

Vestry Minutes
Episcopal Church of the Transfiguration
August 27, 2019
7p.m.—Vestry Room

Approved by the Vestry September 24, 2019

Vestry members in attendance: Nancy Jagmin, Senior Warden; Robin Caldwell, Oliver Cone, Frank DeLizza, Betsey Hardman, Roy Heller, Rosemary Luquire, Bart Stockton, Evan Williams.

Others in attendance: Casey Shobe +; Dave Monaco, Head of School; Sophie Lowrance, Parish Administrator; Lana Mederos, Executive Assistant to the Rector; Jay Madrid, Chancellor; Allison Murphy, Treasurer; Tudi Owens, Substitute Clerk; Sarah Pratt, PSK (audit firm); Judson Watkins, Communications Director.

1. Opening Prayer: Rosemary Luquire.

Lord of all power and might, the author and giver of all good things: Graft in our hearts the love of your Name; increase in us true religion; nourish us with all goodness; and bring forth in us the fruit of good works; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. *Amen.*

2. Audit Report: Sarah Pratt, PSK.

The diocese requires that an internal audit be completed annually. The diocese agreed that we could retain PSK to review all procedures, compensation, collections and other items to confirm that all are done properly. Suggestions from the previous audit have been corrected including the inclusion of all church bank accounts on the balance sheets and that the balance sheets were balanced to the general ledger. Employee files were addressed separating I-9 forms as required.

MOTION: Bart Stockton moved that we accept the PSK audit and forward it to the diocese. Evan Williams seconded. The motion carried.

3. Parish Episcopal School: Dave Monaco, Head of School.

- a. Parent's Nights were held within the past week at both campuses. The school has welcomed 1158 students this year. Twenty new faculty and staff have come on board including Transfiguration's former Communications Director, Rebecca Gingles, as lower school chaplain and religion teacher. The Board Of Trustees concluded a 4½-hour workday recently. With the loss of 30 trees across the Hillcrest Campus after the June storm, the unanticipated sun exposure for students and faculty on playground is being addressed. Ground breaking for the 50,000 square foot Noble Performance Center is coming up. ESPN2 will be at the opening football game due to a couple of up and coming stars who will be on the field.

- b. Jay Madrid. This is the year that our 10-year Hillcrest campus lease agreement indicates that the church would get a forewarning if the school is going to make a change. The current lease auto renews in 5-year increments if no change is requested from either the school or the church.
4. **Formation:** The Rector led the Vestry in a discussion of a parable about a merchant and a pearl.
5. **Adoption of Minutes:** Tudi Owens, Substitute Clerk.

MOTION: Frank DeLizza moved to adopt the minutes from July 23, 2019. Betsy Hardman seconded the motion. The motion carried.

6. **Buildings, Grounds & Technology:** Frank DeLizza, Chair.
- a. Facilities Condition Survey. The committee met with Bill Keslar and Dennis Palmer of Building Solutions to review the preliminary findings from the physical survey. The big-ticket items are roof replacements and they recommended that a professional consultant be engaged to help us consider what materials we want to use. The Building Solutions final report will be completed by September 5th. The insurance adjuster visited the campus on Monday, went on the roofs and will be come back to finish the assessment.
 - b. Safety/Security Survey. Ryan Spicer presented BGT with a preliminary look at the results of the survey completed by Vestry, Parish Council, and staff. Ryan and George Finney will review the survey in depth and make recommendations.
7. **Treasurer's Report:** Allison Murphy, Treasurer.
- a. July Financials. The 2019 YTD revenues are \$989,479 and expenses are \$1,114,240. The overlap of new and departing staff (for orientation purposes) caused salary overage in July.
 - b. Auditors report. (see item 2.)
8. **Budget, Finance & Administration:** Bart Stockton, Chair.
- a. Nominating Committee, Robin Caldwell, Chair. The committee has been populated (11 members) and the first meeting was August 4th. September 9th is deadline for nominations. The committee is assessing the skills of those leaving the vestry so those on the next slate will cover them.
 - b. Policies & Procedures Manual. A policy should be established regarding what happens to the physical and financial resources of a parish organization upon dissolution.
9. **Mission & Ministry:** Nancy Jagmin, reporting.
- a. Ministry Interviews. Calls are nearly complete and have been positive so far.
 - b. "Connections" strategy. The M&M committee has consulted with staff and is continuing to discuss possible approaches to encourage connection between parishioners and volunteer opportunities (parish ministries or events).

Three objectives were suggested. 1) There is a need for a “clearing house” where all volunteer opportunities are gathered and publicized to the congregation broadly. 2) Personal contact between the connections committee and congregation is recommended. One suggestion is that people who know the volunteer needs for our ministries and upcoming events staff a “Get Connected” booth in the Gathering Space once a month. 3) Members of the connections committee would build and maintain lists of people who are willing to be called upon to staff volunteer opportunities in particular areas (e.g. bring food to events, usher at funerals). M&M is looking for someone who wants to organize and launch this new initiative, with support from M&M.

10. The Rector’s Report: Fr. Casey.

- a. Capital Campaign Study. The personal interviews will be delayed until late September and October.
- b. 5:30 redevelopment (The Table). One hundred people have volunteered to help and completed training last week. There has been some confusion about the kind of meal being offered on Saturdays in the future.
- c. Stewardship Campaign: Growing our Future. Dominant symbol will be a tree, owing, in part, to the loss of 30 trees on this campus earlier this summer. The campaign will begin the last week of September and will feature trees appearing to “grow” in the Gathering Space. Need to increase pledging households.
- d. Forty-two visitor cards have been received since June 1st.

11. Wardens’ Report: Nancy Jagmin, SW.

- a. Congregation phone calls. Feedback from some parishioners includes the new, expansive language. A form is completed for each contact.

12. Compline.

Meeting adjourned at 8:45pm.

Respectfully submitted,

Tudi Owens,
Substitute Clerk to the Vestry

Approval witnessed by:



Peggy Kwoka
Clerk to the Vestry

MOTIONS:

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