



Vestry Minutes

Episcopal Church of the Transfiguration

April 28, 2020 - 7:00 pm

Location: Virtual Meeting using Web Conferencing

Approved as Amended May 26, 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; Nancy DeStefano, Pastoral Assistant; Mary Hall, Bookkeeper; Lana Mederos, Executive Assistant to the Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk to the Vestry; Sophie Lowrance, Parish Administrator; Judson Watkins, Director of Communications; Cindy Hauser, Director of Children's Ministries; Anne Schmidt, Director of Evangelism and Welcoming Ministries; Jay Madrid, Chancellor; Dana Jean, Director of Youth Ministries; and Dave Monaco, Head of School, Parish Episcopal School

1. Opening Prayer: Oliver Cone led the Vestry in the prayer:

O God, whose fatherly care reacheth to the uttermost parts of the earth: We humbly beseech thee graciously to behold and bless those whom we love, now absent from us. Defend them from all dangers of soul and body; and grant that both they and we, drawing nearer to thee, may be bound together by thy love in the communion of thy Holy Spirit, and in the fellowship of thy saints; through Jesus Christ our Lord. Amen.

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of John 9:1-8.

3. Enthusiastic Episcopal Evangelism (EEE): The Vestry shared their experiences since the last meeting.

- a. Sophie mentioned that several comments on the Easter services were from people who didn't regularly attend. About 300 viewings have been tracked for the Sunday Service either at the time or later (multiplied by the number of people).

4. Adoption of Minutes: Peggy Kwoka

MOTION: Evan Williams moved to adopt the minutes of the March 24, 2020, Vestry meeting. Rosemary Luquire seconded the motion, and the motion carried.

5. **Parish Episcopal School:** Dave Monaco, Head of School:
 - a. Dave Monaco expressed thanks to the Vestry for approving the changes to the bylaws. The PES Board also approved them, and a copy will be provided.
 - b. The school is five and a half weeks into “Parish in a Distance.” Mr. Monaco is proud of the efforts of staff in making it happen. Students are continuing to learn at pace. The school is also delivering chapel daily to their community.
 - c. The staff of PES is working to support the faculty with virtual daycare and meals.
 - d. With many decisions to make about the coming school year, it has been a busy eight weeks.

6. **Treasurer’s Report:** Allison Murphy, Treasurer:
 - a. 2020 Financials (YTD)
 - i. Revenues are \$560,809 vs. \$529,085 budgeted.
 - ii. Expenses are \$444,457 vs. \$534,775 budgeted.
 - b. 2020 Financials (March)
 - i. Revenues are \$170,468 vs. \$153,356 budgeted.
 - ii. Expenses are \$158,324 vs. \$228,967 budgeted.
 - c. Preliminary April data shows that we are only up about 3% in pledge revenue YTD over budget YTD.
 - d. A total of \$24,000 was given to the Clergy Discretionary Fund instead of gifts for flowers and music. The church was able to make several donations with these funds.

7. **Budget, Finance & Administration:** Robin Caldwell, Chair:
 - a. The church was approved for the Cares Act Paycheck Protection Program (PPP) loan of **\$262,357**. It is specific on the amount we can spend on salaries vs. other expenses, and the loan will most likely be forgiven. A tracking system has been set up to manage it. The church has 60 days to use the money and 30 days to provide documentation. Sophie Lowrance, Mary Hall, and Allison Murphy have put a lot of work into making this happen.

MOTION: Robin Caldwell moved that the resolution provided to the Vestry to secure a Paycheck Protection Program (PPP) loan in the amount of up to \$262,357 be approved. Evan Williams seconded the motion, and the motion carried.

- b. **Capital Campaign:** Julia Trizzino, Senior Warden:
 - i. The BFA Committee was formally updated on the pausing of the campaign, with plans to negotiate with CCS Fundraising to restart the campaign no later than January 31, 2021.
 - ii. The campaign currently has received \$135,366 in cash, which has been shared with BGT.
 - iii. Additionally, a check for \$358,610.23 was received from the Snyder Estate. (Snyder estate will cover all campaign expenses, but Vestry has not determined the usage of the balance of the Estate bequest).
 - iv. CCS Fundraising sent notice that they are not comfortable with the January 31, 2021, date, and prefer resuming activity by December 1, 2020. Their fiscal year is on a calendar basis, and they want to book it in 2020. If Fig does not resume activity at that time, CCS Fundraising would then assess the \$31,000 cancellation fee. CCS Fundraising would be willing to apply that fee against future service.
 - v. An amendment to the existing agreement dated January 9, 2020, was written noting that Fig will pay CCS Fundraising the cancellation fee in December 2020 if a decision on a resumption of the campaign is not confirmed. However, this payment would entitle Fig to have additional time (until April 30, 2021) to determine whether to resume the

campaign and, if resumed, the fee would be applied to the first month of CCS Fundraising services following the resumption of the campaign. If the campaign is not resumed, CCS Fundraising would apply the fee as a credit to any future fees or other revenue earned for services provided to Transfiguration.

- vi. The Endowment Committee is currently sending out Request for Proposals (RFPs) to potential investment advisors. The Endowment Committee has asked BFA for a cash flow analysis of current funds raised and projected cash receipts with a timeline. If BGT will not be utilizing the funds soon, the recommendation from Endowment is to set up a separate account with TD Ameritrade with a ladder of securities or certificates of deposit (CDs).

8. Mission & Ministry: Mason McCamey, Chair:

- a. There is not very much in-person ministry going on right now.
- b. A connections meeting is scheduled for this Tuesday to discuss the strategy. It will be focused on how we are connecting during this time.
- c. The committee heard from several ministries on their activities. Lindsey Murphy reported that Outreach is working on moving to a more strategic vs. tactical process.
- d. We need to think about how to equip ministries that are less likely to use virtual tools.
- e. The Rector asked that people let Lana Mederos know when there are meetings so it can be reflected in the church calendar (whether or not the church Zoom account is used). Ms. Mederos will communicate this with Parish Council. The online request form should be used. It was suggested that large groups are split into smaller ones for Zoom meetings. Dana Jean has experience in working with groups and ways to fellowship with virtual tools. The Rector suggested that she may be able to share with Parish Council.
- f. The Vestry shared very positive feedback about Dana Jean and the youth program.
- g. The Connections Committee includes Kristin Cutts, Margo Habiby, Barbara DeLizza, Mason McCamey and Peggy Kwoka, with possibly one more.

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

- a. Sheila Runnels MacLennan reported on security: She was asked to speak with Bracken Reece about the cost of cameras and a Police Officer. She asked what his priorities might be. Mr. Reece said pricing for 19 HD cameras with new software, etc., would be about \$35,000. He said a Police Officer would be about \$55 an hour with a four-hour minimum (so about \$1,000/month). Sheila wrote an emergency response plan, and she is sharing it with Frank DeLizza and Betsy Hardman for input. Julia Trizzino suggested that she may also want to send it to Ryan Spicer, George Finney, and Bodie Sartain (PES Security) for review. When it is ready, Dr. Runnels MacLennan will share it with the Vestry.

MOTION: Dr. Runnels MacLennan moved that a purchase be made for the camera upgrades of up to \$35,000 from the capital campaign funds. Julia Trizzino seconded the motion, and the motion carried.

- b. The BGT committee is working on how to get church services and activities restarted. Making audiovisual improvements will allow us to stream services with live production. The camera system will then be tied into the audio system. Installation of enhanced a/v in Roper Hall to allow some social distancing opportunities. Content can be streamed to the Youth Center and the Performance Hall. The committee would like authorization to spend \$50,000 to get started and will come back to the Vestry if more is needed.

MOTION: Frank DeLizza moved that the Vestry authorize up to \$50,000 for technological upgrades to the audiovisual systems out of the Snyder Estate gift. The motion was seconded by Jodi Dalton, and the motion carried.

- c. A new roof has been going on Building A. Funding for the roof is coming from the insurance settlement for the storm damage.

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

- a. The Rector expressed gratitude for the words of encouragement in the pivot of our worship life to be online. There will come a day when we will be able to have people in the church again, but doesn't think that time is near. Religious leaders have tremendous hesitation, including the Bishop of Dallas. We will be meeting online at least through May. It defeats all of the work we have done if we bring people back to the church and start a new wave of infection. We don't do this to keep ourselves from getting sick but are afraid we might get others sick. The tools we are learning to use are not just for now; these will be needed as the changes continue for the next year or two.
- b. Stewardship will be a major concern for the Fall.
- c. The Rector shared that everyone in the congregation was called and suggested that the Vestry consider doing this again in the Summer.
- d. Mark Ramsay said a special thank you to Mother Rebecca Tankersley for leading four services a day for several weeks. The daily services are now moved to the Transfiguration website.

Meeting adjourned at 9:20 pm.

Respectfully submitted,



Peggy Kwoka
Clerk to the Vestry

Upcoming Events:

- TBD Face to Face Activities Resume?
- Services and Events available for download:
 - Weekdays - Morning Prayer posted to the website
 - Sundays – Recorded services posted to the website by 7 am.
 - Formation classes
 - Wednesday 7–8 pm via Zoom – Study of Resurrection Appearances (Apr 29-May 20)
 - Wednesday via Zoom - Seniors High Tea – Second Half check-in
 - Sunday 10–11 am via Zoom – Forgiveness, and Reconciliation (Apr 26-May 17)
 - Deacon Ginny to speak to Open Door Via Zoom

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