

Vestry Meeting – cleared copy 3/24

MEETING MINUTES

Tuesday, February 25, 2020

Attendees

Rector	Senior Warden	Junior Warden
<input checked="" type="checkbox"/> The Rev. Lisa M. Zaina	<input checked="" type="checkbox"/> Janice Musselman (21)	<input checked="" type="checkbox"/> Geoffrey Fuller (21)

Vestry Committee			
<input type="checkbox"/> Robert Follit (21)	<input checked="" type="checkbox"/> Timothy Johnston (20)	<input checked="" type="checkbox"/> Adebayo Laniyonou (20)	<input type="checkbox"/> Diana Locke (22)
<input checked="" type="checkbox"/> Meghan Matulka (20) (arrived late)	<input checked="" type="checkbox"/> Delia McCormick (20)	<input checked="" type="checkbox"/> Emily Pierce (22)	<input checked="" type="checkbox"/> James Suit (22)
<input checked="" type="checkbox"/> Steve McNeil, Treasurer	<input checked="" type="checkbox"/> Kennerly Chapman (21), Vestry Secretary	Guest Speaker: none	

Agenda

Opening Prayer

Rev. Lisa led the Vestry in an opening prayer.

Review and Approval of Minutes

Vestry reviewed and approved the meeting minutes of January 28th. Geof moved; James seconded. All in favor. February 16 meeting minutes- Geof moved, Emily seconded. All in favor.

Presentations

Emily Pierce gave an update on the work of the joint Community task force. They plan to meet with the Finance Committee on March 7th. One of the proposed agenda items would be a discussion around the Capital Campaign---monies spent, monies remaining and a status update. A chart was provided to Vestry members to review. Emily asked for input on this approach and appropriate venue to do so. Geof affirmed support of engaging George Wolohojian and Paul Mammalian and presenting an update. The discussion continued about continued learning of the financial status, the implications and impact to the

larger community. There was consensus on gaining a deeper understanding of the financial plan of the school, its business plan and overall strategic goals for the future, Emily noted that a new head of school will be on board soon.

It was decided that Emily would reach out to George W. and Paul M. and discuss the option of doing a report on the Capital Campaign at the annual meeting. Emily will write up a first draft, bring it back to the Vestry to review prior to communicating more broadly. The annual report would come from George and Paul with input from the joint task force. Janice indicated she will contact them by email to establish the expectation. Emily also mentioned that the last time the CEC website was updated on giving a financial report out was 2017 so the information is out-of-date. It was determined that we should list the financial report for this year; Jeremy and Judith could coordinate, and it could be uploaded to the website. There was a general discussion on providing the congregation with monthly financial updates (i.e., summary as a suggestion) so they are kept informed; this could be provided in the Angelus as well. The annual report plus a status report on finances with periodic updates throughout the year was suggested. The Sr. Warden will speak to Jeremy and others about the mechanism for doing this.

Treasurer Report: Steve McNeil

In the interest of time, Steve provided a brief summary of the finances for January based on handouts provided to Vestry:

- The church had a surplus of \$9K compared to last year.
- Line items were more favorable this month, including:
 - o Pledges – about up 16% for 2020 from 2019.
 - o Loose plate giving- up 692% (Jan 2019 was artificially low) .
 - Push about \$1500 other giving from 2019 to 2020
 - Online (25% of pledge income) – showed increases
 - o Stock gift - \$7200 received.
 - o Columbarium – increase for the month
 - o Investment – way down from last year.

Expenses

- o Youth ministry – advance payments for youth camp (pre-paid)
- o Facilities management – payment of county fees
- o Insurance/Payroll taxes – 22% (done on a quarterly basis. High in Jan)

We have a small surplus of funds early in the year, mostly due to staffing vacancies right now. This will change as the year progresses. From the balance sheet report:

- o Funds were spent on the HVAC system
- o Endowment fund and Wells Fargo fund – One had a loss and one received a benefit.
- o Endowment fund: \$10,500 spent on the nursery HVAC and youth room.
- o Mortgage swap: There was a \$70K increase since January. We are at \$613K as of today.

Jr. Warden: Geof Fuller

Based on the second vote given by Vestry last month, the church procured a phone system for \$11K. A phone in the elevator will be added by regulation. A call management plan will be developed and hopefully implemented by March. The choir room needs some minor work

(shelving, new lock on tympany closet, etc.). Geof will check with Richard before proceeding. An architect is needed to provide input on the nursery; Jeff Whitman is lined up. A heating/cooling unit needs to be bought for the nursery. The elevator may be finished by end of March.

Sr Warden: Janice Musselman

- We will be paying \$100/month for our copier with a new contract but save monies overall as there are no overage charges if we stay within 20,000 copies per month. The copier outputs will need to be audited on a monthly basis to ensure we are compliant. Kudos to Tim for working out these details.
- John Tanni is developing an emergency action plan with SOP's and training of identified individual's forthcoming. This is a work in progress.
- The heating system for the church has been adjusted to maximize efficiency and cut costs on days/times when usage is minimal.
- A draft of the contract for a new head of school was given as a handout to Vestry. In the contract it mentions contingencies if the school should close. The Vestry was asked to review and comment. The candidate is ready to sign a tentative offer. The employment agreement was reviewed by several attorneys. Under section (1)(d) the language appears to be vague and should be restated more clearly. The clause should be more specific to state that the contract does not survive beyond the school's existence. The novation clause should reference that the while the school is a ministry of the church, the school is separate from the church and changes to the make-up of the school would come through the Board of Governors not the Vestry. The Vestry recommended we provide some examples for how we will want this addressed. Tim first motioned, Delia seconded. All voted in favor that we approve the agreement as written.

Rector Report: Rev. Lisa

- Parochial report was submitted for a vote. Jim first motioned, Emily seconded. All voted in favor.
- Pastoral Care Committee: Discussion of expanding the ministry of this committee to include a function that would operate under a 'Community of Hope' – Benedictine model for caring for people in the community. Under this model, volunteers are given 12 weeks of training that then provides a forum for making better connections with our community. Emily has been in conversation with Rev. Lisa on exploring if this would be an option for CEC.
- CEC hired Tiffany about two weeks ago to help in the Parish. Judith is working with her. Tiffany works from 10 am to 1 pm -about 15 hours per week.
- There are several open Vestry positions and several individuals have expressed interest. Rev. Lisa will forward those names to the Nominating Committee.

New Business

Rev. Lisa reaffirmed her decision that her season at the parish had come to an end. A letter will go out to the parish community February 27 informing everyone and noting her last day will be March 15th. She, the Sr and Jr Warden and Dr. Robert Phillips met several times and emphasized that we will go through this transition with grace. A listening session is planned for March 22nd with Dr. Phillips at both services. The Diocese is working us to have supply priests during the Lenten season. We have options to have an interim priest or a priest in charge (who could be with us for up to two years). After some discussion, it was agreed upon that a letter from the Vestry will be sent to the entire parish family prior

to Sunday, March 1st mentioning that during this time of transition and change, we will listen and learn how best to support our rector and continue the strong tradition of faith and community that has made CEC what it is today. The Vestry agreed that Jim Suit, given his professional background and experience would also assist in facilitating two meetings so that we can hear from the congregation. Meghan offered to draft the letter with comments from Vestry and Rev. Lisa being forwarded to her by COB Thursday. Rev. Lisa and Vestry will have the opportunity to review the final draft before it is emailed out to the congregation.

Rev. Lisa left the meeting at 10:10 pm so that Vestry could continue the conversation regarding her resignation and next steps.

The Vestry discussed a severance package through May for Rev. Lisa with recommendations that had been provided from the Diocese to the Sr/Jr Wardens. Rev. Lisa did not make any specific request. Tim first motioned, Geof seconded and all voted in favor.

A farewell function organized by the fellowship committee is being planned for March 15th. The parish community is invited to write short notes to Rev. Lisa. Note cards will be provided at the venue. Those that cannot attend may mail their notes/letters to Judith in the parish office. A parting gift of an arrangement of yellow roses will be presented to Rev. Lisa as well.

Emily led the Vestry in a closing prayer.

The next meeting is March 24th.