the remaining balance evenly between 8524 Open Door/G&L Ministries and 8480 Evangelism, and (3) any subsequent donations received which are reasonably associated with the past Marriage Celebration Event be split evenly in the above manner unless otherwise decided by the Vestry. Rosemary Luquire seconded the motion and the motion was approved.

MOTION: Julia Trizzino moved to authorize the Rector and staff to start discussions with CCS with the purpose of providing consulting services for the Capital Campaign and to authorize funding from 8506 Vestry Discretionary Reserve to pay CCS for a feasibility study in the amount of \$31,000. Bart Stockton seconded the motion. The motion was approved.