

Vestry Meeting

MEETING MINUTES

Tuesday, July 23, 2019

Attendees

Rector	Associate Rector	Senior Warden	Junior Warden
<input checked="" type="checkbox"/> The Rev. Lisa M. Zaina	<input type="checkbox"/> The Rev. Cindy Simpson	<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 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)	<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: Lori Nicely – St. Francis Flock	

Agenda

Opening Prayer

Rev. Lisa led the Vestry in an opening prayer from a passage from the book "Hour by Hour."

Review and Approval of Minutes of June 2019

A correction to page 2 of the June minutes was noted to state that when we are signing contracts the Sr Warden is responsible for all the contracts that involve the church buildings; the Jr Warden is authorized to sign in absence of the Sr. Warden. Meghan first motioned, Geof seconded. All voted in favor to approve the minutes with this revision.

Presentations

Lori Nicely: Lori is a member of the St. Francis Flock and provided an excellent slide overview of this ministry within the church community and benefits to our congregation. The purpose of the presentation this evening is to determine if CEC should become a designated animal friendly

congregation. This would require approval by the Vestry.

As background, there is already an existing structure within the Episcopal church that provides for guiding principles and an overall framework to become a designated animal friendly church: The Episcopal Network for Animal Welfare (“ENAW”). Currently, CEC has relevant pet friendly reading material in the children’s library (as well as a new St. Francis Flock Lending Library), conducts a Blessing of the Animals, and always serves vegetarian options at our parish socials. St. Francis Flock offers pet grievance counseling (currently provided by a licensed psychologist); holds an annual Pet Memorial Service; collects donations for area non-profit animal shelters, sanctuaries, and other animal welfare groups; and has standing offers to seniors and those with mobility issues to help take their pets to the vet as well as to provide pet food to those congregants who are struggling financially . This ministry has held an Animal Well-Fair which focused on showcasing area animal welfare non-profits. By way of St. Francis Flock, CEC opened its doors to allow for the Montgomery County Department of Homeland Security and a local vet to present on emergency preparedness for animals. St. Francis Flock was first comprised of eight members including one family however, by 2019, it has grown to fifteen members and includes three families. The ministry was given \$1000 as its annual budget by the Vestry a few years ago, something they did not solicit, and has been judicious in spending those funds. Members are passionate about this ministry and often self-fund its projects.

For CEC to continue to grow into an “animal friendly congregation” as defined by ENAW, it would need to meet five (5) criteria, all which CEC is already doing. One point for awareness is that this designation would mean that CEC would not sponsor fundraisers around animal killing and would serve vegetarian options during Lent and at other social events. This is already being done. There are only two other Episcopal churches with this designation in the state of Maryland--- St. John’s and St. George’s. CEC would not need to deviate from current practices if we acquire this designation. CES is a separate entity from CEC in this regard so the criteria would not apply. The Vestry thanked Lori for making her presentation.

After the presentation, the Vestry took a vote on Emily’s motion and Jim’s second and approved the request to designate CEC as an animal friendly church under the criteria as set out by ENAW. All but Tim voted in favor. Tim indicated that he was in favor of CEC being designated an animal friendly congregation but that he thought it prudent to hear from the other two churches in Maryland about their experiences (positive or negative) since being designated as such. It was agreed by the Vestry that there would be a delay of a month (until the next Vestry meeting) to announce the news about the designation while St. Francis Flock sought answers to Tim’s question. Meghan agreed to ask Lori Nicely to reach out to the other churches. After the Vestry receives this information, St. Francis Flock will be permitted to announce the designation and will be asked to write up an informational piece to share in the bulletin.

Jr. Warden Report – Geoffrey Fuller

Updates:

Hillstrom House – The work has been finished, including the kitchen but HH failed its lead test a second time. It appears that the windows (perhaps the casings) are the issue so other options are being explored, including cleaning solutions and paint that could abate the issue and result in passing the test. The new test is expected to occur on August 3rd, the cost being \$500/each occurrence. A second vote by

the Vestry may be required. The HH did not rent for \$2500 so on the recommendation of the real estate agent, the monthly rental is offered at \$2150.

Church nursery – the engineering study is complete. The HVAC has not had leaks over the past few weeks and while the temperature is not chilly, it is comfortable. The roof does not have insulation. How we proceed Nursery – engineering study has been done. Good news—it is working. No leaks over a few weeks. Not chilly but comfortable “limping” by. Roof does not have any insulation. How we proceed will impact the size of unit installed, bearing in mind the roof system as we need to keep an appropriate load on the boiler.

The foundation leak that was discovered in the boy’s bathroom had a French drain installed and this seems to have taken care of the problem.

Parish house— On July 1st, the house will be rewired to update the fire alarm system and should be completed on/before July 5th. The workman will then come back and to work in the attic. The kitchen floor has been repaired, a chandelier installed in the dining room and a new fridge was purchased and installed, as the former one was leaking. It was more cost effective to replace the fridge than replace the floor

Classroom renovation – There is no change in the cost, but the work is running behind schedule, with an impact of a delay by several weeks. We hope to open on September 3rd as planned by given that more areas had asbestos than projected, additional abatement measures needed to be taken and thus the delay. Jim motioned, and Tim seconded and voted in favor on a second vote as follows:

(1) \$250 for HH weeding, (2) HH lead testing for \$1000, (3) foundation work for \$1500, (4) \$525 for HH gutters.

Treasurer Report- Steve McNeil

Steve provided a summary report for the month ended June:

- Overall, the CEC had a good month
 - We have a YTD surplus of \$17K ---
 - Investment income—bounced back \$10K gain - \$29K YTD.
 - Calendar – pledge income. About 20% of online giving. Helpful for fundraisers.
 - Collect \$10K per week in offerings (to stay current). We collected \$57K for the month. There were 5 Sunday's in June. We received \$14K on 6/30. Up 3% YTD.
 - This year we have 26 Sundays for this total year.
 - Loose plate giving – was good for the month but down from last year \$25K – to \$20K
 - Rental income -- \$0 this month for HH (not rented)
 - Spending - \$102K of expenses but kept under \$100K for the month
 - Music is higher—Easter brass and Jason hours at 25/hours/week and then 20 hours for last 7 months of this year.
 - Facilities maintenance – 59% of the full year --- but up across the board

We ended the month with \$64K in the checking account. In August it is anticipated will need to transfer some endowment monies into the account. The endowment fund had a good month because of the bounce back in the market. Also noted is \$20K not currently designated for projects. In June we spent \$3500 on clergy transition and for the installation. We have \$13K unspent and then \$30K uncommitted

endowment funds, which gives a good cushion.

Last, the mortgage swap balance of \$120K is growing with lower interest rates. While it is not worse than last month, it is \$60K worse than the beginning of this year.

Rector's Report - Rev. Lisa

- Organist/Choirmaster Search – no updates yet from Mary from their first search.
- Stewardship Committee- Tim and Rev. Lisa have individuals to call to join.
- Facility Fee schedule - a draft fee schedule was provided to Vestry members with proposed security deposit and usage fee costs for use of the Nave/Chapel; Dining room, Murdock Room and Kitchen, with a minimum of three hours, additional hours allowed for additional cost. Tim suggested we consider charging a deposit (\$700 proposed) and ensure that licensing and liability insurance be a part of the contract agreement. Based on market research, the fee schedule appeared consistent with similar fee structures/similar space in the area. Tim motioned, and Emily seconded in favor. All voted in favor and approved.
- Boy scouts and Eagle scouts – The CEC was approached to use the church once/month for meetings to promote Boy scouts. We will need to investigate the insurance issue but will not charge for the use of the space in a spirit of good will. The meeting will occur on the second Tuesday of the month from 7 pm – 9 pm. Approximately 25-50 individuals would be expected to attend and may be as many as 70 in attendance. CEC would consider this as a contribution to the community.
- We received a letter of appreciation from the Canon- in-Charge Jerusalem for our contribution offering.

Executive Session

Sr. Warden's updates: CES

Rev. Lisa's updates: CES/CEC

Adebayo motioned, and Emily seconded to suspend the search for a new head of school. We need to communicate that we are in a period of transition, we need to do some fact finding and we don't know the end result. All voted in favor. We need to create a glide path and have been impressed with Brooke Carroll, a consultant on contract to us who helps find leadership for small schools. We may be able to repurpose her focus with the current scope of work to assist. Options will be explored.

Emily motioned, and Tim seconded that a task force be established, with the Sr. Warden as the chair. The motion is to establish a task force to discuss and assess the CEC/CES structure, operations and facilities with the purpose of making recommendations to the Vestry regarding current and future state of these entities. The initial recommendations forthcoming in August, with final recommendations in October. Sr. Warden will appoint and chair this task force. The task force will be comprised of three (3) members from the Vestry and three (3) members from the school. The task force is advisory and makes recommendations to the Vestry, on which the Vestry may vote. The Task force could make recommendations. Voting is from Vestry. All voted in favor for this motion.

Action items/motions with Vestry consensus:

1. The Sr. Warden will reach out to the School board
2. The Sr and Jr Warden will reach out to the lay leadership regarding the Capital Campaign
3. Rev. Lisa will reach out to Caroline, Head of school, regarding the Task force and the appointment of the Sr. Warden, Janice Musselman, as the chair.

Closing Prayer

Rev. Lisa led us in a closing prayer from the book “Bless this space.”

The next Vestry meeting is scheduled for August 27th.