



Vestry Minutes

Episcopal Church of the Transfiguration

March 24, 2020 - 7:00 pm

Location: Virtual Meeting using Web Conferencing

Approved by the Vestry April 28, 2020

Vestry members in attendance: Julia Trizzino, Senior Warden; Oliver Cone, Junior Warden; Robin Caldwell; Jodi Dalton; Scott Daniels; Frank DeLizza; Linda Horton; Frank DeLizza; Rosemary Luquire; Sheila Runnels MacLennan; Mason McCamey; Mark Ramsay; and Evan Williams

Vestry members not in attendance: N/A

Others in attendance: Casey Shobe +, Rector; Rebecca Tankersley+, Associate Rector; Mary Hall, Bookkeeper; Lana Mederos, Executive Assistant to the Rector; Allison Murphy, Treasurer; Sophie Lowrance, Parish Administrator; Judson Watkins, Director of Communications; Cindy Hauser, Director of Children's Ministries; Anne Schmidt, Director of Evangelism and Welcoming Ministries; Peggy Kwoka, Clerk; Jay Madrid, Chancellor; Dana Jean, Director of Youth Ministries; Jim Kirkman, Capital Campaign Leader; Tammy Kirkman, Capital Campaign Leader; Jeremy Teeple, Capital Campaign Leader; Jordan Teeple, Capital Campaign Leader; Dave Monaco, Head of School, Parish Episcopal School; Shelby Auler-Edge, CCS Fundraising Onsite Consultant; Laura Aikens, Senior Vice President, CCS Fundraising

1. **Opening Prayer:** Scott Daniels led the Vestry in the prayer:

Lord Jesus, you traveled through towns and villages "curing every disease and illness." At your command, the sick were made well. Come to our aid now, in the midst of the global spread of the coronavirus, that we may experience your healing love.

Heal those who are sick with the virus. May they regain their strength and health through quality medical care.

Heal us from our fear, which prevents nations from working together and neighbors from helping one another.

Heal us from our pride, which can make us claim invulnerability to a disease that knows no borders.

Lord Jesus, healer of all, stay by our side in this time of uncertainty and sorrow.

Be with those who have died from the virus. May they be at rest with you in your eternal peace.

Be with the families of those who are sick or have died. As they worry and grieve, defend them from illness and despair. May they know your peace.

Be with the doctors, nurses, researchers and all medical professionals who seek to heal and help those affected and who put themselves at risk in the process. May they know your protection and peace.

Be with the leaders of all nations. Give them the foresight to act with charity and true concern for the well-being of the people they are meant to serve. Give them the wisdom to invest in long-term solutions that will help prepare for or prevent future outbreaks. May they know your peace, as they work together to achieve it on earth.

Whether we are home or abroad, surrounded by many people suffering from this illness or only a few, Lord Jesus, stay with us as we endure and mourn, persist and prepare. In place of our anxiety, give us your peace.

Lord Jesus, heal us.

In the Name of the Father, and of the Son, and the Holy Spirit, Amen.

2. **Formation:** The Rev. Casey Shobe led the Vestry in a discussion of Luke 8:22-25.
3. **Enthusiastic Episcopal Evangelism (EEE):** The Vestry shared their experiences since the last meeting.
4. **Adoption of Minutes:** Peggy Kwoka

MOTION: Rosemary Luquire moved to adopt the minutes of the February 9, 2020 Vestry meeting. Frank DeLizza seconded the motion and the motion carried.

5. **Parish Episcopal School:** Dave Monaco, Head of School:
Proposed changes to the Parish Episcopal School (PES) bylaws were included in the Vestry Packet. Dave Monaco said that the changes are meant to ensure the board represents the diversity of the school and emphasized that these are not lessening the bonds between PES and the Episcopal Church. The two candidates reflect the goal of diversity. Jay Madrid said that, when the Parish Day School was formed, it was owned by the church. When the Midway campus was initiated, the accrediting bodies initiated the questions of control and dependence. Article 5 of the Articles of Initiation establishes the Episcopal identity. To change Article 5 requires approval of the entire board (including the member from Transfiguration and the Rector of the Church (per Amendment 8.2).

MOTION: Jodi Dalton moved the changes to the bylaws be approved as proposed. Robin Caldwell seconded the motion. The motion carried.

Following the motion and prior to the vote, the following discussion took place. Mark Ramsay asked about the purpose of diversity and Mr. Monaco said that it was to ensure people with the appropriate skill sets (not necessarily faith) could be included on the board. Most of the families at the school are not Episcopalians. Filling a school board with non-parents who are in good standing with an Episcopal Church is very difficult. Evan Williams asked the current percentage of Episcopalians on the PES Board and Mr. Monaco said it is around 50%. With the two new trustees, it would be at 48%. The Rev. Casey Shobe said that the bylaws, including the guaranteed member from The Episcopal Church of the Transfiguration, ensure the ongoing Episcopal character of the school.

MOTION: Evan Williams moved approval of the two candidates to the board of Parish Episcopal School and Mason McCamey seconded the motion. The motion carried.

6. **Capital Campaign:** Shelby Auler-Edge, CCS Fundraising and Julia Trizzino, Senior Warden:
 - a. Shelby Auler-Edge said that she understood that the Vestry was considering suspending the capital campaign due to the impact the Covid-19 virus has had.

- b. Ms. Auler-Edge said that Teeples and the Kirkmans have served admirably on the campaign.
- c. Laura Aikens and Shelby Auler-Edge submitted a proposal about what could be possible in making changes. They said that, historically, giving and philanthropy does not suffer during difficult situations although people may give to fewer organizations. There is a time definition to this virus and, hopefully, in two months we will be on the other side of this. There is a forecast for a market rebound in the Fall. The campaign is close to the \$2 million mark currently and some initial payments have been made (close to \$1.1 million). The volunteers are waiting to see what the next step is. We may need to pivot to using zoom instead of face-to-face. There is a cancellation clause of 30 days for the CCS Fundraising contract, which they would be willing to waive and to consider restarting in the Fall.
- d. Ms. Auler-Edge and Ms. Aikens left the meeting to allow the Vestry to consider the proposal.
- e. The Rev. Casey Shobe requested input from the Teeples and the Kirkmans.

MOTION: Julia Trizzino moved that we suspend the current capital campaign and negotiate with CCS for restart of the campaign for no later than January 31, 2021 (negotiating with CCS to eliminate the 30-day cancellation clause). Linda Horton seconded the motion and the motion carried.

Sophie Lowrance will review the language for the extension, sending it to Evan Williams, Julia Trizzino and Jay Madrid so that the negotiation can be worked out.

Mr. Madrid spoke about the disbursement of the Snyder estate. There is an issue involving an unfiled tax return. There is no prediction as to when the disbursement will take place. He asked the executor if a partial distribution was possible and is waiting for a decision.

The Rev. Shobe thanked the Kirkmans and the Teeples and said he would be happy to take them up on their offer to lead the campaign when it is restarted.

- 7. **Treasurer's Report:** Allison Murphy, Treasurer:
 - a. 2020 Financials (YTD)
 - i. Revenues are \$390,340 vs. \$375,729 budgeted.
 - ii. Expenses are \$286,133 vs. \$305,808 budgeted.
 - iii. There are questions about loose plate offerings and how we will do going forward without the offering plate.
- 8. **Budget, Finance & Administration:** Robin Caldwell, Chair:
 - a. Account 8454 for Capital Maintenance was established with \$21,000 from the surplus funds per the Vestry request.
 - b. Budget, Finance & Administration (BFA) is changing from a Comerica card to a BB&T credit card to decrease costs. It will result in an increased credit limit to \$30,000.
 - c. Per the Vestry goal, BFA reviewed the potential for changing the Director of Youth Ministries from a part-time to a full-time position, and to take on Outreach, but decided that it would not be financially prudent to do so during these uncertain times. They will revisit it at the May or June meeting, when more financial data is available.
 - d. BFA is working on a draft of how the church authorizes yearly spending from the Maintenance Fund. Tying into that is the investment vehicle of the fund and the recommendation that we will work with an investment manager.
 - e. Rosemary Luquire will chair the 2020 nominating committee.

9. Mission & Ministry: Mason McCamey, Chair:

- a. The committee will begin obtaining ministry updates each month.
- b. Anne Schmidt has created a Google Spreadsheet in order to track ministry leads in a centralized location. The Mission & Ministry committee will review it and make any corrections.
- c. Four people have committed to be on the Connections Committee right now and a fifth may join. The new committee may meet virtually by the end of April. The activities are somewhat on hold until the church is physically active.
- d. Several ministries provided updates in the last meeting.

10. Buildings, Grounds, and Technology: Frank DeLizza, Chair:

- a. Frank DeLizza said that Buildings, Grounds and Technology (BGT) is working on the Request for Proposals (RFP) to study the potential and feasibility and costs of reconstructing the Sacristy and converting the South Transept into a chapel. Evan Williams is reviewing the terms and conditions for consistency with American Institute of Architects (AIA) documents. Julia Trizzino said that it would not be prudent to issue the RFP at this time. Frank DeLizza suggested we may be able to make some small improvements with the money we have received so far and that it would show the members some progress and demonstrate the Vestry's continued commitment.
- b. The bell tower roof was repaired by AT&T,
- c. The report from Lefler Engineers states that the roofs are sufficient for solar panels. We will need to have more discussions about that if we want to move forward.
- d. Kim is working on sustainability and they looked at recycling organic or food waste – the price would be too high. It is their recommendation that the Vestry consider not using plastic ware at Parish events and, instead, have someone to clean silverware. They also suggested that groups consider not using paper plates and bowls. The Rev. Casey Shobe suggested that BGT speak directly with those who host the specific dinners so they could explain what their concerns are.
- e. Sheila Runnels MacLennan spoke as the leader of the new sub-committee for safety and security. She said they've met about three times. Access control, doors, and outside lighting were the major concerns. There would be differences between what the staff would do and what the members would do. Ms. Runnels MacLennan thinks that, with Bodie Sarton from Parish and from SMU, we could come up with the approach. They would like to propose that an officer be hired on Sunday mornings for three or four hours. It would have to be a Dallas Police Officer. Frank asked if it would include Saturday service. Ms. Runnels MacLennan said it would be considered. The Rev. Casey Shobe asked if there is a minimum time which Ms. Runnels said they do not know. BFA would have to consider this for budgeting. The Rector suggested Ms. Runnels MacLennan speak with Bracken Reece since he interfaces with the school security. The Vestry briefly discussed whether it would be a good idea to have an armed Police Officer at the church during services and agreed to table the discussion for now.
- f. Camera upgrade plans – Bracken Reece has been looking at replacing the cameras, using open software. The cost would be in the tens of thousands. It may be a priority to use the money from the campaign. The Vestry will vote on this next month.

11. Rector's Report: The Rev. Casey Shobe, Rector:

- a. The Rev. Casey Shobe reported that the clergy and staff are working hard to maintain the life of Transfiguration although in-person worshipping and fellowship has come to a halt. Unfortunately, these leaves out people who do not use the internet very much.

- i. The Rev. Casey Shobe asked for comments. Mason McCamey suggested recording the service and using that instead of the live sound, which has hiccups. Linda Horton said that they service is very meaningful to us. Mark Ramsay said that it is getting better every week. He said the chatting during the service offers fellowship. The Rector said that the church being together at the same time is very important.
- ii. Worship will continue to get smaller, with fewer individuals involved. They plan to live stream a service on Palm Sunday with some ideas for people to use in their homes. Easter week – they are considering ways people can be involved. The Rev. Shobe is hopeful people will have a holy Holy Week, even though it will be in their own homes.

12. Warden's Report: Julia Trizzino, Senior Warden:

- a. Julia Trizzino asked if the Rev. Casey Shobe needs help in contacting people who are not on the internet. The Rev. Shobe said they have plans to call everyone. He asked that everyone reach out to The Rev. Ginny Kivel and The Rev. Nancy DeStefano if they want to assist.
- b. Progress on many of the Strategic Goals will be deferred with the Capital Campaign and others still need to be worked on.
- c. Thank you notes were assigned.

Meeting adjourned at 9:00 pm.

Respectfully submitted,



Peggy Kwoka
Clerk to the Vestry

Upcoming Events:

- Face to face activities have been canceled or postponed
- Services and events on Facebook Live:
 - Weekdays – Morning prayer 9 am (posted to website following)
 - Sundays – Eucharist 9 am (posted to website by 11:15 am)
 - Lenten Series – Wednesdays 3/25, 4/1 – Stations of the Cross, 5 pm; Speaker, 7 pm; Compline, 8 pm

MOTIONS:

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