

## Vestry Meeting

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### MEETING MINUTES

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Tuesday, November 26, 2019

#### 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 checked="" type="checkbox"/> Robert Follit (21)	<input checked="" type="checkbox"/> Timothy Johnston (20)	<input checked="" type="checkbox"/> Adebayo Laniyonou (20)	<input checked="" type="checkbox"/> Diana Locke (22)
<input checked="" type="checkbox"/> Meghan Matulka (20)	<input checked="" type="checkbox"/> Delia McCormick (20)	<input checked="" type="checkbox"/> Emily Pierce (22) by phone	<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 asking the Lord for his guidance, wisdom and support as we begin this meeting.

##### Review and Approval of Minutes of October 22, 2019

The minutes were reviewed, and accepted pending revisions made by Emily and Steve. Jim first motioned, Geof seconded. All voted in favor to accept minutes with updates.

##### Reports

##### Geof Fuller, Jr. Warden:

- The church's boiler control system failed, and four hardware components needed to be replaced and brought to current standard along with updated IT applications. Multiple staff got trained on how to operate. Separately, the insurance company recommended updates to the PH boiler following an inspection and noted that maintenance log books are required. These have been placed in the church. Additional books will be placed in the PH.

- CES renovation project had a bad leak in the roof. It was repaired (patched) but the whole roof will need to be redone. Two bids have been received and a third bid is forthcoming. The low bid is \$42,700 from a roofer we have experience with. This has the potential to be funded with Capital Campaign funds. Knowing this will impact what we can do with the nave floor. There is extensive damage (wet insulation between the roof deck and the roofing material itself. If we don't remove this, the warranty on the new roofing material policy will not be valid.
- There is an ongoing concern with issues in the nursery area. The structural engineer is reviewing the statement of work (SOW) to determine if we can do a rooftop unit with associated duct work, and insulated barrier. We need more information to make an informed decision. We will do some comparison costs to determine if we can save on energy costs, depending on available options.
- There is a hole in the nave floor- CEC needs to determine what funding we have remaining before we can do a repair or if we can do the entire nave area. If we do the entire nave, it requires taking out all the pews, taking up the floor, putting down new vinyl tile and putting back the pews. The estimated cost is over \$100K. At this juncture, we don't know what Capital Campaign funds will be remaining.

#### **Senior Warden – Janice Musselman**

Rev Lisa and both wardens met with Soo Lee Cho, land use attorney at Miller, Miller and Canby. Soo Lee-Cho is a Principal of the firm and Co-Chair of the Land Development Practice Group. Ms. Lee-Cho's practice includes land use, zoning law, real estate development and administrative law. Ms. Cho also has been working with Caroline Chapin on the platting of the parking lot. It appears that the platting/re-platting of the parking lot will not adversely affect the selling the Thompson House (TH) or Hillstrom House (HH). Copies of the parking lot plats were distributed to Vestry for their perusal.

Janice clarified to the Vestry that the buildings could be sold as condo rights, which is a legal term and a fee simple <sup>1</sup> land ownership structure. The land is all one lot (i.e., church and TH and HH properties). They would be defined for example as "Condo A = X; Condo B= Y and Condo C= Z". They would be designated as single- family homes, without a ground lease. Everything within this plat would be defined as a condo. The Parish house also falls within the plat.

#### **Financial Report – Steve McNeil**

##### Summary from handouts

- There was a \$3400 loss in the month of October but by comparison there was a loss of \$37K in October 2018.
- YTD about \$5K loss from last year
- Pledge income about \$700 from last year. YTD is less 3% from last year
- CES shared expenses— \$2700 payment received. We will see two more payments of \$2700 this year
- Investment income was better this month. Last year we sustained a loss of \$9K
- Salaries--- \$7500 saved as we had no assistant rector expenses this month

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<sup>1</sup> a permanent and absolute tenure of an estate in land with freedom to dispose of it at will, especially in full fee simple absolute a freehold tenure, which is the main type of land ownership.

- Facilities – \$5500 could be funded from the plant fund which represents a savings in this line item

#### Balance sheet

- Plant fund – spent \$9500 and we reimbursed from the church for boiler maintenance. Balance is over \$20K. But the boiler controls will be \$19,700. Plant fund will be depleted.
- Endowment fund—earned \$51K. Off to a good start in FY20.
- Transfer – 24K was transferred to the operating account. Balance was \$27K at end of month.
- Property and equipment – handbells refurbished. So, we had this cost.
  - Foot note A: committee did sign off on \$91K, so we have \$119K for new projects we can finance above those projects we have already approved. { if we have cost overruns on nave, we could fund from this.
- \$4K deposit – prepaid expense for the work group camp next year and Michelle took care of this.
- Mortgage swap settlement for Oct. \$565K ---still well above the beginning of year.

#### **General Updates**

Delia McCormick

1. There has been some feedback from parishioners on the new schedule and how this will fit in with the coffee hour. There was communication about this in the *Angelus* and the weekly wrapper and more messaging is forthcoming. To clarify, there will be a coffee hour after the 10 am service. We'll begin this during Advent, pilot it and see how it goes. There will be an Adult formation class between the 8 am and 10 am service. More information to come.
2. The CEC Angels have questions on how the new format will be integrated smoothly but note that it may take some time for it to "settle in."
3. The coffee hour (and Meghan provided some insight here as well). The ladies who organize and run this, often fund the coffee and other items from their own personal funds. This is not a complaint but more to raise awareness. They wanted to let others know that donations are appreciated. It was recommended that this be mentioned in the weekly wrapper. These ladies also make and provide food at funeral receptions as this is part of the fellowship committee. This is an important ministry and we may need to consider how best to sufficiently budget for this. Some funding comes from the church, approximately \$2500, of which \$1600 has been spent to date. The allocated amount is never spent year to year.
4. There have been some general inquiries on the status of the Capital Campaign.
5. Members have noted that we are praying for a new assistant rector but an update on the search has not been reported out yet. Continued prayers are requested by Rev. Lisa. As this affects the school, we need to understand what the function of that position is as we contemplate the future. Rev. Lisa is looking for someone to serve on an interim basis and commented that someone might be available beginning in January. The Bishop did call Rev. Lisa recently and indicated that a priest will come during the Lent season to do some preaching, teaching and the confirmation class. He will function as an assisting priest as part of a temporary arrangement.

Rev. Lisa asked that her vacation leave be rolled into 2020 next year. She has not taken her vacation leave due to the ongoing need for her presence onsite.

Emily Pearce:

- It was suggested by Jim that we have a potluck for new families. This will be mentioned to Michelle and the family that made the suggestion.
- There was an inquiry around the \$10K scholarship that was given to a CES family. It was noted that the decision has traditionally been between the head of school and the rector with the name of the recipient family kept confidential. It was suggested that Vestry table this for a later discussion.

Housing allowance: There was a motion to pay \$36K to the rector's housing allowance in 2020. Meghan first motioned, Tim seconded. All voted in favor.

Music Ministry: A motion for a second vote is required for the \$6K purchase of handbells from the endowment fund. Jim first motioned; Geof seconded. All voted in favor.

The Diocese is holding a revival meeting entitled, "More Jesus, More Love" on January 26<sup>th</sup>. The venue will take place at 2:00 p.m. at the Entertainment and Sports Arena in Southwest DC. CEC will be given thirty tickets (10 tickets/delegate). The Vestry discussed the method for obtaining and distributing the tickets. The Most Reverend Michael B. Curry, Presiding Bishop, will be the keynote speaker. Delegates, Vestry, chairs of committees, and staff will be among those that attend from CEC. Rev. Lisa will send out an email to Vestry with instructions so that we can obtain tickets for everyone. The registration deadline is December 6<sup>th</sup>. More information is available at [www.edow.org](http://www.edow.org).

Rev. Lisa, Emily Pearce and Donna Gentry, along with the Pastoral Care Committee and LEV's are exploring how the lay community may expand their pastoral care ministry. A group called the Community of Hope (Texas) equips laity to pursue and practice the spiritual disciplines found in the Benedictine rule and to minister where their spiritual gifts are best suited for giving comfort and care to those in need. We need a trained group of lay people to go out and visit our community. Emily had a good starter conversation with Grace Episcopal Church, who will send over some information and additional details for follow up on the community of hope practice.

### **Executive Session**

- Jefferson Building

At the conclusion of the executive session, Vestry determined a motion and vote was necessary. Motion: to use the letter of agreement as the governing document. Tim first motioned, Emily seconded. All voted in favor. No one opposed.

### **Closing Prayer**

Rev. Lisa led us in a closing prayer.

The Next Vestry meeting will be December 17<sup>th</sup>.

