

Vestry Minutes

November 23, 2021 from 7:00-8:45 pm

Present: Emily Pearce, Emily Correll, Bayo Laniyonou, Michelle Kang, Diana Locke, Peggy Gilliam (Treasurer), Victor Ban, Peter McCabe, Dave Scott, the Rev. Meg Ingalls, Interim Rector

Absent: Bola Adeolu, Henry Mulzac, Bryant Trost, Rev. Carol Cole Flanagan, Interim Rector

The meeting began at 7:00 pm via Zoom.

We started with check-ins and personal updates. Followed by prayer for Thanksgiving season.

Review of norms.

Review of minutes from October. Motion to pass minutes as written approved and passed unanimously.

Head of School Report. Successful month at the school, with Grandparents and Special friends' day and open houses happening as a return to normal. Announcements of Gala, Wine and Whiskey Party fundraiser. 8 FTEs over budget for enrollment, early traction on applications for next year. COVID testing every 2 weeks. Virtual town hall engaged 40% of parents. Parent ambassador program launch. Start of reaccreditation. Financial audit information has been provided to Michael Febrey for FY 20, FY 21 audit to occur in the Spring. Annual fund goal 150k, after 1 month have achieved 50k. Bookkeeping has transferred completely to Erin Lopez. Discussion of preschool and focus on increasing enrollment. Recent adoption of a year-round program intended to increase enrollment. Discussion of federal and State of Maryland impacts of proposed infrastructure bill that could fund preschool tuitions.

Senior Warden's Report. Jefferson Building sale deferred to December 2nd or 3rd due to holidays and will continue to pay carrying costs. Continuing to develop plans for Foley Park rededication and development of more formal memorial garden. Summary of Historic District Commission meeting re: 22 W. Jefferson review and thanks to Emily Correll for representing us. Shared Use agreement re-negotiation has begun.

Junior Warden's Report. Heating issues in church discussed. Repairs are being made, but the system is very unpredictable and probably needs full replacement. Concern about amount we have spent already with S&W on bit-by-bit repair work. Discussion of need for broad overview of building needs and progress in setting up of a building and grounds committee to expand responsibility burden beyond Junior Warden.

Bargain Box Report. Summary of Bargain Box closure, review of remaining funds and distribution plan, and receipt of documentation regarding the severance of the rental agreement. Peggy Gilliam has received all documentation electronically and agreed to send to Emily Pearce for uploading to Vestry records.

Treasurer's Report. Updated on SWAP. Has decreased due to interest rate increases. Currently \$477,753. Hope to pay off if interest rates continue to increase. Stewardship campaign had conservative goal, which we should be able to achieve (\$500k). Agreement from school to use remaining PPP for share of SWAP until March 2021. Shared use is a work in progress. Need wait until JB sale to figure out the strategy for the rest of the year. Money needs to be set aside for property matters. Motion to accept finance reports seconded and passed unanimously.

Clergy Report. Choir is back, working on Sunday pageant for children. Seminarian Katie Hoyer has developed a medical issue that is impeding her ability to serve with us. She is receiving treatment and hopes to return soon. Next month we will meet in Murdock room with quick business meeting followed by a holiday party with full staff and spouses invited.

Respectfully submitted,

Emily Pearce