



Vestry Minutes  
Episcopal Church of the Transfiguration  
March 23, 2021 – 6:30 p.m.  
Location: Virtual Meeting using Web Conferencing  
*Approved by the Vestry April 27, 2021*

**Vestry members in attendance:** Oliver Cone, Senior Warden; Mark Ramsay, Junior Warden; Robin Caldwell, Kristin Cutts, Jodi Dalton, Scott Daniels, Robbi Dietrich, Lacey Garcia, Linda Horton, Peggy Kwoka, Rosemary Luquire, and Mason McCamey.

**Vestry members not in attendance:** N/A

**Others in attendance:** Casey Shobe+, Rector; Allison Murphy, Treasurer; Libby Nicodemus, Clerk to the Vestry; Anne Schmidt, Director of Evangelism and Welcoming Ministries, Lana Mederos, Executive Assistant to the Rector; Sophie Lowrance, Parish Administrator; Dave Monaco, Head of School, Parish Episcopal School; and Dana Jean, Director of Youth Ministries and Outreach.

1. **Opening Prayer:** Lacey Garcia led the Vestry in the prayer:  
Almighty God, who raised up your servant Gregory to be a light in the world, and to preach the Gospel to the people of Armenia: Illuminate our hearts, that we also in our own generation may show forth your praise, who called us out of darkness and into your marvelous light; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever. Amen.
2. **Formation:** The Rev. Casey Shobe led the Vestry in a discussion of John 12:20-26.
3. **Enthusiastic Episcopal Evangelism (EEE):** The Vestry shared their experiences since the last meeting.
4. **Adoption of Minutes:** Libby Nicodemus, Clerk to the Vestry

**MOTION: Rosemary Luquire moved to adopt the minutes of the February 23, 2021, Vestry meeting. Robin Caldwell seconded the motion, and the motion carried.**

5. **Parish Episcopal School (PES):** Dave Monaco, Head of School
  - a. Mr. Monaco reported that the Middle and Upper schools resumed in-person learning at the Midway campus on March 1. To date, the resumption of instruction at the Midway campus is going smoothly.
  - b. Reported cases of COVID-19 continue to decrease at PES. Among PES employees, 86% have been vaccinated.
  - c. Mr. Monaco noted that storm damage has been reported on the Hillcrest campus within the Beasley STEM Center. Bracken Reese is aware of this damage and is working with the appropriate individuals to resolve this issue.

- d. The redesign of the playground on the Hillcrest campus continues to advance. Pricing is the next step. Mr. Monaco notes the costs associated with the playground project are expected to be in the high six figures to low seven figures range.
- e. Mr. Monaco requested approval of five new members to the PES Board of Trustees. This slate of five candidates is the result of the work by the Trusteeship and Nominating Committees of PES. Mr. Monaco noted that the projected 2021-2022 board will have 24 members. Seventeen percent of the board are members of Transfiguration, a third are persons of color, and 46% are Episcopalian. Oliver Cone noted that David Fisk, a member of Transfiguration, has been included on the new slate of trustees. In alignment with PES bylaws, Mr. Fisk will serve on the executive committee of PES's Board of Trustees.

**MOTION: Oliver Cone moved to approve the slate of five new candidates to the PES Board of Trustees. Rosemary Luquire seconded the motion, and the motion carried.**

**6. Capital Campaign:** Robbi Dietrich

- a. Ms. Dietrich reported on the capital campaign relaunch. Alex Fruin, CCS employee, was introduced during a Zoom meeting between CCS and Campaign leadership on March 9. Mr. Fruin will be the day-to-day contact for Transfiguration. He reports that many churches have been raising capital campaign funds virtually during the pandemic. CCS is finding that their clients have met capital campaign goals during COVID-19. Ms. Dietrich reviewed the six-week work plan provided by CCS. This plan focuses on the work to be accomplished during the first few weeks of the campaign relaunch. Efforts will focus on the following areas: confirming the case for support, leadership reengagement, the review of new pledges and outstanding requests, and the identification of early major gift prospects. Ms. Dietrich announced the campaign relaunch will begin with a Campaign leadership and volunteer townhall on Thursday, April 8.
- b. The Rector reports meeting with key donors, a couple, to discuss their pledge of \$1,000,000 to the capital campaign. The donors have reaffirmed this pledge and have committed to making the entire pledge amount to the capital campaign now.
- c. The Rector notes that there is much lay support of the capital campaign relaunch amongst lay leadership. CCS agrees that this is a good/hopeful time to engage in the capital campaign relaunch at Transfiguration.

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

- a. 2021 YTD Surplus is \$239,171 vs. \$99,683 budgeted (\$139,488 favorable difference)
- b. 2021 Financials (YTD):
  - i. Revenues are \$495,223 vs. \$390,630 budgeted (\$104,593 over budget).
  - ii. Expenses are \$256,052 vs. \$290,947 budgeted (\$34,895 under budget).

**8. Budget, Finance & Administration:** Robin Caldwell, Chair

- a. Robin Caldwell provided an update to the process of moving funds from Comerica to TD Ameritrade. Lacey Garcia and Sophie Lowrance spoke with a TD Ameritrade representative who recommended a tradeable money market fund at a variable rate, which would be SIPC insured. Ms. Garcia will work with Ms. Lowrance to move money market funds at Comerica to TD Ameritrade. Ms. Caldwell thanked Ms. Garcia for her work on this transfer of funds.
- b. Ms. Caldwell reported that Mark Ramsay and Alan Dunlop, Endowment Trustee, have developed a draft Memorandum of Understanding (MOU) for the Capital Maintenance Sustainability Fund. Mr. Dunlop recommends changing the name of the fund to the Infrastructure Maintenance Fund to avoid confusion of the term "capital" with investments and facilities managers. Mr. Ramsay noted that both Jay Madrid, Chancellor, and Bill Keslar have reviewed and commented on the draft MOU. BFA recommends that once the MOU is approved BGT work with Endowment to develop procedures to request funds for approved projects. The procedure to request funds will be added to Transfiguration's written policies and procedures when finalized. Jodi Dalton expressed concerns about the clarity of the language when describing how funds would be allocated toward routine maintenance versus

major maintenance. Ms. Caldwell asked Ms. Dalton if she would participate in the MOU review process. Ms. Dalton accepted. The Rector thanked the vestry for their questions and hypothetical scenarios surrounding the use of the Infrastructure Maintenance Fund and encouraged the Vestry to continue its review of the MOU.

**9. Mission & Ministry:** Mason McCamey, Chair

- a. Mason McCamey reviewed the assignment spreadsheet for M&M's assigned ministries. Assignments are based on priority. Priorities are ranked high to low. Highest priority will talk to leadership four times a year, middle priority two times a year, and lowest priority once a year. A Google document will be created to facilitate M&M's ability to gather needed ministry information. Mr. McCamey will be making a schedule of upcoming presentations. There will be ten to 12 presentations per member throughout the year and approximately nine presentations per meeting.
- b. Mr. McCamey reports the addition of two new members to M&M, Susan Casone and Alyson Thompson. M&M now has nine members. Ms. Casone has served in several areas of ministry. Ms. Thompson is currently serving on the Racial Justice Ministry (RJM). She will serve as liaison to RJM as a vision workshop is developed.
- c. Connections met March 1 and initiatives such as working on the call lists and developing the communication strategy going forward was discussed.
- d. A Google document will be created to allow individuals making calls to members of Transfiguration a method to record appropriate information once the call is complete.
- e. Connections discussed how to increase its social media presence and become a parishioner-led communication and education platform for the parish. The goal is to launch this platform post-Easter.
- f. Connections is looking to increase its membership. Considering the new work tasks assigned to Connections, a committee membership of five individuals seems limited.

**10. Buildings, Grounds, and Technology:** Jodi Dalton, Chair

- a. Jodi Dalton reviewed ongoing projects. The patio renovation is almost complete with handrails and lighting as the outstanding work projects. The city of Dallas has lost the permits necessary for the shade structure. These permits have been resubmitted to the city. The internet upgrade to fiber is complete.
- b. Ms. Dalton is reviewing all action items related to the repairs outlined in the capital campaign with Bracken Reece to allow for updates of new capital campaign materials. Ms. Dalton likes the numbers that Mr. Reece is considering for projects. Ms. Dalton reports that some of Mr. Reece's numbers are lower than the numbers in the Facilities Audit. This variance suggests that Transfiguration can find the money to complete important projects. Robbi Dietrich asked which numbers should be used for the capital campaign. The Rector reminded the Vestry to use the numbers from the Facilities Audit. The Rector noted that the Facilities Audit generated numbers that were a best guess and not an actual quote or bid. The message of the capital campaign continues to be that Transfiguration has \$3,000,000 of capital maintenance needs.
- c. Peggy Kwoka held a visioning meeting with stakeholders regarding the renovation to Roper Kitchen. The use of the kitchen was reviewed. The number of people served by the kitchen varies from ten to 200. Eleven ministries use the kitchen for food preparation. Top problems in the kitchen, such as layout, appliances, ventilation, and lighting, were highlighted. Ideas for the kitchen remodel were purposed by the stakeholders. These suggestions worked to address the top problems in the kitchen. Ms. Kwoka noted that the individuals and ministries who use the kitchen would like to be informed and involved in the next steps of the kitchen remodel. The next step is to find a designer and evaluate potential costs. Ms. Dalton thanked Ms. Kwoka for her outstanding efforts in leading the Roper Kitchen visioning meeting.
- d. Ms. Dalton reports that electrical information has been shared with Tru Energy to evaluate Transfiguration's energy use. Tru Energy will also evaluate the potential for solar. A meeting is planned for late March/early April to discuss costs, pros, cons, return on investment, and

project timeline. Ms. Dalton, Kip Moravec, and Bracken Reece plan to attend. The Rector reports that the solar panel donor is still interested in donating \$50,000 to the solar project. The Rector also reports that a second donor has come forward. This donor is interested in matching the original donor's gift. This brings the total donation to the solar project to \$100,000.

- e. There is no update to the conversion of the South Transcept into a Chapel.

**11. Rector's Report:** Casey Shobe +, Rector

- a. The Rector shared the plans for Holy Week. A balance between indoor/outdoor and in-person/virtual services are being offered this year.
- b. Indoor services have begun and are going well. The Rector reflected on how beautiful it was to participate in worship with people in the building.
- c. The Rector inquired as to the vaccination status of the Vestry. The idea of the potential for an in-person Vestry meeting in May was broached.

**12. Warden's Report:** Oliver Cone, Senior Warden

- a. Oliver Cone reports that the Sabbatical Committee is being assembled to prepare for potential staff and clergy sabbaticals over the next two to three years. Mr. Cone acknowledged that Rosemary Luquire is leading this process. He also thanked Lacey Garcia for her work last year on refreshing and updating the policies and procedures for the committee.
- b. Mr. Cone noted the possible formation of a Risk Management Committee to help review and assist with insurance and other risk-related policies, procedures and events. Sophie Lowrance had noted that other churches of a comparable size appeared to have such committees, based on her experience. Bill Evans has volunteered to help form the committee. Linda Horton shared the name of a parishioner whom she believes would be a good candidate to join the committee. Oliver Cone indicated he will contact PES to see what information might be available relative to the charter, purpose and composition of their risk committee, to help inform what Transfiguration might do.
- c. Thank you notes were assigned to Vestry members.

Executive Session during the Vestry Meeting:

**MOTION: Mark Ramsay moved to approve the appropriate allocation of funds from the Vestry Discretionary Fund to cover the necessary costs associated with hiring a second Curate. Robin Caldwell seconded the motion, and the motion carried.**

The meeting adjourned at 8:26 p.m.

Respectfully submitted,

/s/ Elizabeth Nicodemus

Elizabeth Nicodemus  
Clerk to the Vestry

E-mail vote following the meeting on April 20, 2021:

Oliver Cone proposed a motion via email on April 20, 2021 for the distribution of funds to settle a third party claim related to alleged copyright infringement, per the guidance and advice of Transfiguration's Chancellor.

**MOTION: Oliver Cone moved that the Vestry approve a disbursement in the amount of \$1,650.00 from restricted account #8506 – Vestry Discretionary Reserve to support the proposed Release and Settlement Agreement between Associated Press and Transfiguration. Robbi Dietrich seconded the motion, and the motion was approved unanimously by all members of the Vestry.**

Upcoming Events

- Next Vestry meeting – Tuesday, April 27 at 6:30 p.m.
- Worship Services available:
  - Daily Office: Weekdays at 8 a.m., 6 p.m., 9 p.m. (live on Facebook)
  - Holy Eucharist – Wednesday (6 p.m.) and Thursday (noon)
  - Sundays – Live Stream Eucharist 9 a.m. with limited in-person attendance (REALM registration); outdoor Eucharist at 11:30 a.m. (REALM registration)
  - Sunday Children’s Chapel – 9 a.m. on Zoom through June 27<sup>th</sup>
- Children’s Sunday Faith Formation (K through 5<sup>th</sup>) - 10 a.m. – 11 a.m. February 21<sup>st</sup> through May 9<sup>th</sup>
- Sunday Youth Formation (6<sup>th</sup> through 12<sup>th</sup> grade) - 10:15 a.m. – 11:15 a.m. through May 30<sup>th</sup>
- Lent and Easter in Community – Wednesday 7 p.m. – 8:30 p.m. February 24<sup>th</sup> through May 19<sup>th</sup>
- Disciple Bible Study – Thursdays 6:30 p.m. – 8:00 p.m.
- Seniors High Tea – Wednesdays 3:30 p.m. – 4:30 p.m.

**MOTIONS from the March 23, 2021, Vestry Meeting:**

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