

Vestry Meeting

MEETING MINUTES

Tuesday, September 3, 2019

Attendees

Rector	Associate Rector	Senior Warden	Junior Warden
<input checked="" type="checkbox"/> The Rev. Lisa M. Zaina	<input checked="" type="checkbox"/> The Rev. Cindy Simpson	<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 type="checkbox"/> Adebayo Laniyonou (20)	<input checked="" type="checkbox"/> Diana Locke (22)
<input checked="" type="checkbox"/> Meghan Matulka (20)	<input 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: Michael Febrey, CPA	

Agenda

Opening Prayer

Rev. Lisa led the Vestry in an opening prayer with special prayers for those affected by Hurricane Dorian, our children and teachers as they begin a new school year and our CES middle school children.

Review and Approval of Minutes of September 3, 2019

There were corrections recommended by Meghan Matulka regarding the St. Francis flock presentation and by Rev. Lisa on pages 5-6 in the Rector's update section. The proposed revisions were read aloud, and the Vestry agreed to accept these changes. There was a motion to accept the changes. Jim S. first motioned and Diana seconded. There was a second motion to approve the minutes pending these changes being updated. Geof first motioned and Jim S., seconded. All voted in favor to approve the minutes.

Presentations

Guest speaker: Mike Febrey, CPA

Mr. Febrey conducted an audit of the financial statements of CEC for the year ending December 31, 2018 and issued a report dated July 30, 2019. The responsibility of the audit is to perform an audit to obtain *“reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles.”* Mr. Febrey provided a report to the Vestry and Audit committee that included summarizing the accounting and accounting policies used during the audit. The report outlined the following: concentration of risk, fair value measurements, investments of the CEC, capitalized construction costs, parish related organizations (i.e., the rector and Vestry of CEC have ultimate authority and responsibility of the school), interest rate swaps on investments, outstanding notes payable, related party relationships (i.e., CEC and CES but for the purpose of this audit, CES financial activity was excluded) and finally liquidity and availability of financial assets. There was a motion to accept the audit report. Jim S., first motioned and Diana seconded. All voted in favor.

Jr. Warden Report – Geoffrey Fuller

Ongoing projects:

- Hillstrom House – the testing for lead failed again and remediation with epoxy paint is recommended. A new test is expected by 9/6 with results expected several days later. Two viable tenants have been identified with rent at \$2150/month.
- Nursery- HVAC appears to be working
- Roof- does not have insulation which affects engineer’s analysis (no change)
 - Structural engineer needed to design maintenance platform
- Fire alarm system ground fault (due to construction)- to be repaired week of 9/9 but system will continue to function until repairs made
 - Parish House – repairs still not completed but system will continue to function
- Choir room mirrors—will remain
- Nave- vibrations are caused by the air handler and Chillini will address this.
- Youth room floor- attended to later in September
- Shared maintenance projects identified
 - HVAC control software
 - Boiler Room computer repair
 - Floor repair in nave
- Preschool- Roof needs replacement. Quote received is \$7500
- Classroom renovation
 - Temporary occupancy permit scheduled for 9/13
 - Lift (elevator) will be completed in the Fall
 - Ventilation – option to use forced fresh air or note; there is a cost involved and potential delays. Recommended that we gather more information before decisions are made
 - No updates at this time on the budget (related to renovations)

Treasurer Report- Steve McNeil

An abbreviated oral report was provided by Steve summarizing spending from end of August:

- Overall, the budget is in line with expectations for this time of year
 - We had a \$7500 memorial gift
 - Endowment fund – end of last year profit of \$76K and this August we will like break even

- The audit report was provided to the Bank where we hold a mortgage
 - Minimum of \$500K in assets must be maintained
- Mortgage swap- given the decrease in interest rates we are now <\$631K> at the end of August.
- The FY20 budget will be presented at the September 24 Vestry meeting

Other Reports

Meghan Matulka - Meghan reported on the St. Francis flock. She reached out to the (2) Maryland parishes who are animal friendly designated parishes to obtain feedback on their experience and provided a brief update. The Vestry and specifically Tim, who had suggested this during the July 23 meeting, was satisfied with the findings

Tim Johnson- The waste management contract has a clause that indicates they can raise rates by 10% every 12 months. They did increase rates, but the amount was- higher than what was stipulated in the contract, so we should be getting a refund. He also noted that we are not recycling properly, and this results in increased fees, where we could be more cost effective. This lack of recycling often occurs when Angel has a substitute or there is some other issue at the school.

Stewardship Committee- request to go back to George Wolohojian and obtain a list of those that donating/donated and those that indicated the potential for donating funds to the Capital Campaign.

Property Committee- There is a concern that excess water run-off is causing chronic damage to the columbarium area and that certain areas are subject to rot. Consideration of a drain was recommended and addressing damage to the dogwood trees was noted.

Associate Rector

Rev. Cindy gave some parting words to the Vestry as she moves to her new role as Rector to a parish located in Clinton, NC. The Vestry expressed appreciation for all her good work over twelve years at CEC and as CES Chaplain.

Rector Report

Rev. Lisa reported the following:

- A packet has been completed for use of the CEC facilities including a guide for funerals, matrimony services and other social uses.
- Michelle Craig is back working 30 hours/week working Tuesday-Thursday and Sunday morning and flexible as needed at other times.
- The Vestry will have a retreat/gathering facilitated by the Rev. Robert Philips in February 2020.
- The CES chapel schedule will be revised but will include support from guest speakers and morning prayers two days per week conducted by the CES teachers. A search for a new school chaplain will be underway.
- Rt. Rev. Chilton Knudsen will be welcomed as Assisting Bishop of Washington, DC at Evensong on October 6th.

New Business

The Vestry discussed timeframes for the submission of Committee reports and other agenda items for inclusion in the monthly meeting. It was generally agreed that the Vestry would adhere to the following practice:

Monday one week prior- reminder email to Vestry asking for input to the agenda and submission of any briefing materials

Wednesday COB one week prior - Vestry to submit agenda items, updates or briefing materials to Judith or designee

Friday COB prior to meeting – Agenda, materials and/or background documents emailed to Vestry members (provides for review over the weekend) by Judith or designee

Executive Session

- Transition miscellany
- Rector's report continued

Closing Prayer

Rev. Lisa led us in a closing prayer.

The next Vestry meeting is September 24th.